



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

Safeguarding Children Policy

(Formerly 'Child Protection Policy')

Person Responsible: M Cridge, C Tapscott,

Policy Review: October 2016 Next Review: October 2017

This policy document has been adopted by the whole Local Governing Body and is signed by the chair of governors on its behalf.

CHAIR OF GOVERNORS

HEADTEACHER

DATE POLICY WAS ADOPTED BY THE LOCAL GOVERNING BODY: XXXXXXX

The policy once consulted on at local level needs to be subject to ratification by the Board of the Active Learning Trust or a committee acting for that Board.

DATE POLICY WAS RATIFIED BY THE ACTIVE LEARNING TRUST: XXXXXX

Rationale

The purpose of Gusford Primary School's Safeguarding Policy is to ensure every child who is a registered pupil at our school remains safe and protected from harm. The school endeavours to establish a safe environment in which children can learn and develop. This policy gives direction to pupils, staff, governors, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school. The key principles of this policy are prevention, protection and support.

Aims

- That there is a Designated, trained, Lead person responsible for Safeguarding Children, known to all staff as part of their induction process
- That there is a nominated Governor responsible for child protection
- Clear procedures are in place to protect children from harm, supporting and promoting the welfare of all children
- To ensure safe recruitment practices are always followed
- Children feel able to talk freely to any member of staff if they are worried or concerned by something
- Staff will understand their responsibilities, as part of their induction to the team at Gusford, (see also Induction Policy 2014) in recognising a Concern / Disclosure and will know how this is to be managed
- Curriculum teaching will assist in equipping children with the skills they need to stay safe
- Effective working relationships will be established with parents, carers and colleagues from other agencies such as Social Care, Integrated Delivery Team (Mental Health), Education Welfare Service and Educational Psychology Service
- All records, in relation to child protection, are kept securely and separately from main pupil files
- All records transfer with children when they leave Gusford and new schools are fully informed
- Staff are kept up to date with latest development, government directives and law changes regarding Safeguarding Children.

Roles and Responsibilities

- Senior person responsible for child protection: Marie Cridge (Family Engagement Manager)
- Senior person responsible for Prevent: Marie Cridge (Family Engagement Manager)
- In both of these roles she is supported by Colin Tapscott, Headteacher, Lauren Urquhart (Deputy Headteacher), Sarah Walker & Kim Wright (Family Engagement Team)
- Nominated governors responsible for child protection: Pat Dobson
- Senior person responsible for Looked After children: Lisa Hook & Nicola Frolish (SENCOs)
- E Safety Lead: Natalie Collins, (supported by Marie Cridge for any referrals)

Through appropriate training, knowledge and experience the Senior Designated Person will liaise with Children's Services and, where necessary, other agencies making referrals as required. Marie Cridge (Family Engagement Manager) and Sarah Walker and Kim Wright (FET member) manages this on a day to day basis.

Responsibilities and Procedures

All new staff, volunteers or regular visitors to the school will be informed of safeguarding arrangements.

Policy: As part of their induction, they will be given a copy of the Safeguarding Policy to digest and discuss with key personnel. All staff will, at this time, be made aware of their role in safeguarding issues should they arise, how to act and react to disclosure that may take place and how to record information appropriately (for example, not asking leading questions, explaining to the child/ren that they have done the right thing, making no promises regarding not telling anyone and so on.)

It is policy to make available the Safeguarding Policy to new parents and carers should they request to see a copy and a copy is on our website.

The Governing Body will ensure that the Safeguarding Policy is in place and reviewed annually. The Governing Body will ensure appropriate and up-to-date training takes place and that all appropriate recording procedures are adhered to.

Disclosure forms: It is policy for any concern for a child's safety or welfare to be recorded in writing on the appropriate form and given to the senior Designated Lead Person ([See Appendix one](#)). Copies of the form are available in the Staff room, Family Engagement Team Office and are distributed to all school staff via email every half term. Ensuing child protection conferences and core group meetings that may take place will be attended by designated professionals and staff members and volunteers will be made aware of their role in supporting this process.

Working Together to Safeguard Children: All staff are given a copy of Working Together to Safeguard Children 2016 and they have to confirm in writing that they have read this and the Safeguarding Policy.

Recruitment: At all times the Headteacher and Governing Body will ensure that safe recruitment practices are followed. The Headteacher and at least one Governor has completed the approved safer recruitment training. The school will adhere to the requirements of 'Keeping Children Safe in Education 2016. **As part of this the school has a) an application process and forms that are rigorous to help eliminate those unsuitable to work with children, b) an interview process that includes safeguarding questions, c) referencing procedures to ensure high quality staff who will safeguard children, d) DBS (Disclosure & Barring Service) checks to ensure staff are clear to work with children and e) a Single Central Record to ensure all procedures are checked off. This Single Central Record is checked on a monthly basis by the headteacher and on a termly basis by a governor.**

Training

Every member of staff will undertake appropriate safeguarding training **every three years**. The senior Designated Lead, the alternate member of staff and any other staff who may be in the position of making referrals or attending child protection conferences/core groups will attend Suffolk Safeguarding Children's Board training: *Working Together to Safeguard Children*, **every three years** and designated professionals will also attend *Safeguarding Children in Education*, **every two years***

[There will be an annual update for all staff on safeguarding.](#)



Gusford Child
Protection Training 20

Our Governing Body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Our named Governor will also attend the two yearly training: *Safeguarding Children in Education*.

Safeguarding in Gusford

If a safeguarding concern is about a member of staff then Whistle blowing policy is to be followed with regards to staff behaviour and the headteacher (or Chair of Governors if it is with regards to the Headteacher) is to be informed.

Allegation about a staff member: If the concern is regarding a member of staff and their actions towards a child or an allegation is made about them then the Headteacher is to be informed.

- the Headteacher has to refer this to the LADO (Local Authority Designated Officer) straight away without any investigation with the member of staff. The current LADO is Diane Campbell Tel: 03001232044. A LADO MAR will also be sent to her regarding this.
- The safeguarding team will then review the initial information and decide whether the incident is referred back to the school or whether someone from the LEA reviews this with the member of staff. By taking the issue straight to the safeguarding team it reduces the risk of a parent taking the issue to the police and a member of staff being interviewed under caution which would appear on a DBS check.

Allegation about the headteacher: If the concern is regarding a the headteacher and their actions towards a child or an allegation is made about them, then the Chair of Governors is to be informed and they will contact the LADO and follow the procedure above.

Continuing concern

If a staff member feels that a safeguarding issue has not been handled well then they should contact the headteacher or safeguarding governor, Pat Dobson, to discuss their concerns. Staff should also be aware of the NSPCC whistleblowing hotline 0800 028 0285 and the safeguarding board <http://suffolkscb.org.uk/> if they have further concerns.

Prevent strategy

As part of our safeguarding of children at Gusford all staff are trained in the PREVENT strategy. PREVENT is one of the government's four strands of the anti terrorism programme. This is part of the Counter Terrorism and Security Act 2015 which places a specified duty on schools to have a due regard to the need to prevent people from being drawn into terrorism. Ofsted will inspect schools' compliance of this.

The act says

- Senior management and governors should make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism and challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups.
- They should know where and how to refer children and young people for further help. *Prevent* awareness training will be a key part of this.

Gusford's training for staff has the following key elements

- Prevent – what it is
- Radicalisation and extremism – what they mean
- Vulnerabilities that leave people open to extremism
- Behaviours of concern
- What to do if you notice anything of concern (and what not to do)
- The Suffolk referral process
- Understanding of what 'Channel' does to help young people at risk of extremism. (*Channel is an early intervention multi-agency panel designed to safeguard vulnerable individuals from being drawn into extremist or terrorist behaviour. Channel is aimed at early interventions before people become involved in criminal activity. This is a local procedure and group.*)

Prevent training will happen every 3 years, with [annual online update training for staff](#).

In the event of concern that a child or family is being radicalised or is vulnerable to extremism, the Suffolk process is:

- **Use the Vulnerable to Radicalisation VTR referral form on LSCB website and email to the MASH: MASH@suffolk.pnn.police.uk**
- **Phone Customer First if you also have any imminent safeguarding concerns: 0808 800 4005**
- VTR referral sent to Special Branch Single Point of Entry (SPOE) where deconfliction checks completed
- Channel Practitioner then determines referral is not malicious, misinformed or involves illegality
- MASH complete full agency checks and send updated VTR referral to Channel Practitioner.
- Suitability assessment made with Head of Safeguarding (Channel Panel Chair)
- Channel Panel held to determine suitability for Channel programme
- Collective assessment of support needs based on risk and suitability
- Action plan put in place to deliver support package

Senior person responsible for Prevent: Marie Cridge (Family Engagement Manager)

The school promotes British Values throughout its curriculum. (See Gusford British Values document)



Safe Staff

All staff that come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed on staff to ensure that all adults who work with or on behalf of our children are confident, competent and safe to do so.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with our children. We will ensure that the Suffolk Safeguarding Children's Board procedure *Handling Allegations of Child Abuse Made Against Staff in Educational Settings* is adhered to. All adults who come into contact with the children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from our Local Authority. Neither the Headteacher nor any other member of staff will investigate these matters. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors, who will liaise with the Area School Support Officer.

All staff will have access to and be expected to know our school's policy for safe restraint. (See also behaviour policy) There will be occasion when some form of physical contact is inevitable, for example if a child has had an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times, the agreed policy for safe restraint must be adhered to. (See appendix 2) A list of key personnel able to practice safe restraint will be kept by the Headteacher.

If visitors, volunteers or parent helpers are working with the children they will, wherever possible, be visible to members of staff.

There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in the guidance '*Safe Working Practice for Adults Who Work With Children and Young People*' which is located on the Safeguarding Notice Board in the staffroom.

Child Protection Conferences

An Initial Child Protection Conference will be convened if an agency investigation, after a referral has been made, concludes that the child is at risk of harm. A review conference will also be convened to monitor the safety of a child subject to a protection plan every six months until the plan ends.

The Head teacher or a member of the Family Engagement Team will attend child protection conferences. The person attending will have relevant data to support their contribution to the conference and will, in most cases, submit a report contributed to by relevant colleagues e.g. class teacher, year leader. The minutes and decisions made from the conference are then distributed to all in attendance.

Further 'Core Group' meetings will then be held, usually on a six weekly basis. These will involve key professionals and parents meeting in order to ensure points on the agreed Plan are being adhered to and to monitor the progress of the Plan in between Conferences.

For the most up to date information regarding child protection conferences, staff will be directed to 'Working Together to Safeguard Children 2016'-housed in the FET office.

Current Issues

There are a number of current issues that schools need to be particularly aware of. These include:

FGM - Female Genital Mutilation. The Female Genital Mutilation Act was amended by section 73 of the Serious Crime Act 2015 to include FGM Protection Orders. An FGM Protection Order is a civil measure which can be applied for through a family court. The FGM Protection Order offers the means of protecting actual or potential victims from FGM under the civil law. Breach of an FGM Protection Order is a criminal offence carrying a sentence of up to five years in prison. As an alternative to criminal prosecution, a breach could be dealt with in the family court as a contempt of court, carrying a maximum of two years' imprisonment. See the link below for more details: www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/female-genital-mutilation-fgm/legislation-policy-and-guidance/ . If anyone has concerns with regards to a child and FGM then this is to be reported to the Safeguarding lead at the school.

Forced Marriage: A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family). Financial abuse (taking your wages or not giving you any money) can also be a factor. See the link below for more details: www.gov.uk/guidance/forced-marriage

If anyone has concerns with regards to a child and Forced Marriage then this is to be reported to the Safeguarding lead at the school.

Other relevant policies

There are other school policies that relate to safeguarding children and adults. These include

Whistle blowing Policy	Anti bullying Policy	Staff Code of Conduct Policy
Safer Recruitment Policy	E safety Policy	Staff Social Network Policy
Behaviour Policy	Social Networking Policy	Intimate Care Policy
Sex & Relationship Education		

Confidentiality

At all times the safety of the child is paramount. Information on Child Protection cases will only be shared within the school with people who need the information in order to support and ensure the safety of the child / children concerned.



Gusford Primary School 'Promoting Achievement and Success'

Report of A Child Protection Concern/Disclosure (Safeguarding & Welfare) - Page One

Please remember:

When a Child makes a Disclosure:



- Do not ask closed or leading questions
- Do not interrupt the child and remain calm and composed
- Make notes immediately after the disclosure
- Do not make promises to keep this a secret

Today's Day and Date: (include the year)

Child's Name and Date of Birth:		
Name of Teacher, Class & Year Group		
If a Disclosure was made who heard it? (ie Any other adults)		
Date and Time and Place where any Disclosure took place		
Name (printed) and signature of person completing this form		

Please give details of the **Concern/Disclosure**: (If you noted injuries/marks on the diagram overleaf, please describe them in detail e.g. shape, size, depth, colour).

How did this **Concern/Disclosure** come to the attention of the Referrer?



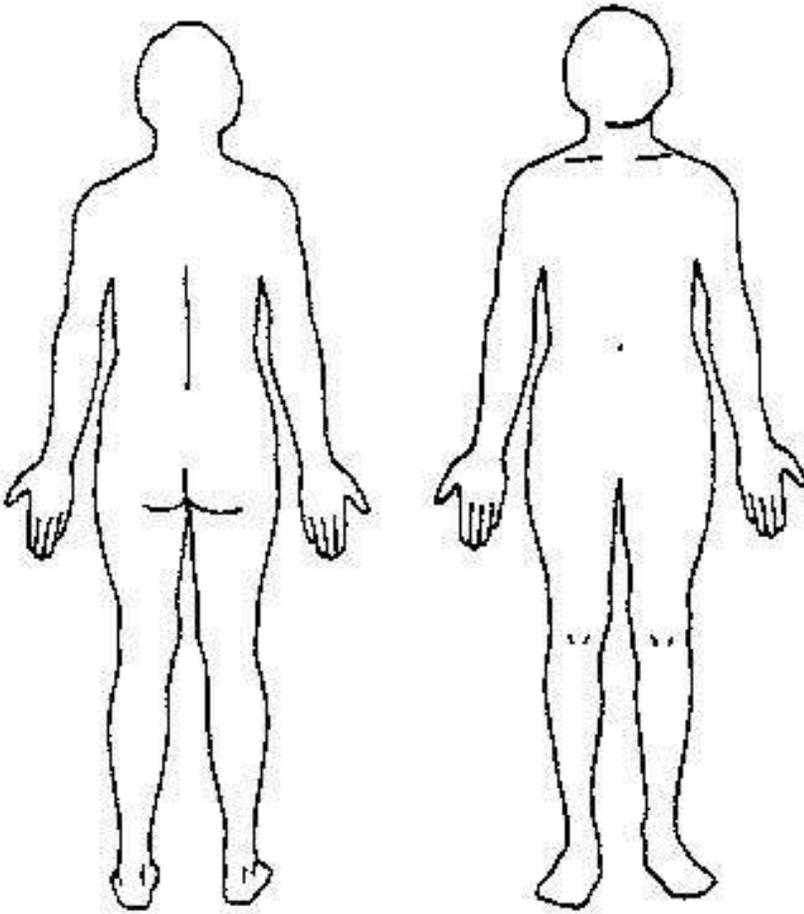
Report of A Child Protection Concern (Safeguarding/Welfare)

Page Two – Physical Markings

Repeat Child's name and D.O.B:

Date and Time:

Please mark on the diagram below any physical injuries or marks that relate to this Concern/Disclosure.



Action taken by Family Engagement Team/ Senior Staff Team : include names and dates.



Gusford Primary School

"Promoting Achievement and Success."

Staff Memo

Memo to: All staff

17th February 2016

We want everyone in school to be safe. The safeguarding policy outlines how we keep children safe and it also covers the procedure in the event of an allegation towards an adult in school.

We want to reduce the chance of an allegation against a member of staff and so this memo confirms the information on a previous safeguarding memo regarding : a) physical restraint/physical contact with children b) safeguarding procedures in the event of a formal complaint against a member of staff.

Safeguarding procedures

With this memo I have attached an information sheet of the safeguarding procedure for an allegation against a staff member. As you will see from the attached overview if a complaint/allegation is made against a member of staff

- the Headteacher has to refer this to the LEA straight away without any investigation with the member of staff.
- The safeguarding team will then review the initial information and decide whether the incident is referred back to the school or whether someone from the LEA reviews this with the member of staff. By taking the issue straight to the safeguarding team it reduces the risk of a parent taking the issue to the police and a member of staff being interviewed under caution which would appear on a DBS check.

Please have a read of the flier and the full safeguarding policy and feel free to speak to me if you would like anything clarified.

Physical contact with children

In order to reduce the risk of an allegation against staff, physical restraint/contact with children should be avoided wherever possible. Be aware that when a child is angry they can misinterpret touch. The initial strategies of the use of voice, low confrontation techniques and giving the child a perceived choice should be used. Obviously in the event of a child a) putting another child at risk of danger, b) putting themselves in danger or c) extreme damage to property then restraint may be required but should be employed in line with School Safe practices. Defiance or refusal to leave an area is not a reason for restraint/physical handling. Other low confrontation strategies such as giving the child a choice of actions, time targets, removing the class from the situation or calling for the head/deputy are to be employed instead in these situations. It should also be noted in line with the behaviour policy, staff do have a common law right to protect themselves if a child is physical towards them.

When dealing with difficult behaviour situations it is advisable to ensure that another adult is present in order to act as a witness to the event and where possible a colleague who is not emotionally involved in the situation to deal with the issue. Physical restraint should only be used as a very last resort as in the vast majority of cases other techniques can be used without the risk of allegation. In the event of having to do this please inform the headteacher/deputy of the action and record it on Handsam immediately.

Children, particularly young children, will sometimes initiate physical contact. Sometimes a child is very distressed and needs reassurance and will seek physical contact. This is ok for the adult to reassure them by allowing this and a simple side arm hug/pat can reassure without rejecting. We should not be encouraging physical contact and the less we are in physical contact the less chance there is of any misinterpretation or misrepresentation.

Please can I reassure you that I have not mentioned any of these items above because I have a concern about the way things are dealt with here. From my experience at Gusford I have every confidence that staff deal with things appropriately and this is a routine memo reminder. The aim of the memo is to reduce the risk of any possible allegation, as it is a difficult experience for anyone to go through.

Obviously a memo of this kind can seem daunting and we can imagine the worst. Please don't let this memo panic you. If you have any concerns or would like further advice please see Lauren, Marie or myself.

Colin Tapscott

NEWS

Allegations against staff and volunteers

Fiona Harris, Safeguarding Manager, outlines the new requirements:

When allegations or concerns arise about people who work with children, it is crucial that they are dealt with fairly, quickly and consistently.

Suffolk SCB has a statutory responsibility to make sure effective inter-agency procedures are in place for dealing with allegations against people who work with children. A process must also be in place to monitor and evaluate the effectiveness of those procedures. These procedures are now in place, and auditing will soon begin

All organisations that provide services for children, or provide staff or volunteers to work with or care for children, are required to operate a procedure for handling allegations that is consistent with the guidance in Working Together 2006 (chapter 6 and appendix 5). These procedures must be followed whenever allegations are made, or concerns arise, about a person who works with children and who has:

- behaved in a way that has harmed, or may have harmed, a child, or

- possibly committed a criminal offence against, or related to, a child, or
- behaved towards a child or children in a way that indicates he or she is unsuitable to work with children.

Employers are required to designate a senior manager to whom allegations or concerns made against staff will be reported, and a deputy. This manager must liaise with a Local Authority Designated Officer (known as a LADO) in all cases where the above criteria appears to be met, and do so within one working day; and they should seek advice from a Local Authority Designated Officer (LADO) if they are in any doubt about this decision or process. They should work closely with the LADO regarding any subsequent action.

The LADO is responsible for determining, on the basis of discussion,

- whether to consult with the police or Children's Social Care.
- whether the allegation or concern meets the threshold and may have some foundation.



- how and by whom parents should be informed.
- whether there is reasonable cause to suspect that a child may have suffered significant harm.
- what next steps are appropriate in the light of decisions regarding further investigation by police or Children's Social Care, or the outcomes of Strategy Discussions etc

LADOs also provide advice about how and when information should be given to the alleged perpetrator; and discuss with the responsible manager how, and by whom, any necessary further investigations will be carried out. They report at regular intervals to the SCB and the DCSF.

For detailed information - or to identify your LADO - please visit www.suffolkscb.org.uk