

TOLL BAR PRIMARY SCHOOL

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

PERSON RESPONSIBLE FOR POLICY:	LAST UPDATED BY SARAH STOKOE DECEMBER 2014
APPROVED:	DATE: 27TH JANUARY 2015
SIGNED:	ROLE: CHAIR OF GOVERNORS
TO BE REVIEWED:	JANUARY 2016

**BASED ON THE DONCASTER LOCAL AUTHORITY APPROVED
POLICY SEPTEMBER 2013 REVIEWED OCT 2014 IN LINE WITH
KEEPING CHILDREN SAFE IN EDUCATION, SUPPLEMENTARY
GUIDANCE.**

**PENDING APPROVAL BY DONCASTER SAFEGUARDING
CHILDRENS BOARD**

**AUTHOR: EDUCATION SUB GROUP POLICIES AND PROCEDURE
TASK GROUP**

TOLL BAR PRIMARY SCHOOL

SAFEGUARDING CHILDREN MODEL POLICY

DATED 27TH JANUARY 2015
(REVIEWED: ANNUALLY)

SAFEGUARDING DEFINITIONS:

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

(Working Together to Safeguarding Children 2013, HM Government)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of school life including:

Pupils health and safety

The use of reasonable force

Meeting the needs of pupils with medical conditions

Providing first aid

Educational visits

Intimate care

Internet or e-safety

Appropriate arrangements to ensure school security, taking into account the local context.

(Ofsted: Inspecting safeguarding in maintained schools and academies: January 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389982/Inspecting_safeguarding_in_maintained_schools_and_academies_-_a_briefing_for_section_5_inspections.pdf

RATIONALE:

This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, The Education Act 2002 and Working Together to Safeguard Children 2013. This policy reflects the statutory requirements within Keeping Children Safe in Education 2014 (KCSIE 2014), including supplementary guidance (Oct 2014).

<https://www.gov.uk/government/publications/keeping-children-safe-in-education>

The school/setting **[INSERT SCHOOL NAME HERE]** recognises the responsibility it has under Section 175 of the Education and Inspections Act 2002, to have arrangements for safeguarding and promoting the welfare of children. The Governing Body approve the S175 or 157 and return to the Local Authority (LA) on a yearly basis. This policy demonstrates the school's commitment and compliance with safeguarding legislation.

Through their day-to-day contact with pupils and direct work with families, staff at the school/setting have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to The Doncaster Childrens Trust Referral and Response Service. This also involves understanding serious case reviews and how to improve practice to prevent children from falling through the gaps.

PURPOSE:

The purpose of the policy is to ensure that:

- The welfare of the child is paramount;
- All children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection;
- All staff have an equal responsibility to act on suspicion or disclosure that may suggest a child is at risk of harm;
- Pupils and staff involved in Safeguarding issues receive appropriate support and training outlined in KCSIE 2014.
- Staff adhere to a Code of Conduct and understand what to do if a child discloses any allegations against teaching staff, headteachers or the Governing Body.
- To develop and promote effective working relationships with other agencies, especially the police and social care
- To ensure all staff have been recruited safely and a single central record is kept, satisfactory DBS checks are made in accordance with guidance.
- We have a safe school with confident staff, confident parent/carers and confident pupils who know how to recognise and report safeguarding concerns

We will ensure that:

All members of the governing body understand and fulfil their responsibilities and discharge KCSIE requirements. This includes:

- A nominated chair to liaise with the LA/LADO on child protection or in the event of an allegation made against the Head teacher.
- Curriculum review to see how children/families are engaged with PSHCE/SRE – safeguarding awareness and opportunities.

- Appointing a designated safeguarding lead who sits on the senior leadership team with a clear job description and time to carry out the role. With training accessed in line with KCSIE and DSCB requirements.
- Child protection policies reviewed annually and available on the school website
- Ensuring contractors are suitable to work with children (LA model contractors statement June 2014)
- We fully recognise that staff working with child protection cases may find the situation stressful or upsetting, we will provide support for DSLs

The governing body has ensured all staff have read at least part 1 of the new KCSIE statutory guidance and this is now included in all staff induction and whole school training.

The procedures contained in this policy apply to all staff, volunteers, sessional workers, agency staff, contractors or anyone working on behalf of the Doncaster school/setting.

They are consistent with South Yorkshire Child Protection procedures/Doncaster Safeguarding Children's Board (DSCB) child protection procedures.

We fully embrace the KCSIE quotation "It could happen here"

TERMINOLOGY:

Designated Safeguarding Lead (DSL) previously known as designated safeguarding officer or designated safeguarding teacher. Named person for safeguarding in education establishments.

LADO – Local Authority Designated Officer – Deals with any allegation against any member of staff in a public setting.

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the improvement of health and development, ensuring that children growing up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child Protection refers to the process undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of the school/setting in either a paid or voluntary capacity.

Child refers to all young people who have not yet reached the age of 18.

Parent refers to birth parents and other adults who are in a parenting role – step-parents, foster parents, carers and adoptive parents.

There are 4 main elements to the Policy:

- 1 Prevention – through the curriculum and pastoral support offered to pupils and through the creation and maintenance of a whole school/setting protective ethos.
- 2 Procedures – for identifying and reporting cases, or suspected cases of abuse.
- 3 Support to Pupils – who may have been abused.
- 4 Preventing unsuitable people working with children – by following the Department for Education (DfE) KCSIE and KCSIE supplementary guidance 2014.

1 PREVENTION

The school/setting will establish an ethos where:

- 1.1 Children feel secure.
- 1.2 Ensure children know that there are adults in the school/setting who they can approach if worried or in difficulty.
- 1.3 Include in the curriculum opportunities for Personal, Social and Health Education to equip children with the skills needed to stay safe.
- 1.4 Include in the curriculum material which will help children develop realistic attitudes to their responsibilities in adult life.
- 1.5 It will work in accordance with 'Working Together to Safeguard Children 2013' and will support the 'DSCB Pathway to Provision 2013' to ensure children and young people receive the most appropriate referral and access provision.
- 1.6 It will deliver the approved DSCB whole school safeguarding training and ensure all designated safeguarding officers/deputy safeguarding person attend three out of four annual network meetings and/or attend refresher Designated Safeguarding Person (DSP) training on a two yearly basis
- 1.7 We will work in collaboratives and early help co-ordinators to improve outcomes for children and young people.
- 1.8 We keep our safeguarding training up to date and access DSCB training events on a regular basis and understand the `safeguarding requirements for Ofsted
- 1.9 Parents, carers and families, teachers, staff and young people / agencies know how to raise any safeguarding concerns and we have a named designated/deputy safeguarding lead(s) on our senior leadership team.

2 PROCEDURES AND RECORD-KEEPING

The Doncaster school/setting will follow safeguarding procedures as produced by the Doncaster Safeguarding Children's Board (DSCB)

The Designated Senior Member of staff for Safeguarding (Child Protection) / Designated Safeguarding Lead (DSL) is:

Contact Details: Mrs J Northwood

The Deputy Designated Safeguarding Lead is:

Contact Details: Mr S Bower

The Nominated Child Protection Governor is

Contact Details: Mr D Hall

The Headteacher is:

Contact Details: Mrs J Northwood

The Local Authority Designated Officer (LADO) is: Jim Foy

Contact Details: 01302 737748

The school/setting will:

- 2.1 Ensure it has a senior designated safeguarding lead (DSL) who has undertaken appropriate Safeguarding (Child Protection) training (see above).
- 2.2 Ensure the designated safeguarding lead / deputy designated safeguarding lead and front line staff training is updated every 2 years in accordance with DSCB recommendations. The school/setting will ensure policy changes are made in line with any new DfE guidance.
- 2.3 Ensure that designated staff will take advice from a Safeguarding (Child Protection) Specialist when managing complex cases.
- 2.4 The school/setting/DSL will investigate any allegation involving actual or suspected abuse of a child within 24 hours of disclosure.
- 2.5 All school/setting staff will pass any observations leading to suspicion of abuse, or information received about abuse, immediately to the designated safeguarding lead or deputy designated safeguarding lead,
- 2.6 In the case of serious injury or allegation the DSL will contact The Doncaster Children's Trust Referral and Response Service without delay
- 2.7 If the allegation of abuse is against the deputy or designated safeguarding person, the Head teacher will speak with the Local Authority Designated Officer (LADO) to discuss the next steps. If the allegation is against the Headteacher the Chair of Governors should be contacted immediately and advice from the LADO sought within 24 hours. If the allegation is against both the Headteacher and Chair of Governors the LADO will be contacted. No member of staff will conduct their own investigation or pass on information to the alleged perpetrator. In all allegations the LADO will advise on the action to take by calling 01302 737748. The emergency social services team should be contacted outside normal working hours 01302 796000.
- 2.8 In the case of poorly explained serious injuries or where behaviour concerns arouse suspicion, the designated teacher should consult with Referral & Response Service Professional Advice Lines on 01302 737722/ 7376361 / 737033. If out of hours the emergency Doncaster Childrens Trust Social Care out of Hours team (ESST) 01302 796000 (after 5.00pm and before 8.30 am weekdays and weekends). All parents, carers of families can contact the general contact number on 01302 737777.
- 2.9 The DSL will keep written, signed and dated records detailing any allegation and action taken as near to the time of disclosure as possible even when no investigation is undertaken. Follow up any verbal referral in writing within 24 hours.

- 2.10 The DSL will keep all records on file in a secure locked filing cabinet or secure ICT system and share concerns following information sharing protocols.
- 2.11 At no time promise confidentiality to a child or adult.

Conversations with a child who discloses abuse should follow the basic principles:

- listen rather than directly question, remain calm
- never stop a child who is recalling significant events
- make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
- advise you will have to pass the information on
- avoid coaching/prompting
- never take photographs of any injury
- allow time and provide a safe haven/quiet area for future support meetings

3 ROLES AND RESPONSIBILITIES

The school/setting will ensure that every member of staff and person working on behalf of the school/setting:

- 3.1 Knows the name of the designated person and his/her role and responsibility.
- 3.2 Have an individual responsibility to refer Safeguarding (Child Protection) concerns.
- 3.3 Will receive training at the point of induction so that they know:
- their personal responsibility/code of conduct/teaching standards;
 - DSCB child protection procedures and know how to access them;
 - the need to be vigilant in identifying cases of abuse at the earliest opportunity;
 - how to support and respond to a child who discloses significant harm.
- 3.4 Knows their duty concerning unsafe practices in regard to children by a colleague.
- 3.5 The designated person will disclose any information about a pupil to other members of staff on a need to know basis.
- 3.6 The school/setting will undertake appropriate discussion with parents prior to involvement with other agencies unless the circumstances preclude this.
- 3.7 The school/setting will ensure that parents have an understanding of their obligations regarding Child Protection by intervention as and when appropriate.

3.8 The designated safeguarding leads are responsible for:

- 3.8.1 Referring a child if there are concerns about possible abuse, to the *Doncaster Childrens Trust Referral and Response Service Professional advice lines* and acting as a focal point for staff to discuss concerns.
Referrals should be made in writing, following a telephone call using the Doncaster Childrens Trust referral and Response Service referral form or the CSE referral form depending on the nature of the referral.
- 3.8.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- 3.8.3 Ensuring that all such records are kept confidentially and securely and are **separate** from pupil records, until the child's 25th birthday, and are copied on to the child's next school or college.
- 3.8.4 Ensuring that an indication of the existence of the additional file (in 3.8.3 above) is marked on the pupil records.
- 3.8.5 Liaising with other agencies and professionals / accessing local networks.

- 3.8.6 Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents/carers.
- 3.8.7 Ensuring that any pupil currently with a child protection plan who is absent in the educational setting without explanation is referred to their key worker's Social Care Team.
- 3.8.8 Organising child protection induction, and update training every 3 years, for all school staff and ensuring named DSLs attend training every 2 years.
- 3.8.9 Providing, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the DSL, and by all staff and governors; number and type of incidents/cases, and number of children on the child protection register (anonymised).

Liaison with Other Agencies

The school/setting will:

- 3.9 Work to develop effective links with relevant agencies in relation to Safeguarding (Child Protection).
- 3.10 Send representatives to case conferences, core groups and Child Protection review meetings.
- 3.11 Notify any allocated Social Worker if:
 - a pupil subject to a Child Protection Plan (CPP) is excluded (fixed term or permanent);
 - if there is an unexplained absence of a pupil on a CPP of more than 2 days or 1 day following a weekend, or as agreed as part of a CPP.
- 3.12 Follow the LA policy and statutory guidance on Children Missing Education (CME).

4 SUPPORTING PUPILS AT RISK

The school/setting will endeavour to support vulnerable pupils through:

- 4.1 Its ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- 4.2 Its behaviour policy aimed at supporting vulnerable pupils in school/setting. All staff will agree a consistent approach which focuses on the behaviour or the offence committed by the Child.
- 4.3 Liaison with other appropriate agencies which support the pupil.
- 4.4 Developing supportive relationships.
- 4.5 Recognition that children living in difficult home environments are vulnerable and in need of support and protection.
- 4.6 Monitoring pupil welfare, keeping accurate records and notifying appropriate agencies as and when necessary.
- 4.7 Allowing designated staff opportunities to attend face to face DSCB multi-agency training, (sexual exploitation, domestic violence, drugs/alcohol substance misuse etc.).
- 4.8 When a pupil on the Child Protection register transfers to another school/setting, information will be transferred safely and securely to the new school/setting immediately.

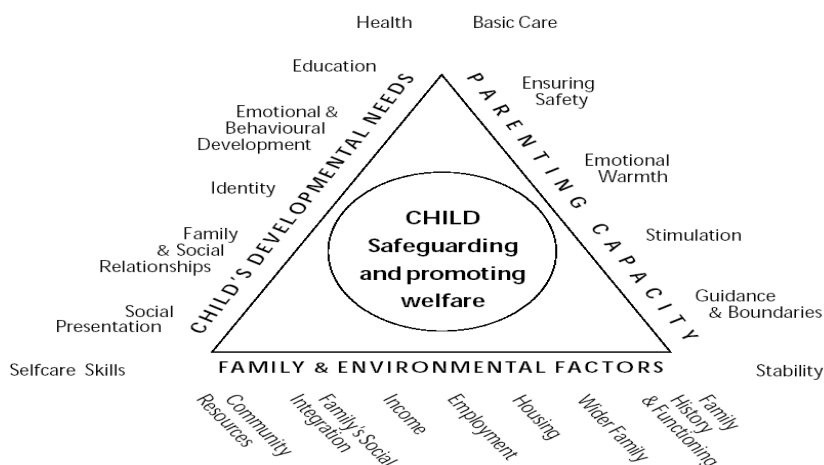
5 EARLY IDENTIFICATION, RECOGNISING AND RESPONDING TO SAFEGUARDING NEEDS

- 5.1 The school/setting acknowledges serious case review findings and shares lessons learned with all staff to ensure no child falls through the gap.
- 5.2 All school/setting staff understand the DSCB Pathway to Provision 2013 <http://www.doncastersafeguardingchildren.co.uk/index.asp> and know how to pass on any concerns no matter how trivial they seem.
- 5.3 The school/setting knows how to identify and respond to:
 - Neglect;
 - Drug/substance/alcohol misuse;
 - Child sexual exploitation/trafficked children;
 - Children missing education;
 - Domestic violence;
 - Risky behaviours;
 - Sexual health needs;
 - Obesity/malnutrition;
 - On line grooming;
 - Inappropriate behaviour of staff towards children;
 - Bullying, including homophobic, racist, gender and disability. Breaches of the Equality Act 2010;
 - Self Harm;
 - Female Genital Mutilation;
 - Forced Marriage;
 - Unaccompanied asylum seeking children;
 - Extremism / radicalisation (teaching fundamental British values)
 - (School/setting to add other vulnerable groups here)

*the school/setting may have separate policies, this is not exhaustive, schools to add them to Annex 1 or list in section 8

- 5.4 School/setting staff are aware of the DSCB Neglect policy and toolkit available from DSCB to help identify and recognise any child subject to neglect. http://doncasterscb.proceduresonline.com/pdfs/assess_tool%20for_neglect and also looks at a child in the outside world acknowledging education plays a small part in the framework of assessment of need.
- 5.5 School/setting staff are briefed on the Framework of Assessment of Need and make decisions based on a child's development needs, parenting capacity and family & environmental factors. They also understand the Continuum of Need as contained in the DSCB 2013 Information Booklet (5.2)
- 5.6 The designated safeguarding lead understands the referral procedures and has access to the new referral form into the Doncaster Child Sexual Exploitation Team (CSE). Staff are aware of the indicators and how to recognise and respond to CSE.

(Please note Doncaster Single Assessment (early help – child protection will develop during 2015)



6 ALLEGATIONS AGAINST STAFF

- 6.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 6.2 All staff should be aware of school's own Behaviour Management policy and also Off Site Visits and Lone Working/Car Transport risk assessments.
- 6.3 Guidance about the code of conduct and safer working practice, including safe use of mobile phones, media and offsite activities by staff and volunteers will be given at induction.
- 6.4 We understand that a pupil, parent, or any person may make an allegation against a member of staff.
- 6.5 The school will follow the DSCB Tri-Ax procedures for managing allegations against staff and consult with LADO in all cases.
http://doncasterscb.proceduresonline.com/chapters/p_alleg_staff_vols.html
- 6.6 The school will follow safer recruitment procedures and understands the implications from the new KCSIE supplementary guidance 2014 and will ask staff if they fall into the 'by association' category. (LADO/LA guidance will be available Jan 2015)

7 WHISTLE BLOWING

- 7.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 7.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Lead Advisory Officer for Education Safeguarding or LADO following the Whistleblowing Policy.
- 7.3 Whistle-blowing re the Headteacher should be made to the Chair of the Governing Body whose contact details are readily available to staff (as pertinent to setting).
- 7.4 Ofsted also may wish the LA to investigate any whistleblowing concerns and the school/setting will work with the LA should this arise

8 PHYSICAL INTERVENTION

- 8.1 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.
- 8.2 Staff who are likely to need to use physical intervention will be appropriately trained in the Team Teach technique or equivalent training.
- 8.3 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- 8.4 We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary.
All staff are aware of the role of LADO and what constitutes a referral to LADO following any allegation of using force or restraint.

9 **ANTI-BULLYING**

- 9.1 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 eg. 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.

10 **RACIST INCIDENTS/HOMOPHOBIC/ TRANS-PHOBIC LANGUAGE /EQUALITY ACT 2010 PROTECTED CHARACTERISTICS**

- 10.1 Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents and incidents reportable under the Equality Act 2010.
- 10.2 (Schools to amend accordingly) We use the SIMS reporting system to record any incidents in line with the latest DfE guidance.

11 **SAFER RECRUITMENT AND SETTING AND MAINTAINING APPROPRIATE PROFESSIONAL BOUNDARIES FOR ADULTS WITH RESPONSIBILITY FOR CHILDREN AND YOUNG PEOPLE**

- 11.1 The school/setting will operate safe recruitment practices including appropriate Disclosure and Barring Service (DBS) and reference checks according to DBS and DfE procedures. The single central record meets Ofsted recommended practice contained within the *Ofsted Inspecting Safeguarding Briefing Paper 2014*.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389982/Inspecting_safeguarding_in_maintained_schools_and_academies_-_a_briefing_for_section_5_inspections.pdf
- 11.2 The school/setting will ensure that staff adhere to a published code of conduct and other professional standards at all times, including after school activities. Staff are aware of social media/on-line conduct.
- 11.3 The school/setting will ensure any disciplinary proceedings against staff related to Child Protection matters are concluded in full in accordance with Government

guidance “Working Together to Safeguard Children 2013” and “Keeping Children Safe in Education 2014”, “LA Model policy Dealing with Allegations of Abuse Against Teachers and Other Staff” and follow DSCB, LADO and HR Policy and Procedures.

http://doncasterscb.proceduresonline.com/chapters/p_alleg_staff_vols.html

- 11.4 The school/setting will ensure that all staff and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with pupils and parents following the model LA Code of Conduct. Adequate risk assessments are in place for extended school, volunteer and holiday activities. Staff are confident to report misconduct.
- 11.5 The school/setting has a separate policy/fact sheet to inform staff on how to deal with allegations.
- 11.6 The school/setting has a whistleblowing policy in line with the LA model policy and includes this within staff safeguarding training/induction.
- 11.7 All staff are aware of their Duty of Care and know how to respond to medical /first aid needs.

12 GOVERNING BODY RESPONSIBILITIES

The Governing Body fully recognises its responsibilities with regard to Safeguarding and promoting the welfare of children and has ensured at least part 1 of DfE Keeping Children Safe in Education 2014 has been implemented and understood by all staff.

This states that the Governing Body should ensure that:

- 12.1 the school/setting has Child Protection procedures in place;
- 12.2 the school/setting operates safe recruitment procedures and appropriate checks are carried out on new staff and adults working on the school site;
- 12.3 the school/setting has procedures for dealing with allegations of abuse against any member of staff or adult on site;
- 12.4 the school/setting has a member of the Leadership Team who is designated to take lead responsibility for dealing with Child Protection issues with a job description and time allocated to attend meetings and training.
- 12.5 the Governing Body should remedy any deficiencies or weaknesses with regard to Child Protection arrangements;
- 12.6 the Governing Body has nominated a member responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse against the Headteacher which should be the Chair of Governors.
- 12.7 the Governing Body reviews its Safeguarding policy and procedures annually;
- 12.8 the Governing Body approves the LA/DSCB annual Safeguarding Audit;
- 12.9 it undertakes a review of behaviour and safety (safeguarding) as part of the Governing Body self-evaluation on a regular basis.

13 HEALTH & SAFETY

- 13.1 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, and for example in relation to internet use, and when away from the school and when undertaking school trips and visits. There is an adequate first aid risk assessment in place. This includes how to access ECP/999 and when to contact parents/carers. In line with HSE guidance for schools on first aid.

14 MONITORING AND EVALUATION

14.1 Safeguarding 'Keeping Children Safe in Education 2014' procedures will be monitored and evaluated by:

- Governing Body visits to the school
- SLT 'drop ins' and discussions with children and staff
- Pupil surveys and questionnaires
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of GB minutes
- Logs of bullying (including homophobic) /racist/behaviour incidents for SLT and GB to monitor
- Review of parental concerns and parent questionnaires
- Review of the use of nurture room and fun club at lunchtime

This policy also links to our policies on:

Managing long term medical conditions / medical conditions

Behaviour

Staff Behaviour / Code of Conduct

Whistleblowing

Anti-bullying

Health & Safety

Allegations against staff

Parental concerns

Attendance

Curriculum

PSHE

Teaching and Learning

Administration of medicines

Drug education

Sex and Relationships Education

Physical intervention

ESafety, including staff use of mobile phones

Risk Assessment

Recruitment and Selection

Child Sexual Exploitation

*If using a front sheet the school/setting does not need to complete the grid below.

Policy ratified on _____

To be reviewed on _____

Signed _____ Headteacher

_____ Chair of Governors

15 OTHER RELATED POLICIES

The school/setting takes safeguarding seriously and understands this policy is over- arching. The school also maintains other linked policies in line with the legislative requirements. The policies are cited below. Or see Appendix 1 attached

School/setting to list cross referenced policies below

eg. 8.2 Attendance Policy

8.3 Data Protection

etc

DONCASTER LOCAL AUTHORITY - Toll Bar Primary School

School/setting policies relevant to safeguarding children cross-referenced/linked to the school's Safeguarding Children and Young People Policy

LEGALLY REQUIRED (DfE statutory / recommended policies and procedures highlighted in RED)	Notes - (suggested details)	In place?	Name of Policy (if different)	Person(s) responsible	Review Date
8.1 Action Plan following OfSTED Inspection	Address any issues relating to safeguarding	X		Head	
8.2 Register of pupils attendance Attendance Policy Register of pupils admission to schools	Include targets and links with safeguarding CME CiC	X		Head	
8.3 Data Protection Freedom on Information	Security of information. Named data controller. Record keeping. Sharing of information.	X		Head	
Central Record of Recruitment and Vetting Checks	Ensure all CRB references removed from current policies – now the DBS service. Ofsted Inspecting Safeguarding Briefing Paper 2014 and Dfe safeguarding website for DBS checking requirements	X		Head	
Child Protection Policy and Procedures	Detailed procedures familiar to all staff, Governors and volunteers, all of whom have a copy	X		Head	
Complaints Procedure Statement	Headteacher, Deputy Headteacher, Chair and Vice-Chair of Governors to be thoroughly versed	X		Head	

Equality Information and Objectives (Public Sector Equality Duty) statement of publication	Includes all protected characteristics Includes reporting and recording incidents (homophobic, race, SEN, disability etc)	X		Head	
School Behaviour Policy Behaviour Principles written statement	Include measures taken for safeguarding children; cross-reference to physical restraints policy/positive handling Staff code of conduct Rewards/Sanctions Could link Anti-Bullying Policy here* however recommended to have separate policy by ABA lead.	X		Head	
Health and Safety	Include measures taken for safeguarding children First Aid. Administration of medicines. RIDDOR and reporting incidents. Access to ECPs or 999 for injuries. First Aid Risk Assessment in place Risk Assessments include measures taken for safeguarding children; evidence of a clear procedure and record keeping systems	X		Head	
Home-School Agreements	Include measures taken for safeguarding children	X		Head	
Minutes of and papers considered at meetings of the Governing Body and its Committees	Includes reviewing and monitoring of safeguarding procedures	X		Head	
Premises management documents	Visitor protocols Uncollected children protocol Volunteers and contractors in school	X		Head	
Prospectus	Include information on school's duties and procedures regarding safeguarding children; include name of Designated Officer(s)	x		Head	

School/setting Information published on website	Latest safeguarding policy is up to date (no more than 1 year old)	X		Head	
Sex Education (RSE)	<p>Include how curriculum contributes to safeguarding children. In addition a school flow chart for staff to prevent, recognise and respond to:</p> <p>Sexual Exploitation Domestic Violence Lesbian/Gay/Bi-sexual – challenging Homophobic language Drug/Alcohol/Substance misuse Risky Behaviours Teenage Pregnancy Obesity Mental health Self-harm/eating disorders etc Link to healthy schools / PSHE curriculum Primary school safeguarding training for young people via the NSPCC</p>	X		Head	
Special Educational Needs	Include reference to safeguarding children, particularly regarding identifying safeguarding needs of individuals	X		Head	
Statement of procedures for dealing with allegations of abuse against staff Managing Allegations of abuse against staff Staff Discipline, Conduct and Grievance Procedures)	Include details of procedures that must be followed if allegations of abuse are made and information for staff involved.	X		Head	
Code of Conduct	In line with the recommended LA Code of Conduct	X		Head	

Managing Long Term Illness Managing Medical Conditions .	DfE templates used Specialist training in place Triangulation with named school nurses / parents to implement health care plan.	X		Head	
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DONCASTER RECOMMENDED CROSS REFERENCING OF SAFEGUARDING POLICY TO THE FOLLOWING:					
Anti-Bullying Policy	Agreed school definition in line with DSCB/LA definition Doncaster anti-bullying charter mark Peer mentoring policy Policy makes reference to homophobic bullying Reporting and recording procedures in place Common staff approach in tackling homophobic language and any incidents of bullying	X		Head	
Safe working practices for the protection of children and staff in education settings - boundaries to professional behaviour LA Code of conduct	*include in department handbooks guidance about which behaviours constitute safe practice and which behaviours should be avoided.	X		Head	
Internet access and use e-safety	Include clear rules regarding what is permissible for staff and pupils and pupil supervision requirements	X		Head	
Out of school visits	Include explicit references to safeguarding children	X		Head	
Use of photography and video recording	Include protocols for displaying photographs, publication in prospectuses, newspapers and guidelines for parents at school events. Parental consent to the use of photographs should be obtained (See DSCB policies and procedures)	X		Head	
Recruitment Procedures	Have rigorous procedure, as detailed in DfE Safer Recruitment and Safeguarding Children in Education. Ongoing observations/staff supervision. Holiday clubs/extended school activities also considered. CPD training record.	X		Head	

Staff and departmental handbooks	Induction guide – specific for safeguarding children available (safeguarding policy front sheet). Example lanyard/poster in reception. Include measures school takes for safeguarding children	x		Head	
Positive Handling	Clear procedures based on teamteach principles or similar should be referenced for more extreme behaviours. Clear recording systems should be in place	X		Head	
Whistleblowing	Clear information for staff on steps to take if they have concerns about persons working in school. Ofsted whistleblowing procedures	X		Head	

Please note this table only contains a checklist for safeguarding against National and Local (DfE and DSCB) guidance.

When reviewing all your school policies schools/settings need to refer to the latest DfE guidance on policies schools/settings require by Law – see DfE website for full list of requirements and details.

Governing bodies and proprietors of independent schools are required to hold each of these policies and other documents, as outlined, however:

- the drafting of school policies can be delegated to any member of school staff;
- there is no requirement for all policies to be reviewed annually; and
- not all policies need to be signed off by the full governing body.

The full DfE document also covers how often each policy must be reviewed and shows the level of approval required, where this is prescribed in regulations. There are instances where statutory guidance states that policies and procedures should be in place. Although this is not the same as a legal requirement, the full DfE document makes clear the policies referenced in statutory guidance.

Created: August 2013 Author: Sarah Stokoe – LA/DMBC

Review Date: December 2015 (or when changes occur)

Safeguarding Children Policy Front Sheet

Name of Setting: Toll Bar Primary School
Academic year: 2014-2015

We all have a statutory duty to “safeguard and promote the welfare of children”.

If you have any concerns about the health and safety of a child at this educational setting or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues e.g. a child's appearance, hygiene, general behaviour, can be shared with any teacher or member of support staff in this setting. Do not worry that you may be reporting small matters – we would rather that you tell us things which turn out to be small than miss a worrying situation.

However, if you think the matter is very serious and may be related to a child protection concern, e.g. physical, sexual, emotional abuse or neglect, you must talk to one of the people below immediately. If you are unable to contact them you can ask the school office staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

The people you should talk to at this setting are:



The Child Protection Liaison Teacher/Officer
Name: Mrs J Northwood

Their telephone number is 01302 874324



The Deputy Child Protection Liaison Teacher/Officer

Name: Mr S Bower

Their telephone number is 01302 874324

Any allegation or disclosure involving someone who works with children in a paid or voluntary capacity must be reported directly to the Headteacher or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.

If it involves them it should go direct to the Local Authority Designated Officer. If in any doubt refer to the DSCB Policies and Procedures and contact the LADO.

This document can also be used for supply staff and visiting professionals to identify your safeguarding team quickly and enable them to share information easily

The Safeguarding Children Team in your setting includes:

Headteacher/Senior Manager: responsible for implementing policies and procedures, allocating resources to the safeguarding team and addressing staff safeguarding concerns.

Name: Mrs J Northwood

Tel no: 01302 874324

Designated Safeguarding Lead / Child Protection Liaison Teacher or Officer (DSL/CPO): a senior member of the leadership team, responsible for dealing with safeguarding issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies.

Name: Mr S Bower

Tel no: 01302 874324

Deputy Child Protection Lead / Teacher or Officer(s): a member of the teaching, support or pastoral staff, in a post which requires assessment of children, with sufficient status and authority to effectively deputise for the CPLT/O role above. Cannot be an administrative or finance worker.

Name: Miss Y Whaley

Tel no: 01302 874324

Special Educational Needs Coordinator (SENCo): staff member who provides advice, liaison and support for school staff and other agencies working with pupils with special educational needs and their parents or carers.

Name: Mrs A Melling

Tel no: 01302 874324

Learning Mentor (or equivalent): addresses difficulties preventing a child from reaching their full potential e.g. behaviour, attendance, achievement, timekeeping, homework, safeguarding issues, and develops strategies to overcome these barriers.

Name: Mrs E Collins & Miss T Hickman

Tel no: 01302 874324

Looked After Children (LAC) Designated Teacher: promotes the educational achievement of 'looked after' children who are on the school roll, and helps staff understand issues that affect how they learn and achieve.

Name: Mrs J Northwood

Tel no: 01302 874324

E-safety Coordinator: to develop and maintain an e-safe culture within a school.

Name: Mrs A Taylor

Tel no: 01302 874324

Your Safeguarding Children Team also links in with the:

Safeguarding/Child Protection Governor: ensures there are appropriate safeguarding children policies and procedures in place, monitors whether they are followed and, together with the rest of the governing body, remedies deficiencies and weaknesses that are identified.

Name: Mr D Hall

Tel no: 01302 482816

Chair of Governors: takes the lead in dealing with allegations of abuse made against the Headteacher (and other members of staff when the Headteacher is not available), in liaison with the Local Authority; and on safe recruitment practices with the Headteacher.

Name: Mr J Robinson

Tel no: 01302 872318