Sandy Lane Primary School

Safeguarding Policy 2017/2018

Drafted	Ratified by Governing Body	Planned date of review
November 2017		December 2018

	Print name	Signature	Date
Executive Head Teacher	Mr. J. Cooper	J.P.Cooper	Dec. 18
On behalf of Governing Body	Ms. Sue Duffy	S. Duffy	Dec. 18

Safeguarding Children Policy

RATIONALE

At Sandy Lane Primary School, the physical, emotional and spiritual welfare of our pupils is of paramount importance.   Section 175 of the Education Act 2002 also gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State. This includes Safeguarding Children and Safer Recruitment in Education (DfES 2007). Therefore, this school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to suspected or known child abuse.

The document '**Guidance for safer working practice for those working with children and young people in education settings'** October 2015 has been adopted in school to ensure the safeguarding of our pupils is of the highest standard.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically, psychologically or spiritually damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of harm.

The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and see school as a safe place.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy- if concerns arise, the school's Child Protection procedures will be followed.

Advice from Guidance for safer working practice for those working with children and young people in education settings 2015:

Underpinning principles

- The welfare of the child is paramount.

- Staff should understand their responsibilities to safeguard and promote the welfare of pupils.

- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

- Staff should work, and be seen to work, in an open and transparent way.

- Staff should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded.

- Staff should discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern.

- Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.

- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.

- Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching & Leadership (NCTL).

- Staff and managers should continually monitor and review practice to ensure this guidance is followed.

- Staff should be aware of and understand their establishment's child protection policy, arrangements for managing allegations against staff, staff behaviour policy, whistle blowing procedure and their Local Safeguarding Children Board LSCB procedures.

As a consequence, we:

- Assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process.

- Accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities.

- Recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Governing body.

- Ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions.

- Designate 3 senior members of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for co-ordinating action within the school and liaising with other agencies.

- Ensure that the designated members of staff responsible for child protection receive appropriate training to the minimum standard set out by the local authority Safeguarding Children Board.

- Share our concerns with others who need to know, and assist in any referral process.

- Ensure that all members of staff and volunteers are trained in our Child Protection procedures and know the procedure to follow if they suspect that a child may be suffering, or may be at risk of suffering harm.

- Safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual, homophobic or racial factors, disability or special educational needs.

- Ensure through our recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children.

- Ensure that all appropriate vetting procedures and single central record entries are made when procuring extended service provision and contracted service work.

- Act swiftly and make appropriate referrals where an allegation is made that a member of staff, Governor or volunteer has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

DESIGNATED MEMBERS OF STAFF (Named Person) for Child Protection

The Designated Safeguarding Lead (Named Person) for child protection in this school is:

John Cooper

The Designated Safeguarding Deputy (Named Person) for child protection in this school is:

Linda Walker   Fiona Newsome

The Designated Governor for Child Protection at this school is:

Ms. Sue Duffy

Our Child Protection Policy gives clear guidance on the responsibilities of all staff in relation to Child Protection as well as guidance on procedures to be followed if it is suspected that a child is at risk of harm.

RECRUITMENT
In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in **Keeping Children Safe in Education (September 2016)** and ensure we meet requirements to have experienced and trained governors in Safer Recruitment, in particular:

- Check that all adults with substantial access to children at this school have an enhanced Disclosure and Barring Service check before starting work, and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:
- Identity checks to establish that applicants are who they claim to be
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

On completion of these checks full entries will be made in school's Single Central Record.

The Executive Headteacher, and at least one governor are trained in safer recruitment and at least one of these will be present at all job interviews.

VOLUNTEERS
We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly (3 times in any one month) full vetting procedures will be carried out as previously detailed for employed staff. Diane Bonham SBM ensures that the appropriate checks have been made before communicating with SLT to appropriately deploy any volunteers.

The outcomes of the checks carried out on all adults working in school (staff and volunteers) are held in the Single Central Record, maintained by Diane Bonham and monitored by the named person, John Cooper EHT along with NSG Ms Sue Duffy.. The Single Central Record provides a vetting history of all currently employed staff, volunteers, supply staff, extended service providers and contractors (where deemed appropriate).

INDUCTION & TRAINING

All new members of staff and volunteers receive induction which gives an overview of the organisation and ensures they know its purpose, values, services and structure, as well as induction in safeguarding policies and procedures (see Appendix A - induction checklist)

All new staff at the school (including volunteers) receive basic safeguarding and child protection information and a copy of all relevant policies within one week of starting their work at the school.

All staff access safeguarding training that enables them to fulfil their responsibilities in respect of child protection effectively. The school provides this training through in house training and e-learning packages.

Staff access regular safeguarding updates via briefings, meetings and electronic communication. The designated persons attend "named person" training every two years.

DEALING WITH CONCERNS

All staff and volunteers are expected to be familiar with the school's Child Protection and Safeguarding policies and procedures.
Flow charts for Child Protection procedures are displayed on signs in all key areas of school. Teachers have access to CPOMS on their laptops to record concerns. Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

SAFEGUARDING IN SCHOOL

As well as ensuring that we address child protection concerns, we also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

Sandy Lane Primary School will fulfil local and national responsibilities as laid out in the following documents:-

- Keeping Children Safe in Education – Statutory guidance for schools and colleges September 2016
- Working Together to Safeguard Children, March 2015 (Statutory guidance) *Updated Feb 2017*
- Guidance for safer working practice for those working with children and young people in education settings, October 2015

- Statutory guidance on children who run away or go missing from home or care – January 2014
- What to do if you're worried a child is being abused – March 2015
- Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers - March 2015
- Bradford Safeguarding Children Board Procedures
- Children Act 1989 (as amended 2004 Section 52)
- Education Act 2002 s175/s157 ☐ The Teachers' Standards 2012
- The Counter-Terrorism and Security Act 2015 (section 26 The Prevent Duty)
- Female Genital Mutilation Act 2003
- Serious Crime Act 2015

Everyone working in school is expected to work within the school policies listed below:

- **Child Protection Policy**
- **E-Safety Policy**
- **Personal, Social and Health Education (PSHE)**
- **Use of Social Networking Sites   Pact HR**
- **Equality Principles (including Public Sector Equality Duty)**
- **Positive Behaviour & Anti Bullying Principles**
- **Intimate Care Policy**
- **SEND Policy**
- **Health & Safety Policy**
- **Educational Visits Policy**
- **Attendance Policy**
- **Administration of Medicines Policy**
- **Accessibility Statement**
- **Whistleblowing Policy**
- **Mobile Phone and Mobile Devices**

PHOTOGRAPHING CHILDREN

We understand that parents like to take photos of or video record their children in school plays, at sports days, or at other school events. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes. This is on the understanding that these photos or clips will be used as family memorabilia only and will not be put on the internet. The school cannot be held accountable for photographs or video footage taken by parents or members of the public at school functions, but reminders are given to parents at all relevant events.

We do not allow images of pupils to be used on school websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name.

Members of staff routinely take photographs of children whilst engaged in school activities for teaching and learning purposes; for assessment purposes or as means of celebrating successes in school. These photographs will be taken on school equipment only and stored on school systems only. Staff are made clear about the secure handling of images.

CONFIDENTIALITY

The school, and all members of staff at the school **(including Governors and Volunteers),** ensure that all data about pupils is handled in accordance with the requirements of the law and any national and local guidance.

Regardless of the duty of confidentiality, if any member of staff, governor or volunteer has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

CONDUCT OF STAFF

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff (and Governors and Volunteers) are clear about what constitutes appropriate behaviour and professional boundaries. Clear and detailed guidance is defined in the school's Code of Conduct, which is closely aligned to the **Guidance for safer working practice for those working with children and young people in education settings**, October 2015. All staff and volunteers sign the Code of Conduct as part of their induction.

ALLEGATIONS AGAINST MEMBERS OF STAFF *(see related policy and procedures)*

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- • Committed an offence against a child
- • Placed a child at risk of significant harm
- • Behaved in a way that calls into question their suitability to work with children the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by the LA's Safeguarding Children Board.

The Executive Headteacher will handle such allegations, unless the allegation is against the Head teacher (when the Chair of Governors will handle the school's response). The Head teacher (or chair of governors) will gather information about the allegation, and report these without delay to the Local Authority.

BEFORE AND AFTER SCHOOL ACTIVITIES

Before and After school clubs are monitored by the Senior Management Team who are responsible for intervening if they feel any of the policies regarding the safeguarding of pupils is being compromised.

CONTRACTED SERVICES

Where the Governing Body contracts its services to outside providers, we ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such

matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

WHISTLEBLOWING

If members of staff ever have any concerns about people working in school, paid or unpaid, they have a professional duty to inform the Senior Leadership Team accordingly. This can be done in writing or verbally, but staff should be prepared to discuss issues with the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school follows the Local Education Authority's policy on Whistleblowing. A copy of this can be made available on request from the school office.

Appendix A – Induction Checklist

Sandy Lane Primary School Induction for All Staff and volunteers

	✓ ✗
DBS Checks (all staff and volunteers – n/a for work experience placements from schools)	
☐ Current and valid enhanced DBS in place	
Safeguarding **The following documents must be given out and explained as part of induction. The recipient must sign for receipt and agree that they will read them and adhere to the policies, practices and guidance within:**	
☐ Child Protection Policy	
☐ Safeguarding Policy	
☐ E-Safeguarding Policy	
☐ Mobile Phone & Mobile Device Policy	
☐ Guidance for Safer Working Practice	
☐ Code of Conduct (must be signed and a copy retained during induction)	
☐ Keeping Children Safe in Education (most recent version)	
☐ Handbook (relevant to role)	
☐ Positive Behaviour Policy	
☐ ICT and Communications Policy	
☐ Social Networking Policy	
Health & Safety	
☐ Aware of fire evacuation plan	
☐ Aware of basic H&S information (refer to office for a copy of the policy)	
Policies	

Aware of school policies and how to access them including (but not exclusively):
 	
   • **Child Protection Policy**
   • **E-Safety Policy**
   • **Personal, Social and Health Education (PSHE)**
   • **Use of Social Networking Sites   Pact HR**
   • **Equality Principles (including Public Sector Equality Duty)**
   • **Positive Behaviour & Anti Bullying Principles**
   • **Intimate Care Policy**
   • **SEND Policy**
   • **Health & Safety Policy**
   • **Educational Visits Policy**
   • **Attendance Policy**
   • **Administration of Medicines Policy**
   • **Accessibility Statement**
   • **Whistleblowing Policy**
   • **Mobile Phone and Mobile Devices**
   • **Visitors Policy**	

Performance Management / NQT Induction / Appraisal (where relevant)	
☐ Systems and expectations explained and understood	
Behaviour/ Incident Reporting	
Aware of Behaviour systems and policy	
Aware of incident reporting process – CPOMS Volunteers/students to inform member of staff	
Housekeeping	

Aware of systems and expectations for:
   • absence and illness
   • messages
   • tea and coffee
   • health and safety / tidiness / organisation
   • caretaking / cleaning issues	

Signed……………………………… Name ……………………………… Date ……………

Signed …………………………... Name ………………………… Date ……………

Additional Induction for Teachers

	✓ ✗
1265	
Holiday dates / training days / meeting expectations	
Teaching and Learning Expectations Is aware of the following:	
Long and Short term planning expectations	
Learn to Learn expectations	
Curriculum co-ordination responsibilities	
Curriculum policies including (not exclusively) Assessment, Curriculum Mission Statement, Literacy, Marking & Feedback, Maths	
Aware of the process for completing Risk Assessments	
Classroom Environment	
Working Walls	
Display	
Monitoring	
Monitoring schedules, expectations and responsibilities	

Signed…………………………… Name ……………………………… Date ……………

Signed …………………………... Name ……………………… Date ……………

Appendix B

Sandy Lane Primary School
Child Absconding from School Protocol

STEP 1 Alert the Executive Headteacher or member of the Leadership Team and office staff by sending another member of staff.	
STEP 2 If outside of school building return remaining children into the school with a member of staff.	
STEP 3 At the same time one member of staff should follow the child at a distance. The staff member should, where possible, remain in live contact with school at all times.	
STEP 4 As soon as possible a member of the SLT must be informed and further members of staff should be directed to locate and accompany the original staff member who is following the pupil, taking a mobile phone with them. A staff member should remain in live contact with school at all times.	

If the pupil can be located	If the pupil cannot be located within 5minutes
Step 5 When the pupil is located the Senior adult must speak in a firm, calm voice and issue a verbal command to come back to school with them. The adults are to remain close to the child so as to prevent the pupil running away and continue repeating the verbal command.	**Step 5** Call the Executive Headteacher or member of the Leadership Team who, dependent on the information given, may give permission to search for a further 5 minutes. If the pupil can still not be located within a further 5 minutes the Executive Headteacher or member of the Leadership Team is to inform parents/ guardians by telephone of current status
Step 6 If the child who absconded refuses to follow a verbal command to return to school, an adult is to call for further back up.	**Step 6** Executive Headteacher or member of the Leadership Team to inform the Police immediately or delegate someone to dial 999 and provide relevant information.
Step 7 If possible the pupil is to be escorted back to school.	**Step 7** On arrival of Police ensure all known facts are given to officers. A request can be made for the Police to assist with further parent liaison.
STEP 8 The Executive Headteacher or member of the Leadership Team to inform parents/guardians by telephone of current status.	**STEP 8** Police instructions should be implicitly followed. No press briefing should be made unless directed by the Police with the input of the local authority.
STEP 9 As soon as possible a behaviour meeting must take place with the child, their parent(s) and the Executive Headteacher or member of the Leadership Team.	**STEP 9** The Executive Headteacher or member of the Leadership Team to commence an incident log and accurately document all actions/ relevant factual information (Ensure date and times of actions are recorded).
Step 10 Executive Headteacher or member of the Leadership Team to commence an incident log and accurately document all actions/relevant factual information. (Ensure date and times of actions are recorded).	**STEP 10** The Executive Headteacher or member of the Leadership Team to alert the Chair of Governors and named safeguarding governor (in their absence Vice Chair of Governors).
STEP 11 A full evaluation and analysis to be completed by Executive Headteacher and all members of staff involved.	**STEP 11** The Executive Headteacher or member of the Leadership Team to hold a staff briefing when possible to advise of current situation. Ensure staff are aware of information sharing protocols.

STEP 12 The Executive Headteacher or member of the Leadership Team to hold a staff briefing when possible to advise of current situation. Ensure staff are aware of information sharing protocols.	**STEP 12** Once resolved, school to conduct an incident analysis and arrange a follow up meeting with parents/ guardians.

Child Absconding from an Educational Visit Protocol

STEP 1 Alert all adults supporting the visit. If groups are in different locations, recall all groups to an agreed central meeting point. School mobile telephones should be taken and numbers MUST be exchanged prior to the commencement of the visit.	
STEP 2 Where possible, one staff member should follow the child at a distance. They should remain in contact with the Visit Leader at all times whilst following. As soon as possible, and if staffing ratios allow, one further adult should be directed to locate and accompany the original staff member who is following.	
STEP 3 The Visit Leader should contact the Executive Headteacher (or other member of the Leadership Team) in school to inform them of the situation as soon as possible.	
If the pupil can be located	**If the pupil cannot be located within 5minutes**
Step 4 When the pupil is located the Trip leader must be informed. The senior adult must speak in a firm, calm voice and issue a verbal command to come back to the meeting point/ transport with them. The adults are to remain close to the child so as to prevent the pupil running away and continue repeating the verbal command.	**Step 4** Call the Executive Headteacher or member of the Leadership Team who, dependent on the information given, may give permission to search for a further 5 minutes If the pupil can still not be located within after a further 5 minutes, the Executive Headteacher or member of the Leadership Team to inform parents/ guardians by telephone of current status.
Step 5 If the child who absconded refuses to follow a verbal command to return an adult is call for further back up.	**Step 5** Executive Headteacher or member of the Leadership Team to inform the Police immediately or delegate someone to dial 999 and provide the relevant information.
Step 6 If possible the pupil is to be held in a "team Teach "hold and escorted back to school group / transport.	**Step 6** On arrival of Police ensure all known facts are given to officers. A request can be made for the Police to assist with further parent liaison.
STEP 7 The Executive Headteacher or member of the Leadership Team to inform parents/guardians by telephone of current status.	**STEP 7** Police instructions should be implicitly followed. No press briefing should be made unless directed by the Police with the input of the local authority.
STEP 8 Executive Headteacher or member of the Leadership Team to commence an incident log and accurately document all actions/relevant factual information. (Ensure date and times of actions are recorded).	**STEP 8** The Executive Headteacher or member of the Leadership Team to commence an incident log and accurately document all actions/ relevant factual information (Ensure date and times of actions are recorded).
Step 9 On return to school: Head Teacher or member of the Leadership Team & the Visit Staff members to complete school's critical incident paperwork. A case review should be conducted as a priority together with a meeting with parents/guardians.	**STEP 9** The Executive Headteacher or member of the Leadership Team to alert the Chair of Governors and named safeguarding governor (in their absence Vice Chair of Governors).
STEP 10 A full evaluation and analysis to be completed by Executive Headteacher and all members of staff involved.	**STEP 10** On return to school: Head Teacher or member of the Leadership Team & the Visit Staff members to complete school's critical incident paperwork. A case review should be conducted as a priority together with a meeting with

	parents/guardians.

STEP 11 The Executive Headteacher or member of the Leadership Team to hold a staff briefing when possible to advise of current situation. Ensure staff are aware of information sharing protocols.