

**TOLL BAR PRIMARY SCHOOL**

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>MRS J NORTHWOOD - HEADTEACHER</b>
<b>APPROVED:</b>	<b>DATE: NOVEMBER 2013</b>
<b>SIGNED: J ROBINSON</b>	<b>ROLE: CHAIR OF GOVERNORS</b>
<b>TO BE REVIEWED:</b>	<b>DATE: NOVEMBER 2014</b>

## **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
- Include where definitions has come from  
(*Working Together to Safeguarding Children 2013 ,HM Government*)

## **RATIONALE:**

Toll Bar Primary school 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 S175,157 return to the LA on a yearly basis and undertakes a section 11 Childrens Act 2004 audit on a two yearly basis. This policy demonstrates the schools commitment and compliance with safeguarding legislation.

Through their day-to-day contact with pupils and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Children and Young People's Services (Doncaster). 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.
- Staff adhere to a Code of Conduct and understand what to do if a child discloses any allegations against teaching staff, Head teachers or the Governing Body.

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

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

## TERMINOLOGY:

**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 given 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 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 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 DfES guidance in 'safeguarding children and safer recruitment in Education together with the school's individual procedures.

## 1 PREVENTION

The school will establish an ethos where:

- 1.1 Children feel secure.
- 1.2 Ensure children know that there are adults in the school whom 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 the '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.

## 2 PROCEDURES AND RECORD-KEEPING

The Doncaster School will follow safeguarding procedures as produced by the Doncaster Safeguarding Children's Board.

The Designated Senior Member of staff for Safeguarding (Child Protection) is: JILL NORTHWOOD

Contact Details: TOLL BAR PRIMARY SCHOOL, TEL: 01302 874324

The Deputy Designated Person is:  
STEPHEN BOWER / YVONNE WHALEY

Contact Details: TOLL BAR PRIMARY SCHOOL, TEL: 01302 874324

The Nominated Child Protection Governor is: MRS NICOLA SEAGER

Contact Details:

The Headteacher is: JILL NORTHWOOD

Contact Details: TOLL BAR PRIMARY SCHOOL, TEL: 01302 874324

The school will:

- 2.1 Ensure it has a senior designated safeguarding person/officer (DSP) who has undertaken appropriate Safeguarding (Child Protection) training (see above).
- 2.2 Ensure the training is updated every 2 years in accordance with government guidance "Safeguarding Children and Safer Recruitment in Education" Ref: 04217-2006BKT-EN. The school 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/DSP will investigate any allegation involving actual or suspected abuse of a child with 24 hours of disclosure.
- 2.5 All school staff will pass any observations leading to suspicion of abuse, or information received about abuse, immediately to the

designated safeguarding person/officer or deputy designated safeguarding officer.

- 2.6 In the case of serious injury or allegation the DSP will contact Children's Multi Agency Referral and Assessment Service (CMARAS) without delay – see 2.7&2.8.
- 2.7 If the allegation of abuse is against the deputy or designated safeguarding person. The Head teacher will speak with LADO to discuss the next steps. If the allegation against the Head the chair of Governors should be contacted immediately and advice from the LADO sought within 24hours. If the allegation is against both Head and Chair 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 or concerns arouse suspicion if in any doubt the designated teacher should consult with Childrens' Multi Agency Referral and Assessment Service (CMARAS) on 01302 737722/737636/737033 and if out of hours the emergency Social Services team (ESST) 01302 796000 (after 5.00pm and before 8.30 am weekdays and weekends)
- 2.9 The DSP 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 DSP 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 will ensure that every member of staff and person working on behalf of the School:

- 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 will undertake appropriate discussion with parents prior to involvement with other agencies unless the circumstances preclude this.
- 3.7 The school will ensure that parents have an understanding of their obligations re: Child Protection by intervention as and when appropriate.

#### **Liaison with Other Agencies**

The school will:-

- 3.8 Work to develop effective links with relevant agencies in relation to Safeguarding (Child Protection).
- 3.9 Send representatives to case conferences, core groups and Child Protection review meetings.
- 3.10 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.

- 3.11 Follow the Local Authority's (LA) policy and statutory guidance on Children Missing Education (CME).

#### **4 SUPPORTING PUPILS AT RISK**

The school 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. All staff will agree a consistent approach which focuses on the behaviour of 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 when and as necessary.
- 4.7 Allowing designated staff opportunity 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, information will be transferred safely and securely to the new school immediately.

#### **5 EARLY IDENTIFICATION RECOGNISING AND RESPONDING TO SAFEGUARDING NEEDS**

- 5.1 The school acknowledges serious case review findings and shares lessons learned with all staff to ensure no child falls through the gap.

5.2 All school 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.

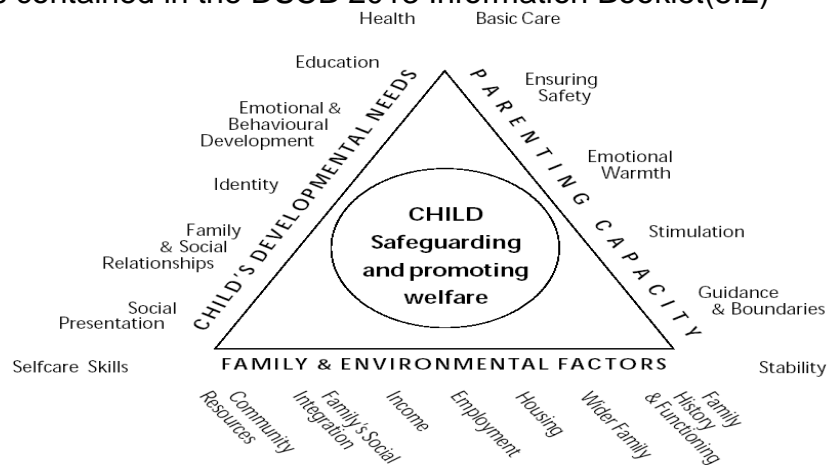
5.2 The school knows how to identify and respond to:

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  
 (School to add other vulnerable groups here)  
 \*the school may have separate policies, this is not exhaustive, schools to add them to Annex 1 or list in section 8

5.3 School 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](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.

5.4 School 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)



## 6 Safer recruitment and setting and maintaining appropriate professional boundaries for adults with responsibility for children and young people –

- 6.1 The school will operate safe recruitment practices including appropriate Disclosure and Barring Service (DBS) and reference checks according to DBS and Department for Education procedures.
- 6.2 The school will ensure that staff adhere to a published code of conduct and other professional standards at all time, including after school activities. Staff are aware of social media/ on-line conduct.



- 6.3 The school will ensure any disciplinary proceedings against staff related to Child Protection matters are concluded in full in accordance with Government guidance "Safeguarding Children in Education". "Dealing with allegations of Abuse Against Teachers and Other Staff" and follow DSCB, LADO and HR Policy and Procedures.
- 6.4 The school 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.
- 6.5 The school has a separate policy / fact sheet to inform staff on how to deal with allegations.
- 6.6 The school has a whistleblowing policy in line with the LA model policy and includes this within staff safeguarding training / induction.

## **7 GOVERNING BODY RESPONSIBILITIES**

The Governing Body fully recognises its responsibilities with regard to Safeguarding and promoting the welfare of children in accordance with Government guidance. "Safeguarding Children and Safer Recruitment in Education".

This states that the Governing Body should ensure that:

- 7.1 the school has Child Protection procedures in place.
- 7.2 the school operates safe recruitment procedures and appropriate checks are carried out on new staff and adults working on the school site.
- 7.3 the school has procedures for dealing with allegations of abuse against any member of staff or adult on site
- 7.4 the school has a member of the Leadership Team who is designated to take lead responsibility for dealing with Child Protection issues
- 7.5 the Governing Body should remedy any deficiencies or weaknesses with regard to Child Protection arrangements.
- 7.6 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.
- 7.7 the Governing Body reviews its Safeguarding policy and procedures annually.
- 7.8 the Governing Body approves the LA/DSCB annual Safeguarding Audit.

- 7.9 undertakes a review of behaviour and safety (safeguarding) as part of the Governing Body Self-Evaluation on a regular basis.

**TOLL BAR PRIMARY SCHOOL**

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

<b>LEGALLY REQUIRED (DfE statutory / recommended policies and procedures highlighted in RED)</b>	<b>Notes - (suggested details)</b>	<b>In place?</b>	<b>Name of Policy (if different)</b>	<b>Person(s) responsible</b>	<b>Review Date</b>
8.1 Action Plan following OfSTED Inspection	Address any issues relating to safeguarding				
8.2 Register of pupils attendance Attendance Policy Register of pupils admission to schools	Include targets and links with safeguarding CME CiC				
8.3 Data Protection Freedom on Information	Security of information. Named data controller. Record keeping. Sharing of information.				
Central Record of Recruitment and Vetting Checks	Ensure all CRB references removed from current policies – now the DBS service. See DfES 2006 safer recruitment and safeguarding children in education and Ofsted safeguarding website for DBS checking requirements				
Child Protection Policy and Procedures	Detailed procedures familiar to <b>all</b> staff, Governors and volunteers, all of whom have a copy				
Complaints Procedure Statement	Headteacher, Deputy Headteacher and Chair and Vice-Chair of Governors to be thoroughly versed				
Equality Information and objectives (public sector equality duty) statement of	Includes all protected characteristics Includes reporting and recording incidents				

publication	(homophobic, race, SEN, disability etc)				
School Behaviour Policy Behaviour Principles written statement	<p>Include measures taken for safeguarding children; cross-reference to physical restraints policy/positive handling Staff code of conduct Rewards/Sanctions</p> <p>Could link Anti-Bullying Policy here* however recommended to have separate policy by ABA lead.</p>				
Health and Safety	<p>Include measures taken for safeguarding children First Aid. Administration of medicines. RIDDOR and reporting incidents. Access to ECPs or 999 for injuries. Risk Assessments Include measures taken for safeguarding children; evidence of a clear procedure and record keeping systems</p>				
Home-School Agreements	Include measures taken for safeguarding children				
Minutes of and papers considered at meetings of the Governing Body and its Committees	Includes reviewing and monitoring of safeguarding procedures				
Premises management documents	<p>Visitor protocols Uncollected children protocol Volunteers and contractors in school</p>				
Prospectus	Include information on school's duties and procedures regarding safeguarding children, include name of Designated Officer(s)				
School Information published on website	Latest safeguarding policy is up to date (no more than 1 year old)				

Sex Education	<p>Include how curriculum contributes to safeguarding children. In addition a school flow charts 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>				
Special Educational Needs	<p>Include reference to safeguarding children, particularly regarding identifying safeguarding needs of individuals</p>				
<p>Statement of procedures for dealing with allegations of abuse against staff Managing Allegations of abuse against staff</p> <p>Staff Discipline, Conduct and Grievance Procedures)</p>	<p>Include details of procedures that must be followed if allegations of abuse are made and information for staff involved.</p>				
Code of Conduct	<p>In line with the recommended LA Code of Conduct</p>				

<b>DONCASTER RECOMMENDED CROSS REFERENCING OF SAFEGUARDING POLICY TO THE FOLLOWING:</b>					
Anti- Bullying Policy	<p>Agreed school definition in line with DSCB/LA definition</p> <p>Doncaster anti-bullying charter mark</p> <p>Peer mentoring policy</p> <p>Policy makes reference to homophobic bullying</p> <p>Reporting and recording procedures in place</p> <p>Common staff approach in tackling homophobic language and any incidents of bullying</p>				
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.				
Internet access and use e-safety	Include clear rules regarding what is permissible for staff and pupils and pupil supervision requirements				
Out of school visits	Include explicit references to safeguarding children				
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 use of photographs could be obtained (See DSCB policies and procedures)				
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.				
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				

Positive Handling	Clear procedures based on teamteach principles or similar should be referenced for more extreme behaviours. Clear recording systems should be in place				
Whistleblowing	Clear information for staff on steps to take if they have concerns about persons working in school. Ofsted whistleblowing procedures				

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 need to refer to the latest DfE guidance on policies schools 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: August 2014

# OPTIONAL FRONT SHEET FOR SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

(DONCASTER SCHOOL/SETTING NAME)\* ADD SCHOOL NAME HERE  
SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY FRONT SHEET

## Safeguarding Children Policy Front Sheet

**Name of Setting:**  
**Academic year: 2013-2014**

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 education 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:

Put photo here

### **The Child Protection Liaison Teacher/Officer**

Name:

Their office is located next to...

Their tel. no/mobile is...

Put photo here

### **The Deputy Child Protection Liaison Teacher/Officer**

Name:

Their office is located next to...

Their tel. no/mobile no is ....

**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 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 & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

Name:

Tel no:

**Child Protection Liaison Teacher or Officer (CPLT/O):** 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:

Tel no:

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

Name:

Tel no:

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

Name:

Tel no:

**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:

Tel no:

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

Name:

Tel no:

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

Name:

Tel no:

### 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:

Tel no:

**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:

Tel no: