

SOUTH STREET PRIMARY SCHOOL



Safeguarding

January 2018

POLICY DOCUMENTATION

SAFEGUARDING POLICY

Principles

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to the guidance 'Keeping Children Safe in Education'.

South Street Community Primary School recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children, and we will carry out this duty through our teaching and learning, pastoral care, extended school activities and daily site-management. The elements of this policy are prevention, protection and support. Our policy applies to all pupils, staff, parents, governors, volunteers and visitors. It is expected that our children will at all times, flourish in a safe and stimulating environment; they should feel safe and secure, and encouraged to relate to trusted adults. We will endeavour to provide activities and opportunities in the PSHE curriculum that will equip our children with the skills they need to stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

Procedures

When new staff, volunteers or regular visitors join our school, they will be informed of the safeguarding arrangements in place. They will be given a copy of our safeguarding policy and told who our designated professional for safeguarding is. They will be shown the safeguarding/child protection format, given information on how to complete it, and who to pass it to. Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to the signs and symptoms of abuse, how to manage a disclosure from a child, how to record, and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard children at our school. All regular visitors and volunteers to our school will be told where our policy is kept, and advised of who is the designated safeguarding officer.

Designated Members of Staff for Safer Recruitment and Child Protection

Safeguarding Governor:	Allan Symons
Designated Persons:	Julie McGrow, Head Teacher
	Susan Mulhatton, Family Support Worker
	Julie Bolt, Business Manager

The designated persons should be used as the first point of contact for concerns and queries relating to any safeguarding concern in our school.

Safer Staff Recruitment and Selection

The recruitment and selection process will adhere to that set by the LSCB '*Safer Recruitment Toolkit*'. Safer practice involves a commitment to safeguarding and promoting the welfare of children at every stage of the process.

Training

Every member of staff will undertake appropriate safeguarding training every three years. Through training, all staff will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm.

Our designated officers for safeguarding children are fully trained and receive updated training every year.

Child Protection Referrals

It is the responsibility of the designated member of staff to have discussions with Social Services when concerns arise regarding the safety of a pupil in this school. All such pupils are closely monitored, including attendance, and where extra concerns arise, these are passed on to the appropriate agencies. Advice and support are offered to other members of staff dealing with a pupil for whom there are concerns.

The school will ensure that it provides written referrals and recognises the importance of attendance at all meetings called when there is a concern regarding the safeguarding of a pupil.

On occasions, staff members may be required to attend a child protection conference on behalf of the school in respect of individual children. Usually the person attending from school will be the Head Teacher or designated person. The person attending will need to have as much relevant and up-to-date information about the child as possible. This is more likely to be available from the child's Class Teacher. A child protection conference will be convened if a referral has been made and following an initial investigation, the findings have considered the child to be at risk of harm. Alternatively, if the child is already subject to a child protection plan, a review conference is held to monitor the safety of the child.

Staff may be required to attend child protection conferences or core group meetings to represent the school. For the most up to date information regarding child protection conferences, staff will have access to a copy of 'Working Together to Safeguard Children 2006' and will have access to multi-agency training to equip them to carry out this task.

All reports for child protection conference will be prepared in advance; the information contained will be shared with the parents either at the conference or before. It will include information relating to the child's physical, emotional and intellectual development. A risk assessment relating to the continuing risk of harm to the child will also be included.

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

Records and Monitoring

If a concern is raised about the welfare or safety of any child, the responding adults must record this using CPOMS. In our school we have three designated people who are the main key holders and they are: Julie McGrow, Head Teacher, Susan Mulhatton, Family Support Worker and Julie Bolt, Business Manager. The information will only be shared within the school on a need to know basis for the protection of the child. All safeguarding information is updated as new information is received. Copies of referrals, invitations to child protection conferences, core group meetings and reports will also be recorded using our CPOMS system. Paper copies are also kept with individual files as back-up.

If a concern is raised about Female Genital Mutilation (FGM) staff would report concerns to one of our three designated people who would then take appropriate action by contacting Referral and Assessment and the Police.

If a child leaves our school, the Designated People will make contact with the safeguarding/child protection professional at the appropriate school and the file will be forwarded using CPOMS where possible.

Staff Recruitment and Safe 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 on us to ensure that all adults who with or on behalf of our children are competent, confident and safe to do so.

The Head Teacher has completed LSCB Safer Recruitment Training and has coordinated school practices to follow guidance as outlined in the LSCB 'Safer Recruitment Toolkit'. All staff including volunteers who have access to children in our school have been carefully selected and screened. All adults working on the school site have had an Enhanced DBS check prior to commencing work. All details of all appointments/checks are held in a Single Central Record which is maintained by HR within the Local Authority.

It is requested that any visitors, volunteers or parent-helpers do not work alone with children unless they have an Enhanced DBS. 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 clear glass panel in them and left open. There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in the Investigation, Referral and Support Coordinator guidance for '*Sage Working Practice for the Protection of Children and Staff in Education Settings* (www.teachernet.com)

Designated Governor

Our school has a designated Safeguarding Governor, who will act as the link person between the Governing Body and the Designated Person. The Governor will review safeguarding procedures/practices including access to training through an annual meeting with the other Designated Person. The Governors will ensure that sufficient time is given to carry out the duties including accessing training.

Children with an Education Health Care Plan (EHCP)

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. All staff that support these pupils will be extra aware of the need for vigilance for signs of abuse.

Parents

Our Safeguarding Policy is made available to all parents either from our website or paper copies in school. 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 to make a referral to Social Services. Our school believes in working closely with parents where we have a concern about a pupil, the parents will be informed.

Allegations against a Member of Staff

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that some allegations are genuine, and there are some adults who deliberately seek to harm or abuse children. 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. All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made.

Where there is a concern that a member of staff may have behaved inappropriately, the Head Teacher will discuss the matter with the Safeguarding Governor as laid down in the LSCB procedures. However, where the allegation made concerns the Head Teacher, the Chair of Governors will liaise with the Local Authority (see Dealing with Allegations of Abuse Against Teachers and Others Staff Policy).

Date this policy was formally reviewed and agreed by the Governing Body of South Street Community Primary School:	
Approved by the Governing Body on:	Ratified on 27 February 2018
Reviewed by Head Teacher	Julie McGrow
Date:	January 2018
Date of next review:	January 2019