

WHOLE SCHOOL POLICY FOR KEEPING CHILDREN SAFE POLICY

This Aldborough Primary Policy applies to all stakeholders.

DATE OF GOVERNOR APPROVAL	September 2018
REVIEW FREQUENCY	Annually
REVIEW DUE	September 2019
STATUTORY REQUIREMENT	YES
AMENDMENTS	
Date	Summary of Amendment/s
22.8.18	Comply with KCSIE 2018

Aldborough Primary School

WHOLE SCHOOL POLICY FOR

KEEPING CHILDREN SAFE

incorporating Safeguarding, Child Protection and Safer Recruitment.

Policy Consultation and Review

This policy is referred to in our school prospectus on the school's website and is available on request from the school office and on the VLE. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

We recognise the expertise our staff builds by undertaking safeguarding training and managing safeguarding concerns on a daily basis. We therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements. Views are sought in regard to how policy and procedures could be further strengthened.

The policy is shared and accessible to all staff and volunteers at induction alongside our staff code of conduct. Staff and visitors are provided with Part One and Annex A of the statutory guidance 'Keeping Children Safe in Education' DfE 2018.

This policy will be reviewed in full by the Governing Body on an annual basis.

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1. Purpose and Aims

The purpose of this policy is to ensure that every child registered as a pupil in our school is safe. Our school recognises the contribution it can make to supporting and promoting the welfare of our children and to protecting them from harm.

This means we will always work to:

- protect children at our school from maltreatment
- prevent impairment of our children's health or development
- ensure that our children grow up in circumstances consistent with the provision of safe and effective care
- enable our children to have the best outcomes

This policy applies to all pupils, staff, parents, governors, volunteers and visitors. It will give clear direction to them about expected behaviour and about our legal responsibility to safeguard and promote the welfare of our children at all times.

We will ensure that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeat occasions. The Attendance Lead (also DSL) is responsible for being aware of persistently absent pupils and those who go missing in order to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm. We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

2. Ethos and Values

At Aldborough Primary School we aim to ensure that:

- the child's welfare and feeling of safety and security is of paramount importance
- every child has a right to be protected from abuse and neglect
- our school is a safe place in which children can learn and develop
- we establish and maintain an environment where children feel their viewpoints are valued, are encouraged to talk, and are listened to
- children know that they can talk freely to any member of staff at our school if they are worried or concerned about something
- all staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.
- throughout the curriculum we will provide activities and opportunities that can be used to raise the children's awareness and build confidence so that they have a range of strategies to ensure their own protection, prepare for the responsibilities of adult life and understand the importance of protecting others. We will include opportunities in the PSHE curriculum for children to develop the skills they need to recognise risk and stay safe from abuse. NSPCC assemblies will be delivered to KS1 and KS2 each year, with a safeguarding workshop for Y5/6 pupils.
- Staying safe on the internet will be taught to all classes on an annual basis; children will have ongoing opportunities to develop awareness about the potential use and abuse of the internet, including individual responsibility. This will be linked specifically to responsible use of mobile phones in upper KS2, including a visit to Crucial Crew to develop their understanding of online safety.
- we monitor the use and content of the VLE and internet, ensuring appropriate safeguarding measures are in place. Information and resources are made available to parents to keep children safe.
- we work with Parent Support Advisors to help families who would benefit from intervention in the early stages of any problem or issue
- we work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with 'Working Together to Safeguard Children' (2018) and Norfolk Safeguarding Children Board Procedures.

All staff, governors, visitors and volunteers are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

We recognise that everyone who comes into contact with the children and their families has a role to play in safeguarding children. Staff (teaching and non-teaching) play a particularly important role because of their day to day contact with children. They are in a good position to observe early signs of abuse, changes in behaviour or failure to develop appropriately, and to prevent concerns escalating.

We provide a co-ordinated offer of early help when additional needs of children are identified.

This may include if a child:

- is disabled and has specific additional needs
- has special educational needs (SEN, with or without an EHCP)
- is a young carer
- is showing signs of being drawn into anti-social/criminal behaviour
- is frequently missing from home
- is at risk of exploitation
- is experiencing challenging family circumstances, such as domestic abuse or adult mental health problems
- is showing early signs of abuse/neglect
- is at risk of being radicalised/exploited
- is a privately fostered child

3. Roles and Responsibilities

	Name	Contact details
Designated Safeguarding Lead	Mrs Alison Read (Head teacher)	01263 761264
Deputy DSL	Mrs Annie Marshall	The School office will forward contact details upon request
Safeguarding Governor	Mrs Jan Legge	
Chair of Governors	Mr Richard Hembling	

It is the responsibility of every member of staff, volunteer, governor and regular visitor to our school to ensure that they carry out the requirements of the policy and work in a way that will safeguard and promote the welfare of all the children in our school. This includes the responsibility to provide a safe environment in which our children can learn.

All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make inappropriate promises to any child and we will not agree to keep secret any concerns voiced by a child. Every child will know what the adult will have to do with any information they have chosen to disclose.

a) Responsibilities of the Governing Body

The governing body of Aldborough Primary School is accountable for ensuring the effectiveness of this policy and our compliance with it. Although the governing body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named lead governor for safeguarding, child protection and safer recruitment within the school.

The governing body will ensure that:

- the safeguarding policy is in place and is reviewed annually, is available via the school website and has been written in line with the latest DfE guidance, local authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures
- the school contributes to inter-agency working in line with 'Working Together to Safeguard Children' 2018
- a senior member of staff is designated to take the lead responsibility for safeguarding and child protection and that there is a deputy DSL who is an appropriately trained member of staff who can deal with any issues in the absence of the DSL. There will always be cover for this role. The role will be explicitly evidenced in the role holder's job description.
- all staff receive a safeguarding induction and are provided with a copy of this policy, Part One of Keeping Children Safe in Education and Annex A (2018), the Behaviour Policy, the staff code of conduct (School Protocols, Annual Reminders) and the school's response for those children who go missing from education as detailed in section 6 of this policy.
- all staff undertake appropriate child protection training that is updated annually, including on-line safety training.
- all regular visitors and volunteers receive a safeguarding induction
- procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance
- safe recruitment procedures are followed in accordance with the requirements of 'Keeping Children Safe in Education' DfE 2018
- they remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention
- appropriate monitoring of this policy takes place including governor visits to the school and governor monitoring reports to the full governing body
- there are records of all safeguarding training that has taken place (staff, governors, visitors) and of any safeguarding activity that has taken place including meetings attended and reports written. These records will not identify individual children.
- the Head teacher acts in accordance with The Prevent duty: 'Departmental advice for schools and childcare providers' DfE (2015).

b) Responsibilities of the Head Teacher/Designated Safeguarding Lead (DSL)

At Aldborough Primary School the Head teacher is the Designated Safeguarding Lead (DSL).

As the Head teacher she is responsible for:

- identifying another member of staff to be Deputy DSL in order to ensure that there is always cover for this role
- ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff
- ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and that such concerns are addressed sensitively in accord with agreed whistle-blowing procedures
- liaising with the Designated Officer from the local authority (LADO), Norfolk County Council, in the event of an allegation of abuse being made against a member of staff
- acting in accordance with The Prevent duty: 'Departmental advice for schools and childcare providers' DfE (2015).

As the DSL she will act in accordance with the responsibilities outlined in Annex B of 'Keeping Children Safe in Education' 2018. The DSL is responsible for:

- providing advice and support to other staff on child welfare and child protection matters. Any concerns for a child's safety or welfare will be recorded in writing and given to the Head teacher in her role as DSL.
- During term time the DSL or Deputy will always be available during school hours for staff in school to discuss any safeguarding concerns. If a DSL is not available, they will be available via telephone/other media.
- representing the school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience the DSL will liaise with Norfolk County Council (NCC) Children Services and other agencies where necessary, and make referrals of suspected abuse to NCC Children's Services, take part in strategy discussions and other inter-agency meetings and contribute to the assessment of children.
- maintaining written records and child protection files ensuring that they are kept confidential and stored securely.
- ensuring that all staff members and volunteers are aware of the school's safeguarding policy and the procedures they need to follow. The DSL will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed school's Safeguarding Training Pack provided by NCC Children's Services.
- obtaining the details of the local authority personal advisor if they are appointed to guide and support a child in the school

4. Training, Induction and Information

Every new member of staff or volunteer will receive essential safeguarding training during their induction period within a term. The training will include:

- basic safeguarding information relating to signs and symptoms of abuse
- how to manage a disclosure from a child
- how to record incidents
- issues relating to confidentiality.
- the remit of the role of the DSL and Deputy DSL
- information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children
- on-line safety training as part of the overarching safeguarding approach of our school

At induction all staff will be given a copy of Part One and Annex A of 'Keeping Children Safe in Education' 2018 and will be expected to read these key documents. They will also receive a copy of the Behaviour Policy and the school's response to children that go missing in education (see section 6). They will also be provided with a copy of safeguarding recording form and given information on how to complete it and who to pass it to.

In addition to the initial safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part 1 of 'Keeping Children Safe in Education' (2018). In order to achieve this we will ensure that:

- all members of staff receive appropriate safeguarding training on an annual basis in accordance with Norfolk Safeguarding Children Board advice and we will evaluate the impact of this training

- all staff receive regular safeguarding and child protection updates at staff meetings or by other appropriate means as necessary to provide them with the relevant skills and knowledge to safeguard children effectively.
- Policies, procedures and reporting forms related to safeguarding can be found in a clearly marked designated area in the staffroom. Information is also available in a folder on PUBLIC as well as the school website.
- All regular visitors, volunteers and temporary staff to the school are provided with a safeguarding leaflet containing details about the DSLs and what to do if they have a concern. Copies are handed out by office staff and are freely available in reception.
- The DSL, the Deputy DSL and other senior staff who may be in a position of making referrals or attending child protection conferences or core group meetings will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children Board at least once every three years. In addition to this, the DSL and Deputy DSL will attend DSL training provided by the local authority every two years. In addition to formal training, the DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually to keep up with developments relevant to their role.
- The governing body will also undertake appropriate training to ensure that they are able to carry out their duty to safeguard the pupils.
- We encourage all our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Annex A 'Keeping Children Safe in Education' 2018 provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition the local guidance can be accessed via Norfolk Safeguarding Children Board at www.nscb.norfolk.gov.uk and within the Safeguarding Section of the Norfolk School's website <http://www.schools.norfolk.gov.uk/safeguarding>. The DSL will also provide regular safeguarding updates for staff.

5. Procedures for Managing Concerns

Aldborough Primary School adheres to child protection procedures that have been agreed locally through the Norfolk Safeguarding Children Board (NCSB). Where we identify children and families in need of support, we will carry out our responsibilities in accordance with Norfolk Local Assessment Protocol and the NCSB Threshold Guidance. When concerned about the welfare of a child, staff members should always act in the interests of the child; they have a responsibility to take action as outlined in this policy.

All staff are encouraged to report any concerns that they have and never to see them as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often, however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances staff must record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and to access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concerns could lead to a failure to protect.

It is *not* the responsibility of school staff to investigate welfare concerns or to determine the truth of any disclosure or allegation. All staff however, have a duty to recognise concerns and to pass the information on in accordance with this policy.

The DSL should be used as a first point of contact for concerns and queries. Any member of staff or visitor to the school who receive a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the Deputy DSL. In the absence of the above the matter should be brought to the attention of the Deputy Head teacher or the next most senior member of staff.

All concerns about a child should be reported without delay and recorded in writing using the agreed template (see Appendix 1).

Following receipt of any information raising a concern, the DSL will consider what action to take and seek advice from NCC Children's Services as required. All information and actions taken, including the reasons for any decision made, will be fully documented. All referrals will be made in line with the NCC Children's Services procedures as outlined in Appendix 3.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to NCC Children's Services as required. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL. Concerns should always lead to help for the child at some point.

Staff should always follow the appropriate reporting procedures in the first instance. However, they may also share information directly with NCC Children's Services, or the police if:

- the situation is an emergency and the DSL or the Deputy DSL are not available
- they are convinced that a direct report is the only way to ensure the pupil's safety

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the appropriate procedures should raise their concerns with the Head teacher or the Chair of Governors. If any member of staff does not feel that situation has been addressed appropriately at this point he/she should contact NCC Children's Services directly with their concerns.

6. Specific Safeguarding Issues

We recognise that safeguarding incidents and/or behaviours can be associated with factors outside the home environment and/or can occur between children outside of the school. This is known as **contextual safeguarding**. It is key that all school staff are aware of the definition of contextual safeguarding and when reporting concerns, they include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow an assessment to consider all the available evidence and the full context of any abuse.

We recognise that children with **special educational needs (SEN)** and/or disabilities can face additional safeguarding challenges and these are discussed in staff training. This can include assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration. Children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs and can have additional communication barriers and difficulties in overcoming these barriers.

At Aldborough we also recognise that a **previously looked after child (post LAC)** potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously LAC safe. When dealing with LAC and post LAC, it is important that all agencies work together and prompt action is taken when necessary.

Our school staff are well placed to identify concerns and take action to prevent children from becoming victims of **Female Genital Mutilation (FGM)** and other forms of so-called 'honour-based' violence (HBV) and we provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures using existing national and local protocols for multi-agency liaison with police and children's social care.

Since 31st October 2015 there has been a mandatory reporting duty on teachers to report when FGM has taken place. Those failing to report such cases face disciplinary sanctions.

At Aldborough Primary we recognise that safeguarding against **radicalisation and extremism** is no different to safeguarding against any other vulnerability in today's society. The school is aware that it has a duty to have 'due regard' to the 'need to prevent people from being drawn into terrorism' and must have regard to statutory 'Prevent' guidance. This guidance includes risk assessment, working in partnership, staff training and IT policies (see The Prevent duty: 'Departmental advice for schools and childcare providers' DfE (2018).

We will ensure that:

- through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise
- there are systems in place for keeping pupils safe from extremist material when accessing the internet in our school by using effective filtering and usage policies
- the DSL has received Prevent training and will act as the point of contact within our school for any concerns relating to radicalisation and extremism
- the DSL will make referrals in accordance with Norfolk Channel procedures and will represent our school at Channel meetings as required
- through our curriculum we will promote the spiritual, moral, social and cultural development of pupils.

Peer on Peer Abuse

Children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. We recognise that abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that staff and volunteers are equipped to recognise and support the victim of such abuse. The same safeguarding procedures will apply in respect of any child who is suffering or likely to suffer significant harm. Staff will not tolerate or dismiss concerns relating to peer on peer abuse.

At Aldborough staff are trained so that they are aware that safeguarding concerns can manifest themselves via peer on peer abuse. This may include:

- bullying/cyber bullying
- physical abuse
- sexual violence/harassment
- sexting
- initiation

The DSL responds to any concerns related to peer on peer abuse in line with guidance in part five of KCSIE 2018. All concerns, discussions and decisions are recorded with actions followed up. Other agencies will be contacted when appropriate to respond to concerns about sexual violence and harassment. (The Harbour Sexual Assault Referral Centre – SARC 01603 276381)

Safeguarding Responses to 'Missing Children'

At Aldborough we understand our safeguarding responsibility to children who are missing education, particularly on repeat occasions. This helps identify the potential risks of abuse and neglect and prevent them from occurring. We adhere to the following safeguarding procedures in response to children who are missing:

- an attendance register is taken at the start of the morning and afternoon session
- we contact parents/carers and follow up with emergency contacts held
- we hold at least two emergency contact numbers for each child on roll
- staff alert the DSLs to any concerns raised regarding children who are absent
- attendance is reviewed termly in accordance with the school's attendance policy. Early intervention is made in cases of poor attendance or unexplained absences.
- The Local Authority is informed when a child is taken off roll. Safeguarding files are passed on.

7. Records and Information Sharing

If staff are concerned about the welfare or safety of any child at our school they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

Any information recorded will be kept in a separate file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within the school on the basis of 'need to know in the child's interest' and on the understanding that it remains strictly confidential.

Child protection information will only be kept in the file and this file will be kept up to date. Records of concerns, copies of referrals, invitations to child protection conferences, core group meetings and reports will be stored here. All safeguarding files will include a chronology, contents, front cover and will record significant events in the child's life.

When a child leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.

When a parent elects to remove their child from the school roll to home educate, the school will make arrangements to pass child protection information and any safeguarding concerns to the Home Educators Team at Norfolk County Council.

8. Working with Parents and Carers

Aldborough Primary School is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request. A copy is also available on the school website, parents' notice board and on the school VLE. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection

enquiries and what happens should we have cause to make a referral to NCC Children's Services.

We are committed to working with parents positively, openly and honestly. We will ensure that all parents are treated with respect, dignity and courtesy. We will respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

We will seek to share with parents any concerns we may have about their child unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to NCC Children's Services in those circumstances where it is appropriate to do so.

In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information as follows:

- full names and contact details of all adults with whom the child normally lives
- full names and contact details of all persons with parental responsibility (if different from above)
- at least two emergency contact details (if different from above)
- full details of any other adult authorised by the parent to collect the child from school (if different from the above)

The school will retain this information on the pupil file. The school will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the school has been supplied with the adult's full details in writing.

9. Child Protection Enquiries and Conferences

NCC Children's Services will convene a Child Protection Conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

Staff members may be asked to attend a child protection conference or core group meetings on behalf of the school in respect of individual children. Usually the person representing the school at these meetings will be the DSL. In any event, the person attending will have as much relevant up to date information about the child as possible and any member of staff may be required to contribute to this process.

All reports for child protection conferences will be prepared in advance using the guidance and education report template provided by NCC Children's Services. The information continued in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional, and intellectual development and the child's presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.

Child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to NCC Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

10. Safer Recruitment

We will ensure that the Head Teacher and at least one member of the governing body have completed appropriate safer recruitment training. The Head Teacher and governing body will ensure that safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education' 2018. At least one member involved in conducting an interview will have received safer recruitment training.

At Aldborough Primary School we will use the recruitment and selection process to deter and reject unsuitable candidates eg. application packs to include staff code of conduct (Aldborough Protocols and Annual Reminders), CP Policy and a copy of KCSIE 2018. We will require evidence of original academic certificates. We will not accept testimonials and will insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements. The senior member of staff will check the SCR regularly (at least half termly) to ensure that it meets statutory requirements.

11. Safer Working Practice

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

All staff will be provided with a copy of the staff code of conduct (Aldborough Protocols and Annual Reminders) at induction. They will be expected to know our school's code of conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has 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 physical intervention should be followed (see Behaviour Policy). Names of staff who have accessed Norfolk Steps training will be available from the Head teacher.

Procedures are in place to risk assess volunteers in school.

If staff, visitors, volunteers or parent helpers are working with children alone they will, where possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors ideally should have a clear glass panel and be left open.

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings' (October 2015). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

The relevant safeguarding checks are made for alternate providers. Details can be found on the Single Central Register.

12. Managing Allegations against staff and volunteers

We recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made. Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

All staff and volunteers should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. Guidance about conduct and safe practice including e safety and use of mobiles by staff and volunteers will be given at induction and are included in the Aldborough Protocols/Annual Reminders.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will ensure that the procedures outlined in Norfolk Safeguarding Children Board Protocol: Allegations against persons who work with children and Part 4 of 'Keeping Children Safe in Education', DfE (2018) are adhered to and will seek appropriate advice/guidance on next steps regarding a possible referral to the LADO via the Local Authority Duty Desk on 01603 307797. If the Duty Officer advises that a referral to the LADO should be made then the form will be completed. (See section 14)

13. Allegations & Whistleblowing

If an allegation is made or information is received about any adult who is working in our school which indicates that he/she may be unsuitable to work with children, the member of staff receiving the information should inform the Head Teacher immediately. This includes concerns relating to agency and supply staff and volunteers.

Should an allegation be made against the Head Teacher this will be reported to the Chair of Governors.

In the event that neither the Head teacher nor Chair of Governors is contactable on that day, the information must be passed to and dealt with by either the Deputy Head teacher or the Vice Chair of Governors.

The Head teacher or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigation before receiving advice from the LADO. Under no circumstances will we send a child home pending such an investigation unless this advice is given exceptionally as a result of a consultation with the LADO.

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns if necessary about the management of child protection, which may include the attitude or actions of colleagues.

Any member of staff or volunteer who does not feel confident to raise their concerns with the Head teacher or Chair of Governors should contact the LADO directly on 01603 223473. Further national guidance can be found at [Advice on whistleblowing](#). The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (line is available from 8.00 am to 8.00 pm Monday to Friday) or via email: help@nspcc.org.uk

Whistle blowing about the Head teacher should be made to the Chair of Governors whose contact details are available from the school office.

The school has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed or poses a risk of harm to a child. We must also refer the matter to the DBS if there are reasons to believe that a member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

14. Physical Intervention and Searching

a) physical intervention

- All school staff have the legal power to use reasonable force to control or restrain a child when necessary. It can also apply to people whom the Head Teacher has temporarily put in charge of the children such as unpaid volunteers or parents accompanying children on a school organised visit.
- Reasonable force is usually used either to control or restrain. Reasonable force means using no more force than is needed in the specific circumstances.
- Physical intervention will only be used as a last resort to prevent a child from hurting her/himself or others, from damaging property, or from causing disorder.
- The decision on whether or not to intervene physically is down to the professional judgement of the staff member concerned and will always depend on the individual circumstances.
- Such events should be recorded and signed by a witness.
- We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- We recognise that touch is appropriate in the context of working with children. The Aldborough Protocols/Annual Reminders ensure staff are clear about their professional boundaries. Members of staff will be appropriately trained in physical intervention and restraint techniques when the need arises.

b) searching

- School staff can search a child for any items that are considered inappropriate by the Head teacher, if the child agrees.
- The Head teacher and staff authorised by the Head teacher have the statutory power to search children or their possessions, without consent, where they suspect that the child has certain prohibited items. The items that can be searched for under this power are knives or weapons, alcohol, illegal drugs and stolen items.
- School staff can seize any inappropriate or prohibited items found as a result of a search or which they consider could be harmful or detrimental to the well-being and discipline of the school community.

15. Contacting the LADO

Initial contact should be to the PDC Duty Desk (Norfolk County Council) on **01603 307797**. You will be able to speak to a Duty Adviser who will advise about next steps. These may include contact with your HR provider, advice on procedures in school or recommendations to complete the electronic LADO consultation form. Criteria for a LADO consultation or referral can be found on the NCSB website under How to Make a Referral.

The LADO can be contacted to request a consultation or to make a referral via email:
LADO@norfolk.gov.uk

16. Monitoring and Evaluation

This will be undertaken by:

- Governing body visits to the school
- Governor monitoring reports to the governing body (termly minutes from meeting between Safeguarding Governor and DSL)
- Discussions with the children
- Scrutiny of attendance data
- Scrutiny of range of risk assessments
- Scrutiny of governing body minutes
- Monitoring of logs of bullying and discriminatory behaviour incidents
- Review of parental concerns and parent questionnaires

17. Other relevant policies

To underpin the values and ethos our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Behaviour (including anti-bullying)
- Whole School Attendance
- E safety
- Health and Safety
- Single Equality Scheme
- Extra-curricular
- Visits
- SEND (Special Educational Needs and Disabilities)
- Harassment, Dignity at Work, Violence at Work
- Aldborough Protocols (includes intimate care)
- Annual Reminders (includes First Aid and administration of medicine)
- Sex and Relationships (including drugs)
- Whistle Blowing
- Preventing Extremism and Radicalisation
- Policy and procedures for handling concerns and complaints

NB This policy, Keeping Children Safe in Education, includes safer recruitment

18. Statutory framework

This policy has been devised in accordance with the following legislation and guidance:

- 'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children', DfE (2018)
- 'Keeping Children Safe in Education', DfE (2018)
- Norfolk Safeguarding Children Board procedures

- Norfolk Safeguarding Children Board Protocol : Allegations Against Persons who Work with Children
- *Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings*, (October 2015).
- 'What to do if you are worried a child is being abused' DfE (March 2015)
- 'Information Sharing: Advice for Practitioners' DfE (July 2018)
- The Prevent duty: 'Departmental advice for schools and childcare providers' DfE (2015)
- Mandatory Reporting of Female Genital Mutilation - procedural information, Home Office (October 2015)
- Sexual Violence and sexual harassment between children in schools and colleges' DfE (May 2018)

Appendix 1: Recording form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to the DSL (AR) if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Class	Your name and position in school

Nature of concern/disclosure	
Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.	
Time and date of incident:	
Was there an injury? Yes / No	Did you see it? Yes / No
Describe the injury:	
Have you filled in a body plan to show where the injury is and its approximate size? Yes / No	
Was anyone else with you? Who?	
Has this happened before?	Did you report the previous incident?
Who are you passing this information to? Name:	Date:
Position:	Time:
Your signature:	
Time form completed:	Date:

Time form received by DSL:

Action taken by DSL

Referred to...?

Attendance
Improvement
Officer

Police

School Nurse

Children's
Service

PSA

Guidance
Adviser

Other

Date:

Time:

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

Pastoral team

Tutor

Child

Person who recorded disclosure

Further Action Agreed:

e.g. School to instigate a Family Support Process, assessment by Children's Services

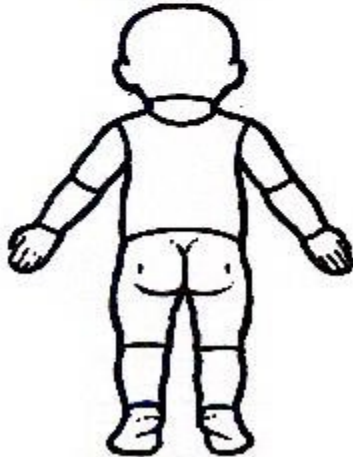
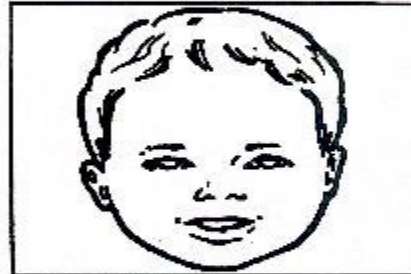
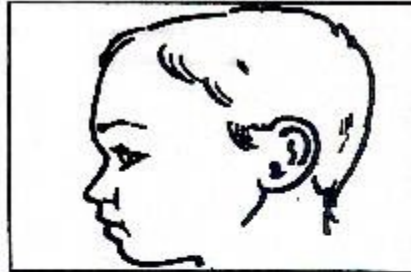
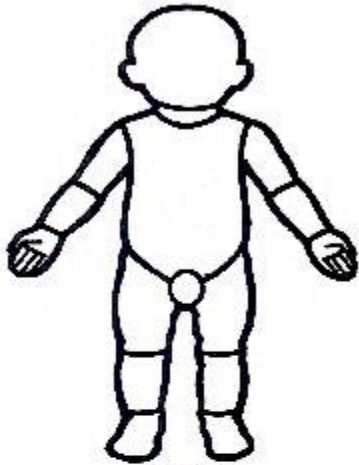
Full name:

DSL Signature:

Date:

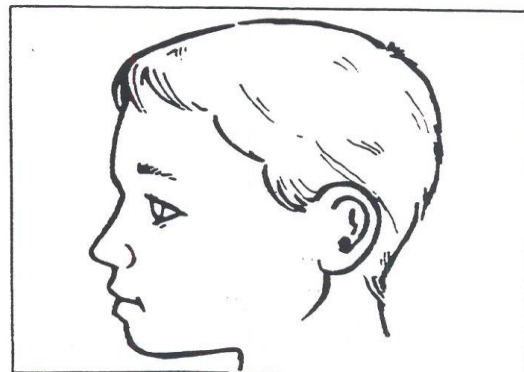
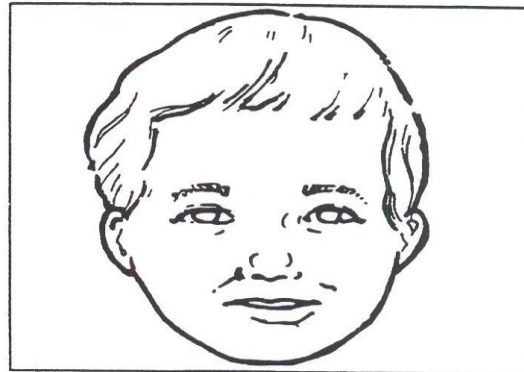
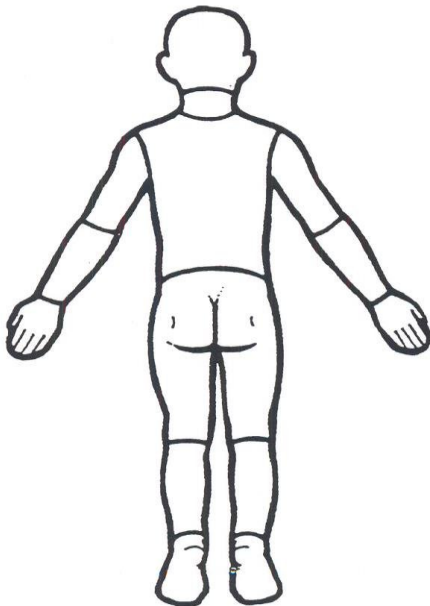
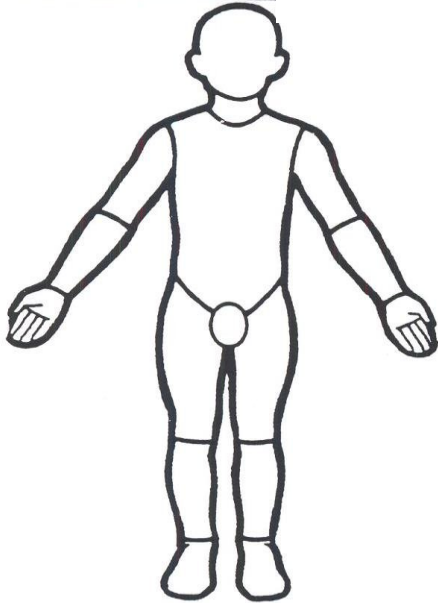
Indicate clearly where the injury was seen and attach this to the Recording Form.

Young Child



Indicate clearly where the injury was seen and attach this to the Recording Form.

Older Child



2

Appendix 2: template safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from the school office. Please ensure you complete all sections as described.

If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Head teacher. If an allegation is made about the Head teacher you should pass this information to the Chair of the Governors. Alternatively, you can contact the Local Authority Designated Officer (LADO) via the PDC Duty Desk on 307797.

[NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 - line is available from 8.00 am to 8.00 pm, Monday to Friday or via email: help@nspcc.org.uk

The people you should talk to in school are:

Designated Safeguarding Lead
Contact Number: 01263 761264

Deputy Designated Safeguarding Lead
Contact Number: 01263 761264

Chair of Governing Body:
Contact Number: 01263 761264

At Aldborough Primary School we strive to safeguard and promote the welfare of all of our children.

Appendix 3: Local Safeguarding Referral Procedures



NHS Norfolk
NHS Great Yarmouth and Waveney



NORFOLK
CONSTABULARY
Our Priority is You

NORFOLK MASH

Multi-Agency Safeguarding Hub: Referral Procedures

Where an agency/organisation or worker has concern for the welfare or safety of a child they can make a telephone referral via Care Connect by telephone on 0344 800 8020.

A telephone referral must then be confirmed in writing using the form marked [NSCB1](#), within a maximum of 48 hours, ideally 24 hours. The completed NSCB1 can be:

- Faxed to the MASH Team on 01603 762445
- Posted to: The MASH Team Manager, Floor 5, Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET
- NSCB1 forms can also be e-mailed to MASH via mash@norfolk.gcsx.gov.uk but must only be sent from a secure email address.

Appendix 4: Advice for schools, colleges and alternative education providers where there are concerns about an adult who works within the setting.



Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk

