

Littlemoor Primary School

Safeguarding and Child Protection

Date	Review Date	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Nominated Governor
Feb 20	Feb 21	Claire Kelly	Claire Rollinson/Paula Herring	Kerensa O'Reilly/Kay Knox

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Education Act 2002
- Female Genital Mutilation Act 2003
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Childcare (Disqualification) Regulations 2009
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015
- Serious Crime Act 2015

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2016)
- Mental Health and Behaviour in Schools: Departmental Advice (DfE 2014)
- Information Sharing 2015 (HM Government)
- What to do if you're worried a child is being abused 2015 (HM Government)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Inspecting Safeguarding in Early Years, Education and Skills Settings (Ofsted)
- School Inspection Handbook (Ofsted)

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- The Prevent Duty: Department advice for schools and childcare providers (DfE)
- Mandatory Reporting of Female Genital Mutilation - procedural information (HM Government)
- Guidance for safer working practices (Safer Recruitment Consortium 2015)
- Child Sexual Exploitation - definition and guide for practitioners (DfE 2017)
- Sexual violence and sexual harassment between children in schools and colleges (DfE)

We are committed to safeguarding and promoting the welfare of all children and take account of the information contained in the DfE documents 'Working Together to Safeguard Children' and 'Keep Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2016)' as the safety and protection of children is of paramount importance to everyone in this school and we work hard to create a culture of vigilance. At all times we will ensure what is best in the interests of all children.

Safeguarding and promoting the welfare of children is best defined as:

'protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes'. (Keep Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2016))

We believe that all children have the right to be safe in our society. Therefore, we recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We understand that 'safeguarding is what we do for all children, whilst child protection refers to the procedures we use for children at risk of significant harm or who have been harmed.'

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

We want all our children to achieve their full potential by:

- being as physically and mentally healthy as possible;
- experiencing good quality education opportunities;
- living in a safe environment;
- learning and working in a safe environment;
- experiencing emotional well being;
- feeling loved and valued;
- receiving support from a network of reliable and affectionate relationships;
- learning to look after themselves;
- coping with everyday living;
- having a sense of identity and a positive image of themselves;
- developing their confidence and their interpersonal skills

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We recognise that the safety and protection of pupils is the responsibility of all school personnel and volunteers as they are in a unique position to notice injuries, marks or bruises when children are undertaking certain activities which might indicate a child has been abused. We believe that we must report and investigate all injuries for the safety and protection of the children in our care.

We acknowledge that children can be harmed physically, emotionally, sexually or by neglect. It is our duty to report any concerns that we have of child abuse as the health, safety and protection of all children is paramount. We are aware that if abuse is suspected by another child then child protection procedures will be applied to both children.

The following are types of abuse and neglect:

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Peer on peer abuse: All children are capable of abusing their peers

. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in loo

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king at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2016))

We have a duty to ensure school personnel have the **skills, knowledge and understanding** to keep looked after children safe and to be alert to the additional safeguarding challenges to children with special educational needs and disabilities.

We are aware that **sexual exploitation** 'can take many forms from the seemingly 'consensual' relationship where sex is exchanged for attention/affection, accommodation or gifts, to serious organised crime and child trafficking. What marks out exploitation is an imbalance of power within the relationship. The perpetrator always holds some kind of power over the victim, increasing the dependence of the victim as the exploitative relationship develops.' We will report any concerns we may have regarding a pupil being possibly sexually exploited.

We are aware that **female genital mutilation (FGM)** is a form of child abuse and violence against women and affects girls particularly from North African countries. It is illegal in England and Wales to allow girls to undergo this practice, which involves the 'partial or total removal of the external female genitalia for non-medical reasons'.

We are aware that section 5b of the FGM Act 2003 has introduced a mandatory reporting duty which requires health and social care professionals and teachers in England and Wales to report to the police when a girl under the age of 18 informs them that FGM has been carried out on them or if they observe physical signs that FGM has been carried out.

Mandatory reporting duty does not apply if a person suspects that FGM has been carried out or whether they consider a girl may be at risk of FGM. In this instant we are expected to follow local safeguarding procedures. School personnel who fail to comply with the mandatory duty face disciplinary procedures.

We will inform the **Local Authority Designated Officer** of any allegations of abuse by any member of the school personnel whether they took place on the school premises or elsewhere and of the action taken in respect of these allegations.

We will also inform Local Authority Designated Officer of any person connected to the school who is considered to be unsuitable to work with children.

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We have a duty to safeguard children, young people and families from **violent extremism**. We are aware that there are extremists groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of pupils being drawn into terrorism. School personnel must be aware of the increased risk of online radicalisation, and alert to changes in pupil's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

Child criminal exploitation: county lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered.

Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years;
 - can affect any vulnerable adult over the age of 18 years;
 - can still be exploitation even if the activity appears consensual;
 - can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
 - can be perpetrated by individuals or groups, males or females, and young people or adults;
- and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation.
- Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

We are aware that under the '**Counter-Terrorism and Security Act 2015**' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote pupils' welfare. Within this environment we work hard to build pupils' resilience to radicalisation and extremism by promoting fundamental **British values** and for everyone to understand the risks associated with terrorism. We want pupils to develop their knowledge and skills in order to challenge extremist views.

Advice and support to protecting children from the risk of radicalisation is provided for all school personnel by the **Designated Safeguarding Lead** who has undertaken Prevent awareness training (Workshop to Raise Awareness of Prevent). Online general awareness training will

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also be provided by the Channel programme for all school personnel who provide support to those who have been identified as being vulnerable to being drawn into terrorism.

We will deal with all incidents of **sexting** that involves the 'sending or posting of sexually suggestive images, including nude or semi-nude photographs, via mobiles or over the Internet.'

We are committed in establishing and maintaining an **ethos** where children and parents feel secure in being able to talk confidently to school personnel about any concerns or fears they may have knowing that they will be taken seriously.

We are aware that **privately fostered** children fall into the category of a potentially vulnerable group and must be monitored by the local authority. Therefore, it is our duty to report to the local authority any child who we suspect is being privately fostered. On admission to the school we will ensure that the parental responsibility of a child is established.

We will ensure that the **curriculum** deals with safeguarding through activities and opportunities in PSHE/Citizenship that will equip the children with the necessary skills and awareness to stay safe from abuse. We want children to understand risk, to become more resilient and know where to go for help and support not only in school but also in the local community.

We have a duty to create and maintain a culture of safe recruitment and to establish and maintain correct procedures that will 'help deter, reject or identify people who might abuse children.' Procedures such as criminal record checks (**DBS checks**), barred list checks and prohibition checks, together with references and interview information, to be used in order to determine the suitability of a prospective employee.

We are committed in establishing and maintaining correct procedures and checks for **safer recruitment** for all new staff, supply staff, contractors, volunteers and governors and the establishment of sound working relationships with parents and support agencies.

We will ensure that all adults in the school community attends regular **awareness training** on a wide range of safeguarding topics and that both Designated Safeguarding Leads undertake two-yearly training in their role.

We have a duty to ensure that under no circumstances will we **disclose** to a parent any information held on a child if this would put the child at risk of significant harm.

We recognise **whistle blowing** is the reporting of suspected wrongdoing in the workplace which is regarded as making a disclosure in the public interest. We actively encourage all school personnel and visitors to school to report any serious concerns they may have about any aspect of the school such as:

- health and safety concerns
- damage to the school environment
- a criminal offence that has taken place or is about to take place
- disobeying the law
- the covering up of a wrong doing

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- the conduct of its personnel or others acting on behalf of the school.

We are aware that more than 90% of abuse cases involve someone a child already knows such as a family member or close friend. We agree with the advice from NSPCC that 'parents should not leave it up to teachers' to talk to children about sexual abuse but to talk to them themselves.

Therefore, we will organise awareness training workshops for parents outlining various ways and opportunities for them to approach this delicate subject.

We aim to ensure that in all **school inspections** safeguarding will be judged as outstanding in leadership, in outstanding personal development, behaviour and welfare and outstanding in the standards in early year's provision.

We wish to work closely with the **School Council** and to hear their views and opinions on safeguarding as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote **equality**. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe that 'everyone who comes into contact with children and their families has a role to play in safeguarding children'. Therefore, we believe it is essential that this policy clearly **identifies and outlines the roles and responsibilities** of all those involved in the procedures and arrangements that is connected with this policy. All governors must be fully aware of their safeguarding responsibilities.

Aims

- To have in place procedures to ensure that we meet our responsibilities for safeguarding and promoting the welfare of children from abuse.
- To ensure that all school personnel are aware of what action to take when dealing with a child protection issue.
- To create and provide a learning environment that is safe, secure, warm and welcoming for children combined with sound security systems and procedures.
- To establish and maintain an ethos where children and parents feel secure in being able to talk confidently to school personnel about any concerns or fears they may have knowing that they will be taken seriously.
- To ensure school personnel have the skills, knowledge and understanding to keep looked after children safe.
- To be alert to the additional safeguarding challenges to children with special educational needs and disabilities.
- To protect children from the risk of radicalisation and extremism.
- To build pupils' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism.
- To ensure all concerns about FGM are reported.

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- To establish and maintain procedures for safer recruitment and to establish and maintain sound working relationships with parents and support agencies.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has the responsibility to ensure the following are in place:

Legislation, the Law and Documentation

- To be responsibility for ensuring that the school complies with all equalities legislation.
- To ensure that the policies, procedures and training in school is effective and complies with the law at all times.
- To ensure that all governors are fully aware of their safeguarding responsibilities.
- To ensure governors and school personnel are aware of:
 - Working Together to Safeguard Children (DfE 2013)
 - Keeping Children Safe in Education (DfE 2016)

Safeguarding Policies

- To ensure this policy is up to date and is annually reviewed.
- To ensure the following policies are up to date, in place and annually reviewed:
 - Child Protection
 - Staff Discipline, Conduct and Grievance policy
 - Managing Allegations against Staff policy
 - Managing Allegations against Pupils policy
- To use the experiences and expertise of school personnel when writing and reviewing safeguarding and child protection policies.
- To be responsible for ensuring all policies are made available to parents.

Headteacher

- To delegate powers and responsibilities to the Headteacher and to ensure everyone connected with the school is aware of and complies with this policy and other safeguarding policies.

Designated Safeguarding Lead

- To appoint members of the senior leadership team to act as the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead.

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- To ensure the designated safeguarding lead takes lead responsibility for safeguarding and child protection and has the 'appropriate status and authority within the school to carry out the duties of the post.'
- To have in place current job descriptions for both the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead.
- To ensure the Designated Safeguarding Lead attends appropriate refresher training every two years.

Inter-agency Working

- To ensure close working links with social care, the police, health services and other services to promote the welfare of children and protect them from harm.
- To ensure 'safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the LSCB.'
- To share information with local agencies.

Safeguarding Training

- To ensure all governors undertake appropriate training about the ways of safeguarding children.
- To ensure the Designated Safeguarding Lead attends appropriate refresher training every two years.
- To ensure all school personnel undertake safeguarding and child protection training in line with LSCB advice on induction.
- To ensure that the Headteacher, school personnel and volunteers undertake regular and annual safeguarding and child protection training.

Safe Recruitment

- To have in place safe recruitment policy and procedures, including appropriate use of reference checks on new staff and volunteers.
- To ensure that at least one person on any appointment panel has undertaken safer recruitment training with advice taken from the LSCB.
- To ensure
- To ensure volunteers are properly supervised.

Disclosure and Barring Service Checks

- To ensure Disclosure and Barring Service checks are undertaken for everyone working with children in the school.
- To ensure governors have Enhanced DBS checks.
- To make a 'referral to the Disclosure and Barring Service if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.'

Reports

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- To receive termly reports from the Headteacher on safeguarding pupils in the school.
- To receive immediate reports of any weaknesses to this policy.
- To receive an annual report from the Headteacher on safeguarding pupils in the school.

Curriculum

- To ensure pupils are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum and covers relevant issues through personal, social, health and economic education (PSHE) and through sex and relationship education (SRE).
- To ensure children understand risk, become more resilient and know where to go for help and support.

Allegations of abuse made against teachers, headteachers, volunteers and other staff

- To have in place procedures to deal with allegations of abuse against the Headteacher, members of staff and volunteers.
- To ensure allegations are referred to the designated officer at the local authority.
- To nominate the Chair of Governors in liaison with the local authority to deal with any allegations of abuse made against the Headteacher.

Allegations of abuse made against other children

- To minimise the risk of peer on peer abuse.
- To investigate all allegations of peer on peer abuse.

Looked After Children

- To ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe.

Children with Special Educational Needs and Disabilities

- To ensure school personnel are trained in recognising abuse and neglect in children with special educational needs and disabilities.

Online Safety

- To ensure that appropriate filters and monitoring systems are in place.

Monitoring

- To undertake periodic checks to ensure all safeguarding procedures are working effectively;
- To be responsibility for the effective implementation, monitoring and evaluation of this policy.

Equality

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- To nominate a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy.

School Council and Nominated Governor

- To involve the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body.
- To nominate a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the Designated Safeguarding Lead;
 - ensure policies and systems fulfil all safeguarding and child protection responsibilities and are consistent with Local Authority guidelines and LSCB procedures;
 - ensure that everyone connected with the school is aware of this policy;
 - or the Chair of Governors take responsibility for taking action according to Local Authority procedures where there are allegations against the Headteacher;
 - ensure recruitment of school personnel and volunteers is in line with the Safe Recruitment policy;
 - undertake safeguarding training every three years.
 - ensure that everyone connected with the school is aware of this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.

Performance Management

- To annually undertake the performance management of the Headteacher.

Role of the Headteacher

The Headteacher has been given delegated powers and responsibilities by the Governing Body to ensure the implementation of the following areas:

Legislation and the Law

- To be responsibility for ensuring that the school complies with all equalities legislation.

Ethos and Learning Environment

- To create and maintain a culture of vigilance.

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- To create and provide a learning environment that is safe, secure, warm and welcoming for children combined with sound security systems and procedures.
- To establish an environment where children feel safe to talk and a culture where school personnel listen to children.

Policy Awareness and Documentation

- To ensure everyone connected with the school is aware of and complies with all aspects of this policy and other safeguarding policies;
- To ensure all school personnel and governors read Part One of 'Keeping Children Safe in Education'.
- To ensure the current safeguarding and child protection policy is published on the school website.
- To ensure all school personnel are familiar with:
 - this policy
 - School Personnel Code of Conduct policy
 - Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
 - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2014)
 - Information Sharing 2015 (HM Government)
 - What to do if you're worried a child is being abused 2015 (HM Government)
 - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
 - The Prevent Duty: Department advice for schools and childcare providers (DfE)

 - Mandatory Reporting of Female Genital Mutilation - procedural information (HM Government)
- To ensure the following safeguarding policies are up to date and that all school personnel and volunteers are aware of them:
 - Child Missing Education (see policy)

We believe 'all children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education (CME) are at significant risk of underachieving, being victims of abuse and becoming NEET (not in education, employment or training) later on in life.' (Children Missing Education: statutory guidance for local authorities (DfE))

- Anti-Bullying (see policy)

We have a duty of care to protect pupils from bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment for all the children in order to protect them from those who wish to deliberately hurt them either physically

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or emotionally. We believe all our safeguarding procedures are in line with Sections 3(5) and 87(1) of the Children Act 1989 and Section 157 of the Education Act 2002 and that we promote the welfare of all children in our care.

Anti-cyber Bullying (see policy)

We believe cyber bullying is the use of a mobile phone or the internet to deliberately upset another person. We have a responsibility to ensure that cyber bullying does not take place in this school by ensuring pupils, school personnel and parents understand what it is and how it can be prevented.

Child Sexual Exploitation (see policy)

We believe child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status and is best defined as: involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from the social/economic and/or emotional vulnerability. (Safeguarding Children and Young People from Sexual Exploitation: supplementary guidance to Safeguard Children (DCSF))

Dealing with Allegations against School Personnel, Volunteers, Headteacher or Pupils (see policy)

We recognise that all school personnel are vulnerable to accusations of abuse because of their daily contact with children. We acknowledge that dealing with allegations against school personnel is a stressful, demanding, complex and delicate process for all involved. But we will ensure that all allegations will be taken seriously and investigated immediately and impartially in order to provide instant and effective protection for the child concerned and to provide support for the person who is the subject of the allegation.

Dealing with Sexual Violence and Sexual Harassment (see policy)

We are aware that 'sexual violence and sexual harassment can occur between two children of any sex and they can occur 'through a group of children sexually assaulting or sexually harassing a single child or group of children'. We have the responsibility to ensure that sexual violence and sexual harassment is not acceptable and will not be tolerated. All incidents of sexual violence and sexual harassment will be dealt with and all victims will be taken seriously with the appropriate support provided.

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Disclosure and Barring Service Checks (see policy)

We have a statutory duty of care to safeguarding the welfare of children and vulnerable adults and providing them with a safe learning environment. By undertaking checks via the Disclosure and Barring Service (DBS) for those people who are looking to work with children, we aim to prevent unsuitable people from working with children and vulnerable adults.

Photographic and Video Images (see policy)

We believe there is no law stopping parents from taking photographs of their children at school events as photographs taken purely for personal use are exempt from the Data Protection Act 1998.

Prevent Duty - Dealing with Extremism and Radicalisation (see policy)

We are aware that under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the Prevent duty and we believe it is essential that school personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

School Personnel Code of Conduct (see policy)

We have a duty to safeguard and to promote the welfare of all pupils by protecting them from maltreatment, preventing impairment of their health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care and to take appropriate action enabling them to have the best outcomes. We believe we have a duty to safeguard and to promote the welfare of pupils and to protect school personnel by creating a whole school culture that is safe and inclusive. We want to maintain a whole school culture by having in place the principles of respect, understanding rights and responsibilities, fairness, tolerance and understanding for all.

Positive Handling (Restraint of Pupils) (see policy)

We understand that there is no legal definition when reasonable force can be used. 'That will always depend on the precise circumstances of individual circumstances of individual cases. To be judged lawful, the force used would need to be in proportion to the consequences it is intended to prevent. The degree of force used should be the minimum needed to achieve the desired result. Use of force could not be justified to prevent trivial misbehaviour'. (Department for Education – Use of reasonable force)

Safer Recruitment (see policy)

We have a major duty to ensure safe recruitment of school personnel and volunteer helpers to this school as we are committed to safeguarding and promoting the welfare of all children. By creating a culture of safe recruitment that involves undertaking criminal record checks (DBS checks), barred list checks and prohibition checks plus

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obtaining references and other interview information for all prospective employees, we believe that this will help prevent, reject or identify those people who might abuse children.

Internet Social Networking Websites (see policy)

We believe school based staff need to be aware that 'posting' anything on social networking sites about themselves, others or their place of work must be prepared for the possibility that anyone could gain access to it. This has been a major factor in identity theft. In terms of school personnel's use of social networking and the web, they must be careful what information is posted due to potential security risks. School personnel should use social networking sites wisely and cautiously and if absolutely necessary bearing in mind they should not jeopardise themselves, others or their place of work. The school will monitor its IT system for inappropriate usage and will take the necessary disciplinary measures if need be.

Special Educational Needs (see policy)

We have a duty to provide appropriate SEN provision for children and young people in order to meet their needs. It is also our duty to 'make reasonable adjustments for disabled children and young people, to support medical conditions and to inform parents and young people if SEN provision is made for them.' We must ensure that under no circumstance will we directly or indirectly discriminate against, harass or victimise disabled children or young people.

▪ To publish this policy:

- on the school's website
- in the school handbook
- in the staff handbook

Safeguarding Training

- To undertake training in safeguarding and child protection.
- To ensure all school personnel and volunteers understand the safeguarding risks to children and how to report any concerns they may have.
- To keep an updated training attendance record and ensure that those who were absent from any training attend another follow up training session.
- To provide evidence for Inspectors that training has been effective and has been implemented.
- To ensure that all new school personnel undertake induction training in safeguarding and child protection procedures that covers aspects of:

- Keeping Children Safe in Education (DfE 2016)
- What to do if you are worried a child is being abused (DfE 2015)
- Guidance for safer working practices (Safer Recruitment Consortium 2015)
- Prevent Duty (DfE 2015)
- Child Sexual Exploitation - definition and guide for practitioners (DfE 2017)

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School Procedures

- To provide refresher training for all school personnel annually and to raise awareness of a wide range of safeguarding topics throughout the school year.
- To have in place a record of all refresher training undertaken and to ensure that those who were absent from any training attend another follow up training session.
- To evaluate the effectiveness of the varied approaches to safeguarding training undertaken.
- To provide evidence of the improved changes to safeguarding training.

Designated Safeguarding Lead

- To work closely with the Designated Safeguarding Lead and nominated governor for child protection.
- To nominate a deputy Designated Safeguarding Lead.
- To ensure both Designated Safeguarding Leads undertake two-yearly training in their role.
- To ensure both Designated Safeguarding Leads undertake Prevent awareness training (Workshop to Raise Awareness of Prevent).
- To organise, in conjunction with both Designated Safeguarding Leads, regular awareness training on a wide range of safeguarding topics for all adults in the school community.
- To provide adequate resources for the Designated Safeguarding Lead to undertake his/her role.
- To ensure that there is a smooth transition of responsibilities and information when a new Designated Safeguarding Lead takes over the role.

Safer Recruitment

- To ensure a safer recruitment process is in place.
- To ensure that agency supply teachers and other supply staff and vetted by the agency are, when they arrive at school, are the same people that the agency vetted.
- To prevent people who pose a risk of harm from working with children.
- To check staff who work with children.
- To take 'proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised.'
- To ensure that at least one person on any appointment panel has undertaken safer recruitment training.

Disclosure and Barring Service Checks

- To ensure Disclosure and Barring Service checks are undertaken for everyone working with children in the school.
- To complete prohibition checks for everyone in teaching work and to check that no one is restricted from working as a teacher in another EEA country.
- To ensure all visitors are suitably checked and monitored.
- To ensure Disclosure and Barring Service checks are undertaken for who volunteers to run an after school sports club such as football, netball, rugby etc.

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- To ensure Disclosure and Barring Service checks are undertaken for any adult employed by the school from a sports agency who coach children either in school time or as an after school club.

Single Central Record

- To ensure a Single Central Record is in place, up to date and fulfils all statutory requirements that covers everyone who work in regular contact with children such as all:
 - school personnel
 - trainee teachers on salaried routes
 - volunteers
 - supply agency staff

The following information will be recorded for all school personnel, trainee teachers and volunteers:

- an identity check
- a barred list check
- an enhanced DBS check/certificate
- a prohibition from teaching check
- a check of professional qualifications
- a check to establish the person's right to work in the UK
- a section 128 check for those in school management positions
- checks on those who have lived or worked outside the UK

Additional information will be recorded for supply agency staff:

- name of the supply agency
- confirmation checks that the agency has done all of the above
- date when the confirmation was received
- DBS certificate for each supply person
- date when DBS certificate was received

Plus the supply agency will be contacted once the agency worker has arrived in order to verify that that 'is the same person that the agency has completed the vetting checks on'.

Policies and Documentation

- To ensure all school personnel and governors read Part One of 'Keeping Children Safe in Education'.
- To ensure that all school personnel and volunteers are able to highlight improvements to the safeguarding policies and procedures.

Record Keeping

- To have in place a robust and effective record keeping system.

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- To ensure all child protection concerns, associated discussions and decisions are recorded in writing in a set format:
 - The nature of the concern
 - The name of the person reporting the concern
 - To whom the concern was reported
 - When it was recorded
 - What robust action was taken
- To ensure the record keeping system is kept in one secure central place.
- To have in place an up to date, detailed, accurate and secure child protection file which records all concerns and referrals.

Online Safety

- To have in place IT systems that will effectively filter the internet without over-blocking and systems to monitor online usage.

Risk Assessments

- To ensure risk assessments are in place regarding physical intervention, personal care, intimate care, pupils changing for sporting activities, school personnel working 1:1 with a pupil, overnight stays and staying with hosting families on exchange visits.
- To encourage pupils to assess risks to themselves.

School Personnel

- To ensure school personnel and pupils do not take **photographic images** without consent or management permission.
- To not promise **confidentiality** to any child but always act in the interests of a child.
- To ensure school personnel are constantly encouraging pupils to **assess risks** to themselves.
- To ensure school personnel have the skills, knowledge and understanding to keep looked after children safe.
- To ensure school personnel are aware of the additional safeguarding challenges to children with **special educational needs and disabilities**.

Female Genital Mutilation

- To ensure all concerns about FGM are reported.

Fostering

- To report any private fostering arrangements to the local authority.

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- To inform the family of the child being fostered that it is their duty to inform the local authority of the private fostering arrangements in place.

Reporting

- To regularly report to the governing body and keep them updated.
- To report annually to the governing body on the effectiveness of the policy.

Dealing with Allegations against School Personnel, School Volunteers, the Headteacher

- To ensure there are procedures in place to handle allegations against teachers, headteachers, principals, volunteers and other staff.
- To ensure such allegations are referred to the designated officer(s) at the local authority by the designated safeguarding lead.
- To ensure procedures are 'in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.'
- To be aware that it is a legal duty and failure to refer when the criteria are met is a criminal offence.

Dealing with allegations of abuse made against other children

- To be aware that children are capable of abusing their peers.
- To have in place procedures to minimise the risk of peer on peer abuse.
- To investigate all allegations of peer on peer abuse.
- To ensure that when dealing with a safeguarding concern the child's wishes and feelings are taken into account when determining what action to take and what services to provide.

Looked After Children

- To ensure school personnel have the skills, knowledge and understanding necessary to keep looked after children safe.
- To ensure that appropriate staff have the information they need in relation to a child's looked after legal status.
- To promote the educational achievement of children who are looked after.
- To ensure the designated teacher for looked after children has the appropriate training.

Children with Special Educational Needs and Disabilities

- To ensure school personnel are trained in recognising abuse and neglect in children with special educational needs and disabilities.

Support and Counselling

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- To support and counselling to school personnel if they feel distressed from being involved with a traumatic child protection case or incident.
- To provide guidance, support and training to all staff.

Ofsted Inspection

- To be prepared for an Ofsted inspection by ensuring safeguarding arrangements are firmly embedded into the vigilant culture of the school that will provide sufficient evidence for a successful Ofsted. Evidence that includes having in place:

- a clear and effective safeguarding and child protection policy;
- a school environment that is safe and secure;
- pupils who:
 - feel safe and secure;
 - know how to make a complaint;
 - can name a trusted adult;
 - feel safe from bullying and discrimination;
 - know how to manage risk.
- school personnel who:
 - are well trained and understand the indicators of all types of harm;
 - work as a team;
 - undertake annual refresher training;
 - know how to report concerns about pupils and the conduct of other adults;
 - have identified learners who may be vulnerable;
 - are sufficiently trained in online safety;
 - are trained to use de-escalation strategies;
 - know that all physical intervention incidents must be recorded, reported, monitored and reviewed;
 - will seek the views of the pupil after an incident of physical intervention;
 - are aware of the supervision arrangements of pupils whose safety and welfare are at risk.
- a system for reporting concerns immediately;
- an effective school personnel code of conduct policy;
- a system that deals with pupils absence from school;
- local procedures that deals with pupils missing from school;
- regular discussions with pupils to see if they feel safe and secure;
- an improvement plan based on the results of pupil: teacher discussions.

Equality

- To provide leadership and vision in respect of equality.

Monitoring

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- To undertake periodic checks to ensure all safeguarding procedures are working effectively;
- To monitor the effectiveness of this policy.

Role of the Designated Safeguarding Lead

The **designated safeguarding lead** takes lead responsibility for safeguarding and child protection and has the 'appropriate status and authority within the school to carry out the duties of the post.'

The designated safeguarding lead will undertake the following:

Ethos and Learning Environment

- To create and maintain a culture of vigilance.
- To create and provide a learning environment that is safe, secure, warm and welcoming for children combined with sound security systems and procedures.
- To establish an environment where children feel safe to talk and a culture where school personnel listen to children.

Policy Awareness and Updates

- To ensure the implementation of this policy.
- To ensure everyone connected with the school is aware of this policy.
- To familiarise school personnel with the policy and procedures.
- To provide advice and support to staff on child welfare and child protection matters.
- To annually review the policy with the Headteacher.
- To keep up to date with all new guidance on safeguarding children.
- To keep all school personnel up to date with any changes to procedures.
- To ensure new and part time staff have access to and understand this policy and procedures.

Working Relations

- To work closely with the Headteacher, deputy designated safeguarding lead and the nominated governor.
- To liaise and seek advice from the Local Authority Designated Officer when the need arises.
- To take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so.

Safeguarding Training

- To be trained in child protection policy procedures and will renew training every two years in order to:
 - understand the assessment process
 - understand the procedures of a child protection case conference and child protection review conference
 - understand the specific needs of children in need

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- understand the specific needs of children with special educational needs and those of young carers
- have in place a secure and accurate record system of all concerns and referrals

- To receive appropriate annual updates.
- To undertake Prevent awareness training (Workshop to Raise Awareness of Prevent).
- To train school personnel in Prevent awareness.
- To undertake training in how to deal with sexting.
- To be trained in working with all agencies.
- To organise appropriate training for school personnel and governors.

Special Educational Needs

- To be alert to the specific needs of children in need, those with special educational needs and young carers.

Sexting

- To deal with all incidents of sexting by:
 - meeting with the appropriate school personnel;
 - meeting with the pupils involved;
 - informing the parents unless by doing so will put the pupil(s) at risk;
 - not viewing the imagery unless it is unavoidable;
 - contacting social care or the police if the pupil is at risk of harm.
- To make school personnel aware of the increased number of cases of sexting among under-16 year olds and the damaging effects that it is having.
- To work with the PSHE coordinator to ensure sexting becomes an important topic for discussion with pupils.

Female Genital Mutilation

- To raise awareness that female genital mutilation (FGM) affects girls particularly from north African countries and it is illegal to allow girls to undergo this practice either in this country or abroad.
- To ensure that all concerns regarding FGM and vulnerability to radicalisation are reported.

Child Protection Procedures

- To take the lead in dealing with child protection issues and in deciding what steps should be taken.
- To take into 'account the child's wishes and feelings when determining what action to take and what services to provide.'
- To keep a confidential Child Protection Register of all those pupils known to be at risk and only if it is confirmed by social services that the child is at risk.
- To regularly review and monitor the list of vulnerable pupils and especially those who received early help.

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- To ensure all confidential child protection information is stored securely in central place.
- To inform parents that information is kept on their children.
- To ensure that no information will be disclosed to a parent if this would put a child at risk of significant harm.
- To investigate and deal with all cases of suspected or actual problems associated with child protection.

Case Conferences and Core Group Meetings

The Designated Safeguarding Lead will attend:

- all Child Protection Case Conferences with the appropriate member of staff;
- all Core Group meetings once a child has been placed on the Child Protection Register.

Referrals

- To refer cases of suspected abuse to the local authority children's social care as required.
- To support staff who make referrals to local authority children's social care.
- To ensure parents are aware that referrals about suspected abuse or neglect may be made.
- To take appropriate action if a child's situation does not improve after a referral has been made by pressing for re-consideration;
- To record all child protection referrals.
- To co-ordinate action within the school.
- To provide support for any child at risk.
- To not promise confidentiality to any child but always act in the interests of a child.
- To refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- To refer cases where a crime may have been committed to the Police as required.
- To refer cases to the Channel programme where there is a radicalisation concern as required.
- To support staff who make referrals to the Channel programme.

Record Keeping

- To ensure an up to date child protection file is in place in order to make it easier to record and share information when required.
- To ensure all incidents are recorded, reported and kept confidential.
- To keep all paperwork up to date.
- To report back to the appropriate school personnel when necessary.
- To have in place a child protection file that is sub-divided into the following sections:

Administration:

➤ A personal record of each pupil in the file:

- Name
- Date of birth

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- Home Address
- Telephone numbers
- Names of parents / carers
- Siblings
- GP contact details
- Outside agency involvement

- ✓ Health
- ✓ Ed. Psych.
- ✓ EWO
- ✓ Social worker etc

➤ Chronology of events with the most recent at the top.

Internal Information

- Attendance
- School concern forms
- Notes of school meetings
- Notes of conversations with parents

External Information

- Record of phone calls
- Record of emails
- Referral forms etc
- Record of multi-agency meetings plus notes and all formal documents
- Record of the transfer of child protection files when a pupil leaves to join another school by recording the following:

Date of Transfer	Child's Name	D.o.B.	Means of Transfer			Destination	Records received by
			Electronically	Special/Recorded Delivery	Direct Handover		

Legal documentation

Security of Information

- To ensure all child protection records are regarded as confidential and will be kept in a secure place.

Support

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- To ensure that support mechanisms are in place for any child that is at risk in order to build their self-esteem and confidence.
- To ensure school personnel and volunteer helpers who feel distressed from being involved with a case or incident will receive support and counselling.

Fostering

- To inform a family of a child who we suspect is being privately fostered that it is their duty to inform the local authority of the private fostering arrangements.

Radicalisation

- To raise awareness of the need to protect pupils who might be vulnerable to radicalisation and involvement in terrorism.

Transition

- To ensure that there is a smooth transition of responsibilities and information when a new Designated Safeguarding Lead takes over the role;

Pupils Transferring to another School

To ensure the following procedures will take place if a pupil, on the child protection register, transfers to another school:

- To contact the case social worker.
- To pass on to the Designated Safeguarding Lead at the receiving school child protection records only if that school is in the same local authority.
- To ensure that if a child is moving to another local authority, then information will only be passed on with outline details of case conferences but not minutes of conferences.

Availability

- To be available during term time to discuss any safeguarding concerns.

The designated safeguarding lead will undertake his/her role by having in place a calendar of priorities:

Suggested Priorities	S	O	N	D	J	F	M	A	M	J	J
Induction training											
NQT training											
Whole school training											
Governor training											
Parent/carers workshops											
Review Safeguarding Policy											

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Review all Safeguarding policies																			
Review all other documentation																			
Review risk assessments																			
Update record keeping																			
Monitoring																			
Reports to the Governing Body																			
Update pupil child protection files																			
Transition of pupils																			
Pass on pupil child protection files to next phase																			
End of year report																			

Role of the Local Authority

The local authority will:

- be responsible for safeguarding and promoting the welfare of children by working in partnership with schools and other organisations;
- establish a Local Safeguarding Children Board;
- appoint the chairperson to the Local Safeguarding Children Board;
- appoint other members to the Local Safeguarding Children Board;
- have in place a local authority designated officer;
- ensure the Local Safeguarding Children Board is run effectively;
- ensure schools undertake their responsibilities for the safeguarding of children;
- have excellent links with local organisations;
- provide advice, information and guidance to families in the local authority.

Role of the Local Authority Designated Officer

The Local Authority Designated Officer will:

- ensure safeguarding procedures are correctly applied and implemented throughout the local authority;
- provide advice, information and guidance to personnel in the local authority;
- provide advice, information and guidance to families in the local authority;
- be responsible for updating the local authority policy for safeguarding and child protection;
- provide training and meet the training needs of schools and other organisations;
- work closely with Social Services, the Police, Health professional and all other agencies;
- be the key link to Social Services or the Police during and following formal investigations;
- monitor the progress of cases to ensure that they following the appropriate procedures;
- keep up to date with all changes in legislation;
- will be the local authority representative on the Local Safeguarding Children Board.

Role of School Personnel and Volunteers

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School Personnel will undertake the following:

Safeguarding and Child Protection

- To recognise that safeguarding and child protection is their main responsibility and will 'always act in the best interests of the child'.
- To read Part One of 'Keeping Children Safe in Education'.
- To provide a safe school and classroom environment in which children can learn, and ensure pupils:
 - feel safe and protected;
 - feel safe to talk and where school personnel listen to children;
 - know how to assess risk to themselves;
 - know how to keep themselves safe;
 - know how to raise a complaint or concern;
 - know and recognise a trusted adult that they can go to and raise their concerns;
 - feel supported and protected when they raise a concern;
 - are kept informed of any actions that have been taken when they have raised a complaint;
 - feel safe from discrimination and bullying;
 - are made aware of the basic safeguarding procedures in school such as visitors signing in and wearing visitor badges.
- To be alert at all times to the signs of abuse namely physical, emotional, sexual or neglect.
- To treat children's welfare with utmost importance.
- To be aware of the background of the children in their care.
- To be made aware of this policy and all other safeguarding policies and procedures during induction, the school personnel handbook and training.

Referrals

- To remember to make a written record of all verbal conversations.
- To make a referral to children's social care or to the police if a child is in immediate danger or at risk of harm and then record the verbal conversation in writing.
- To then inform the designated safeguarding lead that a referral has been made.
- To maintain an attitude of 'it could happen here' where safeguarding is concerned'.
- To 'identify concerns early, provide help for children, and prevent concerns from escalating'.
- To speak with the designated safeguarding lead if they are unsure and then record the verbal conversation in writing.

Reporting Concerns

If a pupil makes a disclosure then the member of the school personnel must:

- listen to the pupil;
- remain calm;
- offer reassurance;

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- not ask the pupil to remove or adjust clothing if bruises are observed;
- not ask leading questions;
- let the pupil speak freely;
- accept what has been told them without challenge;
- not offer opinion or criticize or lay blame;
- reassure the pupil at the end of the disclosure telling them that they have done the right thing;
- not promise confidentiality but inform them that other people need to be told;
- record accurately and factually what the child has said in note form;
- record observed injuries or bruises on a map of the body;
- submit a completed critical incident sheet to the designated person who will seek advice from the Local Authority Designated Officer;

If a member of the school personnel suspects that a child may be a victim of abuse then they must:

- record accurately and factually what they have seen in note form;
- submit a completed critical incident sheet to the designated person;

The Designated Safeguarding Lead will then:

- further investigate and keep records of this investigation;
- decide whether to take this referral further or to monitor the situation;
- inform the person making the initial referral of his/her decision;
- prepare in readiness for a case conference/core group meeting the following information on the child:
 - attendance and punctuality data
 - academic achievement
 - child's behaviour and attitude
 - relationships and social skills
 - appearance and presentation
 - any known incidents in or outside school
 - school contact with parents/carers

If a parent makes a disclosure to school then the Designated Safeguarding Lead:

- should meet with the parent taking down all details;
- will assure the parent that the school will take the matter seriously;
- that he/she will have to take advice from the Local Authority Designated Officer about the disclosure;
- will get back to the parent when a decision has been taken and how to proceed.

Recording Information

School personnel and volunteer helpers are asked to record any concern or incident in the following way:

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- Date
- Time
- Place
- Nature of the concern
- All facts
- Observed injuries and bruises
- Note the actual words of the child
- Sign the notes and hand to the DSL

Designated Safeguarding Lead

- To be aware of the name of the Designated Safeguarding Lead.
- To understand the role of the Designated Safeguarding Lead.

Training

- To attend regular awareness and update training on a wide range of safeguarding topics.
- To be trained in identifying signs of harm and abuse.
- To be aware of child sexual exploitation, radicalisation and extremism.
- To be aware of the effects of abuse and neglect on children.
- To undertake training on responding to a child.
- To attend appropriate training sessions on equality.

Reporting

- To be aware of the online tool 'Reporting child abuse to your local council'.
- To know how to report any suspected case of harm or abuse.
- To report any concerns to the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead.
- To report to the Headteacher any concerns they may have about another member of staff.
- To report to the Chair of Governors any concerns they may have about the Headteacher.
- To report to the Senior Leadership Team any concerns they may have about poor or unsafe safeguarding practices and procedures or they may contact the NSPCC whistle blowing helpline.
- To report and deal with all incidents of discrimination.
- To report any concerns they have on any aspect of the school community.

Female Genital Mutilation

- To report to the police and to the Designated Safeguarding Lead when a girl under the age of 18 informs them that FGM has been carried out on them or if they observe physical signs that FGM has been carried out.
- To report if they suspect that FGM has been carried out or whether they consider a girl may be at risk of FGM.
- To be aware they face disciplinary procedures if they fail to comply with the mandatory duty.

Fostering

- To inform the Designated Safeguarding Lead of any child who they suspect is being privately fostered.

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Radicalisation

- To report any concerns that they have about pupils who may be vulnerable to radicalisation.

Curriculum

- To provide opportunities through the curriculum to address relevant issues and topics in order to promote their safety and well-being.

Disclosures

- To know what to do if a child makes a disclosure.
- To ensure that no promise of confidentiality can be made to any child, but always act in the interests of a child.

Confidentiality

- To observe confidentiality at all times as the protection of the child is paramount.
- To have a professional responsibility to share information with other professionals who are investigating a case.
- To ensure that when confiding information to a member of staff a child is made aware that for their own sake this information cannot be kept secret.
- To reassure a child that the information will only be shared with the designated teacher who will decide what will happen next.

Support and Counselling

- To receive support and counselling if they feel distressed from being involved with a case or incident.

Social Networking

- To be cautious when using social networking sites and must:
 - set their profile as private;
 - not allow access to pupils or parents/carers;
 - avoid publishing or allowing to be published any material/comments/images that could damage their professional reputation or bring the school into disrepute.
- To ensure that no contact can be made with pupils or parents/carers via telephone, text message, email or on social networking sites outside school hours.
- To ensure not to give personal details such as mobile and home telephone numbers, home or email address to any pupil or parent/carer.

Meetings and Conferences

- To be prepared to attend a Strategy Meeting.
- To be prepared to attend a Child Protection Case Conference.

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Conduct

- To ensure that they conduct themselves correctly at all times and do not put themselves at risk.

Safer Recruitment

- To be aware of the Safer Recruitment processes and checks.

Role of the First Day Contact Supervisor

The First Day Contact Supervisor is responsible for:

- ensuring the safeguarding of pupils by establishing the whereabouts of all absent pupils by making contact with parents if the school has not been informed of their child's absence;
- implementing this policy with the Head;
- ensuring the following procedure is carried out each day:
 - Collect registers once registration has been completed;
 - Monitor registers;
 - Listen to absence calls and text messages;
 - Read emails from parents;
 - Make a list of absence pupils without no explanation;
 - Double check the list before calling parents/carers to establish the whereabouts of absent pupils;
 - Contact parents/carers if they have not reported their child's absence by 10.00a.m;
 - If unable to make contact with parents/carers then call everyone on the contact list;
 - Leave voicemail and text messages in all cases;
 - Use school intelligence to establish any information about the unexplained absence;
 - Check if the absent pupil;
 - If still no contact with the parents/carers then repeat the calls;
 - Contact the key worker if a child is on the child protection register and no reason has been given for the child's absence;
 - If still no contact then send appropriate school personnel to the family home;
 - If no contact has been made even after visiting the family home of an absent pupil then inform children's services / the police;
 - Continue to contact the parents/carers throughout the day until contact is made;
 - Inform the Headteacher and the Designated Safeguarding Lead of the situation.
 - Keep a log of all actions.
- keeping an up to date list of at least three emergency contact phone numbers for different adults associated with each pupil;
- monitoring individual and class attendance on a daily basis;
- keeping the Head informed of attendance figures and trends;
- organising meetings between the Headteacher and parents to discuss their child's poor attendance;

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- organising meetings between the Headteacher and parents to discuss their child's truancy;
- organising meetings between the Headteacher and parents to discuss their application for a term time holiday;
- compiling attendance data reports for the Head, the Governing Body and the EWO;
- ensuring registers are distributed to the teaching staff and are kept up to date.

Role of Pupils

Pupils must:

- feel safe and protected;
- know how to assess risk to themselves;
- know how to keep themselves safe;
- know how to raise a complaint or concern;
- know and recognise a trusted adult that they can go to and raise their concerns;
- feel supported and protected when they raise a concern;
- be kept informed of any actions that have been taken when they have raised a complaint;
- feel safe from discrimination and bullying;
- be made aware of the basic safeguarding procedures in school such as visitors signing in and wearing visitor badges.

Role of the School Council

Every year the School Council will ask the views of all pupils by issuing a questionnaire and asking:

- Do they feel safe in school?
- Are they aware of basic safeguarding procedures in school?
- Are pupils aware of how to keep themselves safe?
- Do they know who to go to if they are concerned about their own safety or that of others?
- Are they are aware of e-safety?
- Do they know how to keep themselves safe outside school?
- Do they know how to keep themselves safe when using the internet?

Role of and Partnerships with Parents

Parents are:

- asked to work hard with the school to establish excellent home-school relationships;
- aware that we have a responsibility for the welfare of all our pupils;
- aware that we have a duty to involve Social Services or any other agency if we have any concerns about a child;
- aware that under certain circumstances we will involve an agency without informing them if we think that by so doing we will place the child at even greater risk;
- aware that they will be kept up to date with all our actions.

Annually we will ask parents if:

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- they have any concerns about the safety of their child when in school;
- they feel enough time is given for children to learn how to keep safe;
- they know who talk to if they have any concerns;
- they feel their views are listened to and acted upon.

Parents will be invited to attend safeguarding awareness workshops when their children join the school, annually or when the need arises. In regard to sexual abuse parents will be advised to:

- be aware that the most common form of abuse comes from within the family and it can come from someone who is well-known and trusted in the community;
- talk to their children about sexual abuse in the same way they teach their children about bad behaviour;
- introduce the subject by saying, "I need to talk to you about something which is very important to me.";
- approach conversation in the same way they would teach their children how to play with others and explain where it is correct to touch people;
- not leave it up to teachers to speak to their children about it;
- have simple conversations with their children from the age of five right through to adulthood;
- use opportunities such as at bath-time, walking home from school or in the car to have the first talk;
- avoid scary words so as not to frighten them but to tell them that their body belongs to them, and that they can say no if someone tries to touch them;
- talk to their children about the difference between good and bad secrets;
- introduce their children to the NSPCC's Talk Pants campaign which does not mention sex or abuse but makes a scary message easier to talk about;
- access Talk Pants online and to use bed-time stories to tackle this delicate and very important topic.

The Designated Safeguarding Lead:

- will ensure that parents are aware of this policy;
- will respect parents and children's need for privacy;
- will respect families from different backgrounds and cultures as long as it does not put the child at risk;
- when making a referral will share all information with parents unless it places the child at risk.

Role and Partnership with Agencies

We work in close partnership with all school agencies as the safety and protection of children is of paramount importance to everyone in this school.

Training

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Training organised by the Local Safeguarding Children Board will take place for school personnel, volunteer helpers and governors:

- On induction to the school;
- During NQT induction;
- Throughout the academic year.

All school personnel must undertake appropriate annual renewal training in:

- Child protection issues
- Restraint training
- Recognising signs of abuse
- Handling disclosures

All school personnel must attend additional awareness training in the following:

- What to do if a child is being abused
- Peer-on-Peer abuse
- Honour-based violence
- Understanding and knowing how to overcome the additional safeguarding vulnerabilities of learners with SEN and disabilities

Raising Awareness of this Policy

We will raise awareness of this policy via:

- The School Handbook/Prospectus
- The school website
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- School events
- Meetings with school personnel
- Communications with home such as weekly newsletters and of end of half term newsletters
- Reports such as annual report to parents and Headteacher reports to the Governing Body
- Information displays in the main school entrance.