



Safeguarding

Policy Statement 2017-2019

Creating a caring, creative and happy environment where all individuals are valued equally

RATIONALE & PRINCIPLES

An effective whole-school Safeguarding Policy is one, which provides clear direction to staff and others about expected behaviour when dealing with the safety and well-being of children. An effective policy also makes explicit the school's commitment to the development of good practice and sound procedures. This ensures that concerns, referrals and monitoring may be handled sensitively, professionally and in ways, which support the needs of the child. Section 175/157 of the Education Act 2002 gives schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State.

Harlow Green Community Primary School recognises its legal and moral duty to promote the wellbeing of children, and protect them from harm, and respond to child abuse. 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 or psychologically 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, at all times, will act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant 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/carers and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

SCHOOL POLICY

In our school, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action.

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;
- will 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;

- will designate a senior member 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 coordinating action within the school and liaising with other agencies;
- ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training;
- will share our concerns with others who need to know, and assist in any referral process;
- will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated member of staff, who will refer on to Children's Social Care in accordance with the procedures issued by Local Safeguarding Children Board;
- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs
- will ensure that all staff are aware of the child protection procedures established by the Local Safeguarding Children Board and, where appropriate, the Local Authority, and act on any guidance or advice given by them;
- will 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;
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff 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

It is critical that a clear structure of responsibility is in place with regards to roles and responsibilities.

The following structure is in place:

Lead Designated Safeguarding Officers	Mr Mustafaa Malik Mrs Suzanne Chapman	Head Teacher Deputy Head Teacher
Deputy Designated Safeguarding Officers	Mrs T Graham Mrs K Hamilton	Assistant Head Teacher Assistant Head Teacher
Child Protection Governor	Mrs Nicola Rogerson	Parent Governor

The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon. However, it is essential that there are others within school who can share the responsibility of such an important and complex aspect so that all areas of safeguarding can be as robust as possible.

The school recognises that:

- The designated person need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a senior member of staff in the school;
- All members of staff (including volunteers) must be made aware of who this person is and what their role is;
- The designated person will act as a source of advice and coordinate action within the school over child protection cases;
- The designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies;
- They should possess skills in recognising and dealing with child welfare concerns.
- Appropriate training and support should be given;
- The designated person is the first person to whom members of staff report concerns;

- The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating;
- The designated person is not responsible for dealing with allegations made against members of staff.

To be effective key staff will:

- Act as a source of advice, support and expertise within the school and be responsible for co-ordinating action regarding referrals by liaising with Children's Social Care and other relevant agencies over suspicions that a child may be suffering harm;
- Cascade safeguarding advice and guidance issued by the Gateshead's Local Safeguarding Children Board and other agencies;
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, ask the Head of Safeguarding to investigate further;
- Ensure each member of staff, all volunteers at the school and regular visitors (e.g. Education Welfare Officers, advisors, trainee teachers and supply teachers etc.) are aware of and can readily access this policy;
- Liaise with the Head Teacher to inform him of any issues and ongoing investigations and ensure there is always cover for the role;
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this;
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place;
- Ensure parents/carers are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child. This is done by providing a summary Child Protection Statement on entry to school (Nursery and Reception Admission packs and any in school transfer admission pack);
- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection;
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case;
- Have a working knowledge of how the Local Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required;
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors;
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

GOVERNORS

Safeguarding and Child protection are important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the designated member of staff for safeguarding/child protection is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school;
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- Child Protection is integrated with induction procedures for all new members of staff and volunteers;
- The school follows the procedures agreed by the Local Safeguarding Board, and any supplementary guidance issued by the Local Authority;
- Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity;
- Where safeguarding concerns about a member of staff are raised, take appropriate action.

RECRUITMENT

In order to ensure that children are protected whilst at Harlow Green Community Primary 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 *“Safeguarding Children and Safer Recruitment in Education”*. In particular, 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.
- DBS checks e.g., through birth certificate, passport, new style driving licence, etc.

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 and a DBS check sought.

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 or over a longer period then they will be checked to ensure their suitability to work with children.

INDUCTION & TRAINING

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues. To summarise most of these aspects a Code of Conduct will be provided which staff members must read before signing that they have done so and understood the implications.

All new staff at the school, including volunteers, will receive Child Protection information on starting their work at the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through the designated person.

Staff will attend refresher training at least every three years, and the designated person every two years. However, Child Protection training for staff will be led by the designated person annually.

DEALING WITH CONCERNS

Members of staff and volunteers are not required by Harlow Green Community Primary School to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns in line with school procedures.

To this end, volunteers and staff will follow the procedures below;

- Upon the receipt of any information (e.g. from a child, or if any person has suspicions that a child may be at risk of harm, or If anyone observes injuries that appear to be non-accidental, or where a child or young person makes a direct allegation or implies that they have been abused, or makes an allegation against a member of staff) they must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person and agree action to take
- if an allegation is about the Head Teacher, they should see the Deputy Head Teacher and ensure that this is passed to the Chair of Governors and LADO

The school will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents.

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 will also ensure that children who attend Harlow Green Community Primary School are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the school's policies on:

- Child Protection
- Code of Conduct
- Anti-Bullying
- Discipline
- Health & Safety
- Confidential Reporting Code (Whistle blowing)
- Handling Allegations of Abuse Against Staff
- e-Safety
- Personal & Social Education
- Sex & Relationships Education
- ICT Security Policy
- Intimate Care and Toileting
- Policy for administration of medicines
- Mobile Phone Access and Use in School
- Attendance
- First-Aid
- Equal Opportunities and Discrimination

PHOTOGRAPHING CHILDREN

We understand that parents like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes. During regular school activity, parents and carers are allowed to take photographs to record the child's participation.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use settings on their camera that do not require flash.

We will 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. Permission is sought when a child begins school in Reception or after a transfer.

The school cannot, however, be held accountable for photographs or video footage taken by parents or members of the public at school functions.

Members of staff may 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.

CONFIDENTIALITY

Harlow Green Community Primary School, and all members of staff at the school, will ensure that all data regarding pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff 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 high standards of professional behaviour exist between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones, texting, email, social networking websites
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and Local Safeguarding Children Board procedures, we will view this as misconduct, and take appropriate action. The conduct of adults around children is expressed clearly in the school Code of Conduct.

PHYSICAL CONTACT AND RESTRAINT

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Such events should be recorded and signed in conjunction with the Head Teacher.

In the event that staff are likely to continually need to use physical intervention due to the special needs of a pupil, they will be appropriately trained. However, Harlow Green Community Primary is a mainstream school and does not have provision for behaviour of this level.

ALLEGATIONS AGAINST MEMBERS OF STAFF

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 Local Children's Safeguarding Board.

The Head Teacher 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

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies 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 bodies.

CONTRACTED SERVICES

Where the Governing Bodies contracts its services to outside providers, we will 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

CURRICULUM

It is essential that the school provides a curriculum in which children can learn to be safe and understand where to go and what to do when they feel unsafe. To this end, the school will develop its curriculum to ensure that this is the case. However, it is important for the curriculum to evolve in order that provision is effective rather than tokenistic. Currently the school teaches safeguarding through the following:

- Personal & Social Education embedded within all curriculum subjects
- Sex & Relationships Education
- Kidsafe
- E-Safety
- Swimming
- Cycling on the Road
- Secondary School Transition
- Assemblies with Emergency Services

HEALTH & SAFETY

The school takes all aspects of Health & Safety legislation seriously, understanding that it is essential in creating a school site where all can access which confidence that they are safe within it.

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment

ANTI-BULLYING

Our school policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g.

cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse.

We keep a record of bullying incidents along with low level misbehaviour on the Behaviour tracker within our electronic recording system, CPOMS. This information is analysed on a regular basis to inform practice.

DISCRIMINATION INCIDENTS

The school aims to promote community cohesion by encouraging positive attitudes to:

- Race
- Disability
- Sex (Gender)
- Religion or belief
- Sexual orientation
- Gender reassignment
- Pregnancy or maternity

The school has a separate policy for Equal Opportunities and Discrimination, and acknowledges that repeated incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of such incidents and report them to the Local Authority.

ICT MONITORING

There is a separate ICT Security Policy which provides guidance to staff on how various aspects of ICT must be used. This refers to equipment inside and outside of school.

The school has a filtering system on the curriculum and administrative networks which blocks various internet pages and this stops many potential problems. However, the school is now looking at software which monitors all use and will identify potential misuse.

ATTENDANCE

Children should attend school for 190 days and there is an expectation that children will at least attend for 96% of the time, taking into account potential illness. Regular absence can indicate wider issues and potential safeguarding concerns.

A child is categorised as being a persistent absentee if they attend for 90% or less. The school will regularly monitor attendance and where there are concerns parents will be notified.

Where no reason is provided for absence, it will be marked as unauthorised. Where reasons are given, the school may not accept these due to the nature of the situation.

Letters and meeting will be staged but where a concern continues, the school will make a referral to the Local Authorities Legal Intervention Team and this could lead to fines and prosecution.

Policy Adopted: 30.11.17

Review Date: November 2019