

# William Gilpin CE VA Primary School

## Safeguarding Policy

### Principles

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State (Keeping Children Safe in Education ~ 2015 and Working Together to Safeguard Children ~ 2015).

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. (Keeping Children Safe in Education ~ DfE 2015).

This school recognises its legal and moral duty to promote the well-being 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, will at all times 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 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.

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 in accordance with the procedures issued by Hampshire Safeguarding Children Board (HSCB) and the school Child Protection policy.

We recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Governing Body and 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.

We will 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.

We 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 co-ordinating action within the school and liaising with other agencies.

### **Designated Members of Staff**

The designated senior members of staff for child protection in this school are:

- **Mrs. Alison Timmings**      **Headteacher**
- **Mrs. Kirsten Kennedy**      **Assistant Headteacher**
- **Mrs Nicola Doggett**      **SENCo**

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.

### **The Designated Safeguard Lead (DSL) will:**

- Ensure all members of staff (including volunteers) are made aware of who this person is and what their role is.
- Act as a source of advice and coordinates action within the school over child protection cases.
- Liaise with other agencies, share information and build good working relationships with colleagues from these agencies.
- Cascade safeguarding advice and guidance issued by the Hampshire Safeguarding Children Board to all members of the school community.
- Ensure that staff receive appropriate training to the minimum standard set out by HSCB which is relevant to their needs to enable them to identify and report any concerns to the designated person immediately.

### **The school will ensure that:**

- Ensure each member of staff and volunteers at the school, and regular visitors (such as Education Welfare Officers, trainee teachers and supply teachers) are aware of and can access readily, this policy.
- All members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, are aware of and follow the procedures set down in the Child Protection Policy.
- Through our recruitment and selection of volunteers and paid employees in line with our Safer Recruitment Policy, that all people who work in our school are suitable to work with children.
- We act swiftly, in line with the guidance in the school's Child Protection and Whistle Blowing Policies, 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.
- The Headteacher is the only designated person responsible for dealing with allegations made against members of staff.
- There is a governor responsible for dealing with allegations made against the Headteacher.
- This policy is updated and reviewed annually and work with the designated Governor for child protection regarding this.
- Ensure parents 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.

- Where children leave the school roll, 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 in line with Hampshire's 'Guidance for children on school roll but absent and at risk of missing in education' (March 2014).
- Appropriate training and support is given.

## **Designated Governor**

The Designated Governor for Child Protection at this school is:

- **Mr T. Skinner**

Child protection is 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 members of staff for child protection are 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 Hampshire Safeguarding Children Board, and any supplementary guidance issued by Hampshire County Council.
- 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 substantiated, take appropriate disciplinary action.

## **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 follow the procedures outlined in the Hampshire Safer Recruitment Toolkit and in accordance with the school's 'Safer Recruitment Policy'.

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

## **Induction and Training**

All new members of staff will receive induction training in line with the school's 'Induction Policy', 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.

All new staff at the school (including volunteers) will receive basic child protection information and a copy of this policy.

All staff will be expected to undertake training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively.

Staff will undertake refresher training in child protection every three years, and the designated person(s) every two years.

## **Dealing with Concerns**

Members of staff and volunteers are not required by this 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 to the designated person, who will refer the matter to the relevant Children's Services.

Volunteers and staff will follow the procedures set out in the Child Protection Policy.

Anyone with concerns about a child's welfare must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person (or head teacher if an allegation about a member of staff) and agree the action to be taken.

Concerns could be raised:

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm,
- If anyone observes injuries that appear to be non-accidental,
- Where a child or young person makes a direct allegation or implies that they have been abused,
- Where a child or young person makes an allegation against a member of staff that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of Hampshire Safeguarding Children Board.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

## **Female Genital Mutilation**

'Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) will place a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.' (Keeping Children Safe in Education 2015). The school will report these cases in line with the statutory guidance provided.

## **Preventing Radicalisation**

Protecting children from the risk of radicalisation is seen as part of our wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. The school will ensure that all staff where possible, and the DSLs as a minimum, have 'Prevent' training to equip them to identify children at risk of being drawn into terrorism and to challenge

extremist ideas. Where staff have a concern that a child is at risk of radicalisation, this should be reported to the DSL. Where the risk is considered to be great enough, a referral will be made to the Channel programme.

### **Safeguarding in School**

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the 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 and guidance on:**

- Child Protection Policy
- Safeguarding Guidance
- Personal, Social and Health Education
- Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate.
- Anti-Bullying Policy; the school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualised behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home.
- Safer Recruitment.
- Confidentiality.
- Behaviour.
- Health & Safety.
- Whistleblowing Policy.
- Staff Code of conduct
- Use of Physical Intervention Policy.
- E safety Policy
- Children with Medical Needs Policy
- Guidance for children on school roll but absent and at risk of missing in education

### **Photographing Children**

We understand that parents like to take photos of or video record their children in school performances, 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.

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 film or 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 their complete name.

The school cannot be held accountable for photographs or video footage taken by parents or members of the public at school functions however we would ask parents to not post such images to social media or other internet sites.

### **Confidentiality**

The school, and all members of staff at the school, will ensure that all data about 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 professional behaviour applies to relationships 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 (including texting), e-mail, MSN, or social networking websites.
- Disclosing personal details inappropriately.
- Meeting pupils outside school hours or school duties.

### **Physical Contact and Restraint**

Members of staff may have to make physical interventions with children. Members of staff should only do this in line with the school policy on physical intervention and where:

- It is necessary to protect the child, or another person, from immediate danger, or
- Where the member of staff has received suitable training.

### **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 HSCB.

The Headteacher will handle such allegations, unless the allegation is against the Headteacher, when the Chair of Governors will handle the school's response.

The Headteacher (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.

**This policy will be reviewed in the Spring Term 2017 or in the light of new guidance.**

**Signed:**

**Chair of Governors**

**Date:**