



Policy Statement

Subject	Safeguarding
Coordinator	Claire Thompson
Date	6/12/2018
Review date	December 2019

Introduction

Newby Primary School is fully committed to the principles of safeguarding. Our school recognises the contribution it can make to protect children and support pupils in school, and to promote their growth and well-being.

This policy applies to all staff, governors and volunteers working in the school. Safeguarding now includes or links with policy and practice in a large number of school policies. Please see appendix 1. As a result, this policy will focus on child protection.

These are the five main elements to our policy:

1. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
2. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
3. Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse.
4. Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
5. Establishing a safe environment in which children can learn and develop.

It is underpinned by a commitment to inter-agency working.

Child protection is the responsibility of all school staff. We will therefore:

1. Establish and maintain an environment where children feel secure and are encouraged to talk, and are listened to.
2. Ensure that children know that there are adults in school who they can approach if they are worried or in difficulty.
3. Include in the curriculum activities and opportunities for PSHCE which equip children with the skills they need to stay safe from abuse.
4. Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies.

Roles and responsibilities

All adults working with or on behalf of children have a responsibility to protect them. There are however key people within schools and the Local Authority who have specific responsibilities under child protection procedures.

The names of those carrying out these responsibilities in school for the current year are in appendix 2 and will be updated annually. There is a Named Governor for Safeguarding. The Governing Body is responsible for ensuring all staff read at least part one of Keeping Children Safe in Education.

Early Help

Staff are trained and encouraged to use Early Help. This may involve sharing information and working with other agencies as soon as problems arise.

Child Protection Referral Procedures

We adhere to child protection procedures that have been agreed locally through the Bradford Safeguarding Children Board (BSCB). An action flow chart summarising the steps to be taken is displayed in the staffroom. A full version of procedures can be found at Appendix 3.

Supporting Pupils at risk

Children are protected in an open, trusting environment where there are positive relationships with staff. The children know what to do if something is worrying them and our curriculum supports this. Staff training includes the four forms of abuse – physical, sexual, emotional and neglect. Staff also know the indicators and risk associated with radicalisation (Prevent), female genital mutilation and child sexual exploitation (this can take place online or technology may be used to facilitate offline abuse). Staff are aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger. Online safety forms part of our curriculum.

Peer on Peer abuse

Staff are aware that safeguarding issues can manifest themselves via peer on peer abuse. This may include bullying (including cyber- bullying), gender based violence/sexual assaults and sexting. All of these would be dealt with through our severe system in the behaviour policy with the most severe incidents and allegations escalated immediately beyond the usual sanctions of the behaviour management system. This may include temporary or permanent exclusion and /or involvement from other agencies.

Pupils with SEND

Children with special educational needs and disabilities can face additional safeguarding challenges. Staff are aware that additional barriers may exist when recognising abuse and neglect in this group.

Training

The Designated Safeguarding Lead (DSL) and Deputies are updated every two years and the named Governor every three years. All adults whose jobs involve contact with children receive a basic introduction into school safeguarding procedures as soon as possible after appointment. All staff are required to read or have explained to them the most recent version of Keeping Children Safe in Education – part one. A record of this is kept in the Single Central Record. It is normal practice for all staff to be updated on safeguarding at least annually.

Safe Working Practice

The staff code of conduct explains to staff the way they should behave when working with children.

Confidentiality

All staff are aware that they must not promise to keep secrets with children and that if children disclose abuse this must be passed on to the people responsible for child protection as soon as possible and the child should be told who their disclosure will be shared with. When questioning children, staff know they must remain neutral and not ask leading questions.

Record Keeping

Child protection concerns should be recorded on CPOMS (child protection online management system). However, if a child is immediately at risk or is deemed to need action before the end of the school day, the DSL or Deputy DSL must be spoken to straight away. In the unlikely event of a

named person not being available, any member of staff can make a referral. A named person should be informed that this has happened. Historical child protection records can be accessed via the named people in school.

Working with other agencies

Schools are not investigating agencies and it is essential that child protection issues are addressed through agreed procedures. However, schools continue to play a role after referral and need to develop strong links with partner agencies, particularly Children’s Social Care. There is an expectation that referrals mean better outcomes for the child. If this is not the case a referral may have to be escalated to a more senior member of staff. Requests for information from Children’s Social Care should always be made to a the DSL or Deputies

Information Sharing

The Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure. However, this is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm.

Allegations against members of staff

The local arrangements for managing allegations are understood and followed.

Recruitment and Selection

The school follows safer recruitment guidelines. At least one member of staff on a selection panel has been safer recruitment trained. The school keeps a single central record in accordance with government guidance.

Site Security

All staff wear lanyards with their name, picture and role in school that give them access to the school site. Visitors who have DBS clearance will have a visitor lanyard that accesses the school site. All other visitors will have a visitor’s lanyard but be accompanied by a member of staff during their visit. There are termly safety practices for both getting in and getting out of the building.

Ratified by Governors on 6th December 2018

.....
Chair of Policy Committee

Appendix 1 – Safeguarding Policies

Newby Policies

Allegations against Staff
Attendance Policy
Behaviour Policy (including Anti bullying)
DBS Policy
E Safety Policy (including adult and pupil acceptable use agreements)
Health & Safety Policy
Medicines in School Policy (including Intimate Care procedures)
Pastoral Care
Pastoral Care Policy
PHSCE Policy
Premises Management Policy
Prevent Policy
Recruitment and selection
School Visits Policy
SEND Policy
Sex & Relationship Education
Single Equalities & Community Cohesion
Staff Discipline, Conduct and Grievance, including Staff Code of Conduct
Staff Social Media Policy
Supporting Pupils with Medical Conditions Policy
Whistleblowing

Guidance Policies produced by others (ie Department for Education) and used by Newby

Keeping Children safe in Education
Guidance on Safer Working Practice
Managing Challenging Conversations with Children
Children missing Education – Guidance for School

Appendix 2 - Named People – 2017 – 2018

School staff

Designated Safeguarding Lead –

Claire Thompson (Associate Head)

Deputy Designated Safeguarding Leads -

Gareth Baterip (Deputy Head)

Sarah Berry (Assistant Head)

Andrew Ramsden (Assistant Head)

Governors

Named Governor for Safeguarding – Elaine Palframan

Local Authority

LADO - Alina Tai

Appendix 3 - Child Protection Referral Procedures

On discovery or suspicion of child abuse - Act

1. Inform your Designated Safeguarding Lead or Deputies
 - Claire Thompson
 - Gareth Baterip
 - Andrew Ramsden
 - Sarah Berry
2. One of the named people will take the following steps.
 - When it is clear that a child protection referral is needed, they will contact Children's initial contact point without delay – telephone number – 01274437500
 - Out of hours Emergency Duty Team – telephone number – 01274431010
 - Named persons may also seek advice from the Education Social Work Team – 01274439651
3. At this point we may be asked to monitor the situation. We need to be clear about what we are expected to monitor, for how long and how and to whom we should feedback to.
4. It is good practice to inform parents that we have gone to CSC unless we feel that by doing so, we put the child in greater harm.
5. Records need to be kept of all events and action taken. They need to be dated and on CPOMS.
6. Named people will complete and dispatch the Common Child Protection Referral form. This can be accessed through Bradford School's Online or the Bradford Safeguarding Board website. One copy must remain in school and the other sent to Suzanne Ellis, Lead Officer, Education Safeguarding, Margaret McMillan Tower, Princes Way, Bradford BD1 1NN.

Other useful Telephone numbers

CSC switchboard – 01274435600

Police: Javelin House, Child Protection Unit - 01274376061