



*SAFEGUARDING POLICY (incorporating Child Protection)*

Member of staff responsible	Carol Dougill
Governor responsible	Jane Lloyd
Sub-Committee responsible	FGB
Date agreed with staff	Nov 16
Date discussed with pupils	-
Parent group discussions	-
Date agreed at Sub-Committee	2.2.17
Date approved at Governing Body	2.2.17
Frequency of policy review	Annual
Date next review due	January 2018
Statutory Policy	Yes
Review Level	All governors

Document Version Control

Issue Number	Issue Date	Summary of changes
1.1	Jan 16	Kemble & Siddington policies linked now federated
1.2	Jan 17	Date changes of new documents

**In this policy where it states 'in our schools' it means Kemble Primary and Siddington CE Primary Schools.**

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Handbook. In addition, all staff and governors are provided with Part One of the statutory guidance, Keeping Children Safe in Education DfE (2016) which they sign to say they have read.

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## **PURPOSE and AIMS**

The purpose of our school's safeguarding policy is to ensure every child who is a registered pupil at our schools is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our school to have the best outcomes.

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

Our schools fully recognize the contribution they can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our schools. The elements of our policy are prevention, protection and support.

This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

## **OUR ETHOS**

The child's welfare is of paramount importance. Our schools will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our schools will be able to talk freely to any member of staff at our schools if they are worried or concerned about something.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognize that staff at our schools play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned.**

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 our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. During PSHE and RE sessions the children learn explicitly how to make choices that will help them to live well and keep them from harm. This is also developed through collective worship led by staff and visitors. Staying safe, managing risks and understanding who to contact if they are concerned is also something that we address through 'The Life Education Bus'. Science and PE also provide opportunities for the children to understand how decisions they make impact upon them and ICT lessons include significant elements of keeping safe when completing internet based activities on a range of devices. Teachers will draw from class stories to discuss staying safe with children.

At all times we will 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 (2015).

## ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Designated safeguarding lead	Carol Dougill	Can be contacted through school
Alternate DSL	Anne Newton – Kemble Kathryn Wyatt - Siddington	Can be contacted through school
Headteacher	Carol Dougill	Can be contacted through school
Named Safeguarding Governor	Jane Lloyd	Can be contacted through school
Chair of Governors	Jane Lloyd	Can be contacted through school

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

### The Governing Body

The Governing Body of Kemble & Siddington CE Schools is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the school.

The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the Gloucestershire Safeguarding Children Board policies and procedures;
- The schools contribute to inter-agency working in line with Working Together to Safeguard Children (2015) and Keeping Children Safe in Education (2016);
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection (DSL) and there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the senior designated professional (DDSL). There will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;
- All staff undertake appropriate child protection training that is updated regularly;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education'](#) DfE (2016);
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

The governing body will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the schools. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

### **The Head teacher**

The Head teacher is responsible for:

- Identifying a member of the senior leadership team to be the Senior Designated Safeguarding Lead (DSL) which will normally be the head teacher themselves;
- Identifying an alternate member of staff to act as the Senior Designated Person for safeguarding (DDSL) in his absence to ensure there is always cover for the 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 such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.

### **The Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead (DSL) will carry out their role in accordance with the responsibilities outlined in *'Keeping Children Safe in Education'*. The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

The DSL or DDSL will represent our schools at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL or DDSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the schools or externally every three years.

### **TRAINING and INDUCTION**

When new staff, volunteers or regular visitors join our schools they will be informed of the safeguarding arrangements in place. They will be given a copy of our schools' safeguarding policy along with the staff code of conduct and told who our Designated Safeguarding Lead is. They will also be provided with the concern recording form, 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 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 all children at our school and the remit of the role of the Designated Safeguarding lead. At induction, all staff will also be provided with a copy of Part One of *'Keeping Children Safe in Education'* (2016) and will be expected to read this.

In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with Gloucestershire Safeguarding Children Board advice.

All regular visitors and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternative staff members are and what the recording and reporting system is. (See Appendix 2).

The DSL and the alternate designated member will attend one of the multi- agency training courses organised by Gloucestershire Safeguarding Children's Board at least once every three years. In addition to this, the DSL and alternate will attend Senior Designated Professional training provided by the Local Authority every two years.

Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our schools.

We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Part One of '*Keeping Children Safe in Education*' (2016) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Gloucestershire Safeguarding Children Board at [www.gscb.org.uk](http://www.gscb.org.uk). Staff are given an information sheet on Prevent Duty.

## **PROCEDURES FOR MANAGING CONCERNS**

Our schools adhere to child protection procedures that have been agreed locally through the Gloucestershire Children's Safeguarding Board.

Every member of staff including volunteers working with children at our schools 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 should always act in the interests of the child and have a responsibility to take action as outline in this policy.

All staff are encouraged to report any concerns that they have and not see these 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, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

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

The Designated Safeguarding Lead should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our schools. Any member of staff or visitor to the schools who receives 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 alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

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

Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Services/ LADO as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

All referrals will be made in line with Gloucestershire 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 Children's Services immediately. 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 and/or the Head teacher. Concerns should always lead to help for the child at some point.

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

- the situation is an emergency and the designated senior person, their alternate and the Head teacher are all unavailable;
- 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 procedures outlined in this policy should raise their concerns with the Head teacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point they should follow the escalation procedure as set out on the GSCB website.

## **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 SDP without delay.

Any information recorded will be kept in the child's file. There will be an indication on the file (blue sticker) that tells any member of staff that there is a child protection concern. These files will be the responsibility of the DSL/DDSL or governor responsible. Child protection information will only be shared within schools on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential. If a member of staff sees that there is a file with a blue sticker they need to seek permission from the HT/ DSL/ DDSL before opening the file.

Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our 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/ DDSL 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.

## **WORKING WITH PARENTS AND CARERS**

Our schools are 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 schools, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the school website. 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 Children's Services.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We 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 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 schools require parents to provide accurate and up to date information regarding:

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

## **CHILD PROTECTION CONFERENCES**

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 Head teacher or DDSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; 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 provided by Children's Services. The information contained 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.

Clearly 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 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.



## **SAFER RECRUITMENT**

We will ensure that the Head teacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times 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'*, DfE (2016).

At our schools we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and 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.

## **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 our school's code of conduct 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.

If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever 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 in them 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. 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.

## **MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS**

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our schools. We do 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 also recognise that many 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 children. We will always ensure that the procedures outlined in [http://www.swcpp.org.uk/swcpp/swcpp\\_procedures.htm](http://www.swcpp.org.uk/swcpp/swcpp_procedures.htm) and Part 4 of *'Keeping Children Safe in Education'*, DfE (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 01452 426994.

If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff

receiving the information should inform the Head teacher immediately. 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 member of staff acting as 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 investigations before receiving advice from the LADO.

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 01452 426994.

The schools have a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the 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 at our school, 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.

## **RELEVANT POLICIES**

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

- Staff Code of Conduct
- Behaviour Management & Anti-Bullying
- Recruitment and Selection
- Whistle-blowing
- Attendance
- E-safety
- Health and Safety including site security
- Public Sector Equality Duty
- Intimate Care
- Prevent Duty
- First aid
- Educational visits including overnight stays

## **STATUTORY FRAMEWORK**

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

- ['Working Together to Safeguard Children' DfE \(March 2015\)](#)
- ['Keeping Children Safe in Education', DfE \(sept 2016\)](#)
- [Handbook for Designated safeguarding Leads \(Live document\)](#)

## Appendix 1

### KEMBLE PRIMARY & SIDDINGTON CE PRIMARY SCHOOL

#### Child Welfare Concern Sheet

Name:

DOB:

CLASS:

Ethnicity:

SEND: Y / N

Pupil Premium: Y / N

*When concerns are raised about a child, record the time, date and place where signs are noticed or reported and pass them to the Designated Senior Person. Record discussions with parents and reactions of the parents to the child.*

All notes and reports must contain the following:

- A factual account of what happened, and the location where the incident took place (include the actual words spoken by the child where possible)
- A note of any other people involved, e.g. as witnesses
- Action taken, and any future plans, e.g. monitor and review
- Any other agencies informed?
- **ALL BOXES MUST BE COMPLETED**

Date:

Time:

What are your concerns:

What have you observed and when?

**What have you been told and when?**

**What have you heard and when?**

**What actions have you taken in response to this concern?**

**If the child has a physical injury, have you sought medical advice? Has the child received any medical attention in relation to the injury? Have you completed a form to point out where the injuries/marks are on their body?**

**Name of person recording:**

**Job Title:**

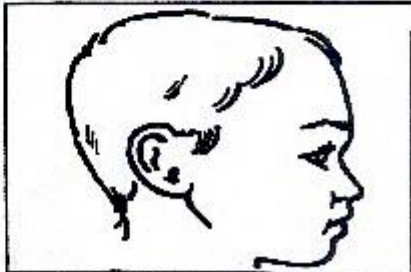
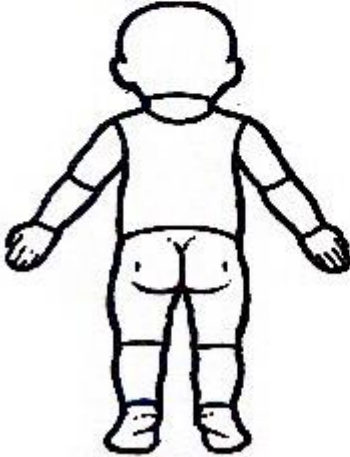
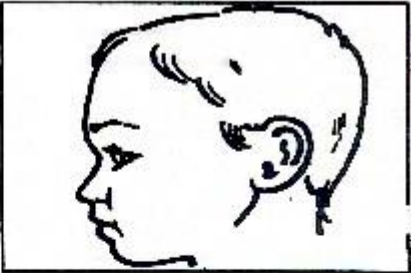
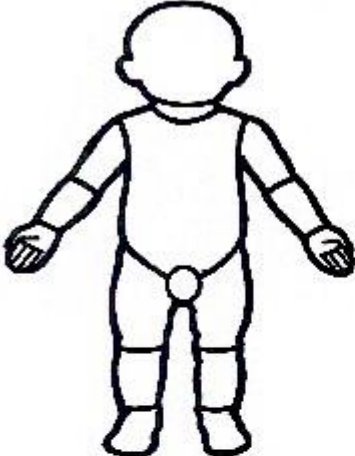
**Signature:**

**Date & time of this record:**

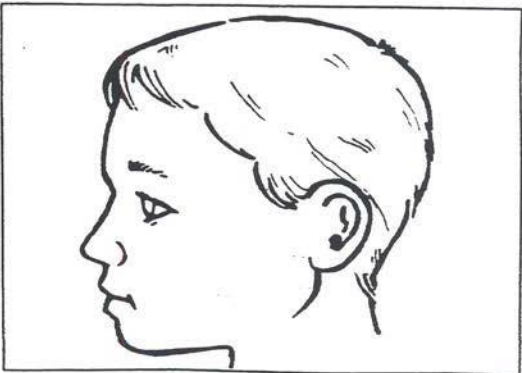
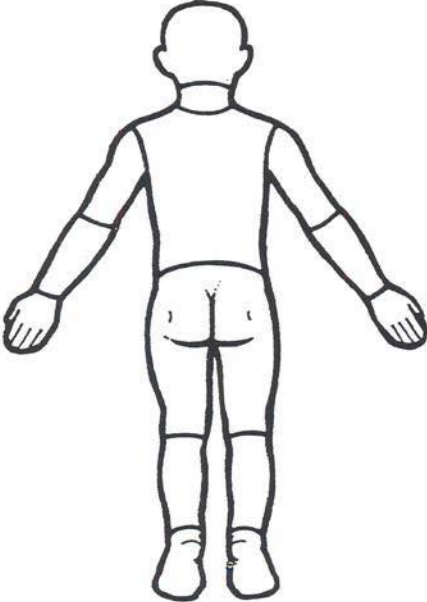
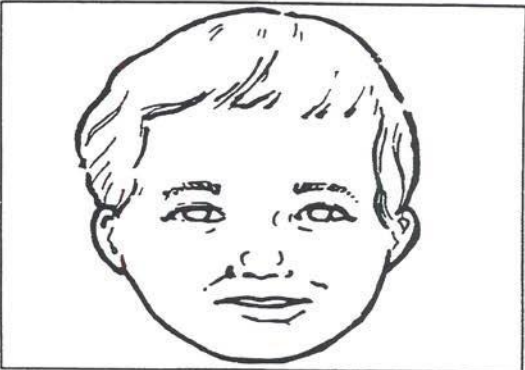
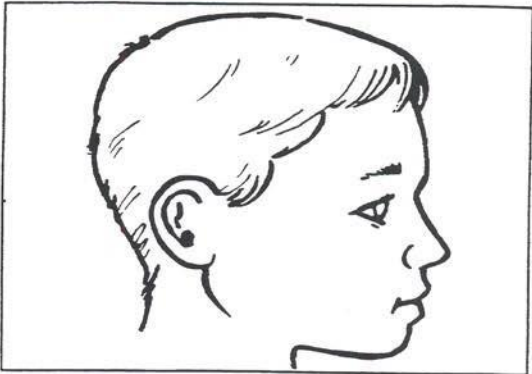
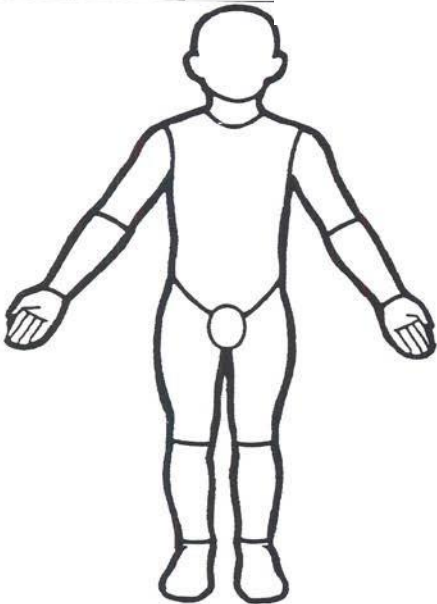
**DSL Named Teacher Signature:**

**Date & time received by DSL:**

Young Child



Older Child



## **Appendix 2: 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 schools, 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 Carol Dougill, Brenda Turner, Anne Newton, Christine Parris or Kathryn Wyatt. Please ensure you complete all sections as described.**

**If you are unable to locate any of the above people please 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 Governing Body who is Jane Lloyd and her contact details can be obtained from the office. Alternatively, you can contact the Local Authority Designated Officer on 01452 426994.

The people you should talk to in school are:

Designated Safeguarding Lead: Carol Dougill

Deputy Designated Safeguarding Leads: Anne Newton or Kathryn Wyatt

Chair of Governing Body: Jane Lloyd

**At our schools we strive to safeguard and promote the welfare of all of our children.**

## Appendix 3: Making a Child Protection Referral (please see GSCB)

