

King's Cliffe Endowed School



SAFEGUARDING & Child Protection Policy

September 2019
(in line with September REVISED 2019 government policy)

REVIEW DATE - SEPTEMBER 2020



King's Cliffe Endowed Primary School.

Safeguarding/Child Protection Policy

Policy Review

This policy will be reviewed in full by the Strategic Committee on an annual basis.

The policy was last reviewed and agreed by the Governing Body on 30th September 2019.

It is due for review 09/2020 (up to 12 months from the above date).

Signature

Head Teacher

Date 30.09.2019

Signature

Chair of Governors

Date 30.09.2019



1. INTRODUCTION

King's Cliffe Endowed Primary School is dedicated to safeguarding and promoting the welfare of its pupils. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring this. All members of staff are expected to be aware of and follow the Safeguarding procedures. In particular they need to be aware of their duty to report concerns, the guidance for identifying child abuse, what to do if a child makes an allegation of child abuse and issues about confidentiality.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance 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.

Staff and volunteers at King's Cliffe Endowed Primary School form part of a wider safeguarding system for children. The school is committed to working with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

This Child Protection Policy forms part of a suite of documents and policies, which relate to the safeguarding responsibilities of the school.

In particular this policy should be read in conjunction with the following policies

- Anti-bullying
- PSHE
- Drugs
- Confidentiality
- Behaviour (including physical intervention)
- Attendance
- SEN
- Health and safety
- First Aid
- Safer recruitment
- Managing allegations
- Acceptable Use and E-safety
- Looked After Children
- Attendance
- Code of Conduct (for Adults)
- Whistleblowing



Purpose of a Child Protection Policy

To inform staff, parents, volunteers and governors about the school's responsibilities for safeguarding children.
To enable everyone to have a clear understanding of how these responsibilities should be carried out.

Northamptonshire Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures

The school follows the procedures established by the Northamptonshire Safeguarding Children Board; a guide to procedure and practice for all agencies in Northamptonshire working with children and their families: www.northamptonshirescb.org.uk

School Staff & Volunteers

School staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children.

All school staff and volunteers will receive safeguarding children training, so that they are knowledgeable and aware of their role in the early recognition of the indicators of abuse or neglect and of the appropriate procedures to follow. This training is refreshed annually.

Temporary staff will be made aware of the safeguarding policies and procedures by the Designated Safeguarding Lead (DSL).

New staff, volunteers and Governors will be expected to read this policy as part of their induction process, in conjunction with Part One of Keeping Children Safe in Education (Sept 2018), including Annex A.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Mission Statement

Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to when they have a worry or concern.

We recognise that peer on peer abuse in any form is not acceptable and will not be tolerated or passed off. Support will be offered to any victims.

Establish and maintain an environment where school staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the safety and well being of a child.

Ensure children know that there are adults in the school whom they can approach if they are worried.

Ensure that children who have been abused will be supported in line with a child protection plan, where deemed necessary.

Include opportunities in the PSHE/SMSC curriculum for children to develop the skills they need to recognise and stay safe from abuse.

Contribute to the five outcomes which are key to children's wellbeing:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing



Implementation, Monitoring and Review of the Child Protection Policy

The policy will be reviewed annually by the governing body. It will be implemented through the school's induction and training programme, and as part of day to day practice. Compliance with the policy will be monitored by the DSL and through staff performance measures.

2. STATUTORY FRAMEWORK

In order to safeguard and promote the welfare of children, the school will act in accordance with the following legislation and guidance:

- The Children Act 1989
- The Children Act 2004
- Education Act 2002 (section 175)
- Northamptonshire Safeguarding Children Board Procedures Manual
- The Education (Pupil Information) (England) Regulations 2005
- Working Together to Safeguard Children (March 2015)
- What to do if you're worried a child is being abused (March 2015)
- Information Sharing (March 2015)
- The Prevent Duty (June 2015)
- Northamptonshire Thresholds and Pathways (October 2015)
- Keeping Children Safe in Education (September 2018)

Working Together to Safeguard Children (DfE 2015) requires all schools to follow the procedures for protecting children from abuse which are established by the Northamptonshire Safeguarding Children Board Online Procedures Manual.

Schools are also expected to ensure that they have appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse - these procedures should also cover circumstances in which a member of staff is accused of, or suspected of, abuse.

Keeping Children Safe in Education (DfES 2018) places the following responsibilities on all schools:

- Schools should be aware of and follow the procedures established by the Northamptonshire Safeguarding Children Board (NSCB).
- Staff should be alert to signs of abuse and know to whom they should report any concerns or suspicions
- Schools should have procedures (of which all staff are aware) for handling suspected cases of abuse of pupils, including procedures to be followed if a member of staff is accused of abuse, or suspected of abuse
- A DSL should have responsibility for co-coordinating action within the school and liaising with other agencies
- Staff with designated responsibility for child protection should receive appropriate training
- Schools have a responsibility to provide a safe environment in which children can learn.
- In addition to working with the designated safeguarding lead staff members should be aware that they may be asked to support social workers to take decisions about children.
- If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral.



3. THE DESIGNATED SAFEGUARDING LEAD (DSL)

The DSL and their deputies are most likely to have a complete safeguarding picture and will be the most appropriate individuals to advise on any safeguarding concerns.

The Designated Safeguarding Lead for Child Protection in this school is:

NAME: **Mrs Lynda Bowyer**
CONTACT: (In School) **01780 470259**
(Out of School)- head@kingscliffe.northants-ecl.gov.uk

A Deputy DSL should be appointed to act in the absence/unavailability of the DSL. **Deputy DSLs should be trained to the same standards as the DSL and the role should be explicit in their job description.**

The Deputy Designated Safeguarding Lead (DDSL) for Child Protection in this school is:

NAME: **Mrs Barbara Yeo**
CONTACT: (In School)- **01780 470259**
(Out of School)- Barbara.yeo@kingscliffeschool.co.uk

It is the role of the DSL and DDSL for Child Protection to:

- Named person responsible for Online Safety and Prevent Duty
- Ensure that he/she receives full Safeguarding training at two yearly intervals to keep his or her knowledge and skills up to date, with a yearly refresher
- Ensure that all staff who work with children undertake appropriate training to equip them to carry out their responsibilities for safeguarding children effectively and that this is kept up to date by training at yearly intervals, including understanding the role of the DSL
- Ensure that the Governing Body review the Child Protection Policy annually and receive annual training on relevant updates
- Ensure that all staff and volunteers are referred to the following policies, annually:-
Child Protection Policy Part One of Keeping Children Safe in Education (Sept 2018)
Code of Conduct
- Ensure that new staff receive a safeguarding children induction within 7 working days of commencement of their contract
- Ensure that temporary staff and volunteers are made aware of the school's arrangements for safeguarding children within 7 working days of their commencement of work.
- Ensure that the school operates within the legislative framework and recommended guidance
- Ensure that all staff and volunteers are aware of the NSCB Inter-agency Procedures and any other relevant local guidance e.g. safe drop off/collection of children guidance.
- Ensure that the Head Teacher is kept fully informed of any concerns (if separate to the DSL)
- Develop effective working relationships with other agencies and services, particularly social care services, the police, health services and other to protect children, and promote their welfare.
- Decide upon the appropriate level of response to specific concerns about a child e.g. discuss with parents, offer an assessment under the EARLY HELP ASSESSMENT



(EHA) or Child in Need (SIN) or refer to Northamptonshire County Council Children Customers and Education Services Initial Contact Team, in line with the Northamptonshire Thresholds and Pathways guidance (Oct 2015).

- Monitor vulnerable children, for whom there are concerns but do not need an intervention threshold (Refer to Action Flow Chart Appendix1)
- Liaise and work with Northamptonshire Children's Safeguarding Board over suspected cases of child abuse
- Ensure that accurate safeguarding records relating to individual children are kept separate from the academic file in a secure place, marked 'Strictly Confidential' and are passed securely should the child transfer to a new provision. The new school must sign upon receipt of documentation
- Submit reports to, ensure the school's attendance at child protection conferences and contribute to decision making and delivery of actions planned to safeguard the child
- Ensure that the school effectively monitors children about whom there are concerns, including notifying NSCB when there is an unexplained absence of more than two days for a child who is the subject of a child protection plan
- Will be the designated teacher for any Looked After Children. They will ensure that they are kept safe, have the information that they need in relation to their legal status, understand their child care arrangements, keep the details of the child's social worker and virtual school head in the authority that looks after the child.
- Provide guidance to parents, children and staff about obtaining suitable support
- Discuss with new parents the role of the DSL and the role of safeguarding in the school. Make parents aware of the safeguarding procedures used and how to access the Child Protection Policy.
- Be given the time, funding training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so - and to contribute to the assessment of children.
- consider whether it is appropriate to share any information with the new school or college in advance of a pupil leaving, in addition to the child protection file.

4. THE GOVERNING BODY

The Governing Body has overall responsibility for ensuring that there are sufficient measures in place to safeguard the children in their establishment. It is recommended that the board level safeguarding lead will sit at governing body level and that a nominated governor for child protection is appointed to take lead responsibility.

The nominated governor for child protection is:

NAME: Jim Gilbey

CONTACT: (Via School) 01780 470259

In particular the Governing Body must ensure:

- Child protection policy and procedures, which includes the roles and responsibilities set out in Keeping Children Safe in Education (Sept 2018) Part 2
- Safe recruitment procedures
- Appointment of a DSL who is a senior member of school leadership team



- Relevant safeguarding children training for school staff/volunteers is attended. This includes training that allows the DSL to recognise the additional risks that children with SEN and disabilities (SEND) face online.
- Safe management of allegations
- Deficiencies or weaknesses in safeguarding arrangements are remedied without delay
- A member of the Governing Body (in this case the Chair) is nominated to be responsible in the event of an allegation of abuse being made against the Head Teacher
- Safeguarding policies and procedures are reviewed annually and information provided to the local authority about them and about how the above duties have been discharged
- Complete annual audit of Safeguarding policies and procedures.
- Ensure that the school contributes to inter-agency working in line with statutory guidance Working Together to Safeguard Children 2015 and Keeping Children Safe in Education 2018. This includes providing a co-ordinated offer of early help when needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans.

5. SCHOOL PROCEDURES - STAFF RESPONSIBILITIES

If staff members have any concerns about a child they should act **immediately**, as information sharing is vital to good safeguarding. Where possible, there should be a conversation with the DSL to agree a course of action, although any staff member can make a referral to children's social care. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by the Northamptonshire Safeguarding Children Board.

If deemed appropriate, the member of staff must record information on a 'Cause for Concern' Form (located in the staffroom) regarding their concerns, on the same day. The recording must be a clear, precise, factual account of the observations and include the date and time.

Assessments of children should consider the wider environmental factors affecting the child's life that may pose a threat to their safety and/or welfare. The schools should provide as much contextual information as possible as part of the referral process. Further information can be found here: <https://contextualsafeguarding.org.uk/about/what-is-contextual-safeguarding>

The DSL will take the lead on early help cases. The DSL will decide whether the concerns should be referred to NSCB Initial Contact Team (MASH team), within 1 working day. If it is decided to make a referral this will be discussed with the parents, unless to do so would place the child at further risk of harm.

Please see:

- ❖ **Appendix 1 - Flow chart on actions to follow**
- ❖ **Appendix 2 – Indicators of harm and types of abuse**
- ❖ **Appendix 3 to 3.3 – Recording forms**
- ❖ **Appendix 4 – Procedure to follow in cases of possible, alleged or suspected abuse, or serious cause for concern about a child**
- ❖ **Appendix 5 – Process for dealing with allegations against staff (including Head Teacher), volunteers and governors**

Particular attention will be paid to the attendance and development of any child about whom the school has concerns, or who has been identified as being the subject of a child protection plan and a written record will be kept.



If a pupil who is/ or has been the subject of a child protection plan changes school, the DSL will inform the social worker responsible for the case and transfer the appropriate records to the DSL at the receiving school, in a secure manner, and separate from the child's academic file. The receiving school must sign for the receipt of the documentation.

The DSL is responsible for making the senior leadership team aware of trends in behaviour that may affect pupil welfare. If necessary, training will be arranged.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care 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. Concerns should always lead to help for the child at some point.

Where appropriate, please also refer the Children with Medical Needs policy and Administration of Medication Policy.

The school should hold more than one emergency contact for each pupil.

Site Security

Members of staff have security passes to enter and exit the premises. All other visitors must report to reception and sign in and out when leaving.

Volunteers who will be working with children, must provide proof of identification and DBS check where required.

All visitors must be made aware of the school DSL and Safeguarding Statement.

The gate is opened and closed by a member of staff, who monitors access to the school.

Serious Violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

If this is suspected then further advice for schools and colleges is provided in the Home Office's 'Preventing youth violence and gang involvement' and its 'Criminal exploitation of children and vulnerable adults: county lines guidance'.

Use of 'reasonable force'

There may be circumstances when it is appropriate for staff to use reasonable force to safeguard children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'.

The decision on whether or not to use reasonable force to control or restrain a child is down to the professional judgement of the staff concerned and should always depend on individual circumstances.

When considering the use of reasonable force towards children with SEND or medical conditions, the risks should be carefully considered. Individual behaviour plans and other forms of proactive behaviour support can reduce the need for reasonable force.



6. WHEN TO BE CONCERNED

This guidance is intended to help all professionals who come into contact with children. It should not be used as a comprehensive guide, nor does the presence of one or more factors prove that a child has been abused, but it may however indicate that further enquiries should be made.

All staff and volunteers should be aware that the main categories of abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

All staff and volunteers should be concerned about a child if he/she presents with indicators of possible significant harm – **see Appendix 1 for details.**

A child going missing from an education setting is a potential indicator of abuse and neglect.

Generally, in an abusive relationship the child may:

- Appear frightened of the parent/s or other household members e.g. siblings or others outside of the home
- Act in a way that is inappropriate to her/his age and development (full account needs to be taken of different patterns of development and different ethnic groups)
- Display insufficient sense of 'boundaries', lack stranger awareness
- Appear wary of adults and display 'frozen watchfulness'

Peer on Peer Abuse

Education settings are an important part of the inter-agency framework not only in terms of evaluating and referring concerns to Children's Services and the Police, but also in the assessment and management of risk that the child or young person may pose to themselves and others in the education setting.

Staff should recognise that children are capable of abusing their peers. Governing bodies and proprietors should ensure their child protection policy includes procedures to minimise the risk of peer on peer abuse and sets out how allegations of peer on peer abuse will be investigated and dealt with. The policy should reflect the different forms peer on peer abuse can take, make clear that abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". It should be clear as to how victims of peer on peer abuse will be supported. Keeping Children Safe in Education 2018.

If one child or young person causes harm to another, this should not necessarily be dealt with as abuse. When considering whether behaviour is abusive, it is important to consider:

- Whether there is a large difference in power (for example age, size, ability, development) between the young people concerned;
or
- Whether the perpetrator has repeatedly tried to harm one or more other children;
or
- Whether there are concerns about the intention of the alleged perpetrator.

Peer on peer abuse can manifest itself in many ways and different gender issues can be prevalent. Severe harm may be caused to children by abusive and bullying behaviour of other children, which may be physical, sexual or emotional and can include gender based violence/ sexual assaults, sexting, domestic abuse, peer-on-peer exploitation, serious youth violence, sexual bullying or harmful sexual behaviour. This is most likely to include, but may not be limited



to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise
- causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual
- harassment, which may be stand-alone or part of a broader pattern of abuse;
- upskirting which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery);
- initiation/hazing type violence and rituals.

Guidance on responding to and managing sexting incidents can be found at:

<https://www.gov.uk/government/publications/sexting-in-schools-and-colleges>

In order to minimise the risk of peer on peer abuse the school:

- Provides a developmentally appropriate PSHE curriculum which develops students understanding of acceptable behaviour and keeping themselves safe.
- Have systems in place for any student to raise concerns with staff, knowing that they will be listened to, believed and valued.
- Develop robust risk assessments where appropriate.
- Have relevant policies in place (e.g. behaviour policy).

See also Para 89 and 90 of Keeping Children Safe in Education 2018 'Online Safety': Child-on-child sexual violence and sexual harassment

Child-on-child sexual violence and sexual harassment

Reports of sexual violence and sexual harassment are likely to be complex and require difficult professional decisions to be made, often quickly and under pressure. This part of the policy does not attempt to provide (nor would it be possible to provide) detailed guidance on what to do in any or every particular case.

The school's initial response to a report from a child should be to reassure all victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

For further advice please see :

[Keeping Children Safe in Education September 2019 Part 5 - Child on child sexual violence and sexual harassment.](#)

7. LOOKED AFTER CHILDREN (LAC) including Private Fostering

The LAC Lead in this school is:

NAME: **Mrs Barbara Yeo (Inclusion Lead and DSL)**

In addition to LAC, the DSL also has a responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.

Staff should understand that LAC and previously LAC remain vulnerable. When dealing with LAC and previously LAC, all agencies should work together to take prompt action to safeguard them.



The most common reason for children becoming looked after is as a result of abuse and/or neglect. Governing bodies should ensure that the staff have the skills, knowledge and understanding necessary to keeping looked after children safe. In particular, they should ensure that the appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.

The DSL should have details of the child's social worker, or personal advisor for care leavers, and the name of the virtual school head in the authority that looks after the child*.

Further and specific guidance can be found:-

<https://www.gov.uk/government/publications/designated-teacher-for-looked-after-children>

**The Children and Families Act 2014 requires local authorities in England to appoint at least one person for the purpose of discharging the local authority's duty to promote the educational achievement of its looked after children or who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales. That person (known as the virtual school head) must be an officer employed by the authority or another local authority in England.*

Private Fostering is when a child is looked after for 28 days or more by someone who is not a close relative, guardian or person with responsibility. As professionals it is our responsibility to ensure that Children's Services are made aware of any private fostering arrangements. For more information please visit:-

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/adoption-fostering/fostering/Pages/private-fostering.aspx>

8. Children with Special Educational Needs and Disabilities

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges when recognising the signs of abuse and neglect. This can include:-

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

9. DEALING WITH A DISCLOSURE

If a child discloses that he or she has been abused in some way, the member of staff / volunteer should:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible to keep
- Not promise confidentiality.
- Reassure him or her that what has happened is not his or her fault
- Stress that it was the right thing to tell
- Listen, only asking questions when necessary to clarify



- Not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told
- Make a written record (see Record Keeping)
- Pass the information to the Designated Senior Person without delay

Support

Dealing with a disclosure from a child, and safeguarding issues can be stressful. The member of staff/volunteer should, therefore, consider seeking support for him/herself and discuss this with the DSL.

10. CONFIDENTIALITY

Safeguarding children raises issues of confidentiality that must be clearly understood by all staff/volunteers in schools.

- All staff in schools, both teaching and non-teaching staff, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies.
- If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tell the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.
- Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

11. COMMUNICATION WITH PARENTS

This school will:

Undertake appropriate discussion with parents prior to involvement of another agency unless to do so would place the child at further risk of harm.

Ensure that parents have an understanding of the responsibilities placed on the school and staff for safeguarding children.

12. RECORD KEEPING

When a child has made a disclosure, the member of staff/volunteer should:

- Make full factual notes as soon as possible after the conversation. Use the school record of concern sheet wherever possible (located in the staff room).
- Not destroy the original notes in case they are needed by a court
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- Draw a diagram to indicate the position of any injuries
- Record statements and observations rather than interpretations or assumptions



All records need to be given to the DSL promptly. No copies should be retained by the member of staff or volunteer.

The DSL will ensure that all safeguarding records kept locked away apart from the child's educational record and are managed in accordance with the Education (Pupil Information) (England) Regulations 2005.

13. SAFER RECRUITMENT

The school adheres to NCC guidance on safer recruitment.

Criminal record checks (DBS), barred list checks and prohibition checks (where relevant), together with references, and interview information will be completed on all prospective employees. In addition, any information about past disciplinary action or allegations that has been disclosed should be considered as part of the suitability assessment.

In addition, the school should contact TRA Teacher Services to check if a proposed governor is barred as a result of being subject to a section 128 direction (provided that 'children's workforce independent schools' is specified in the parameters for the barred list check).

DBS checks, including the section 128 check, will be renewed every 3 years for all existing members of staff and Governing Body.

Employees must show their DBS certificate before beginning their appointment.

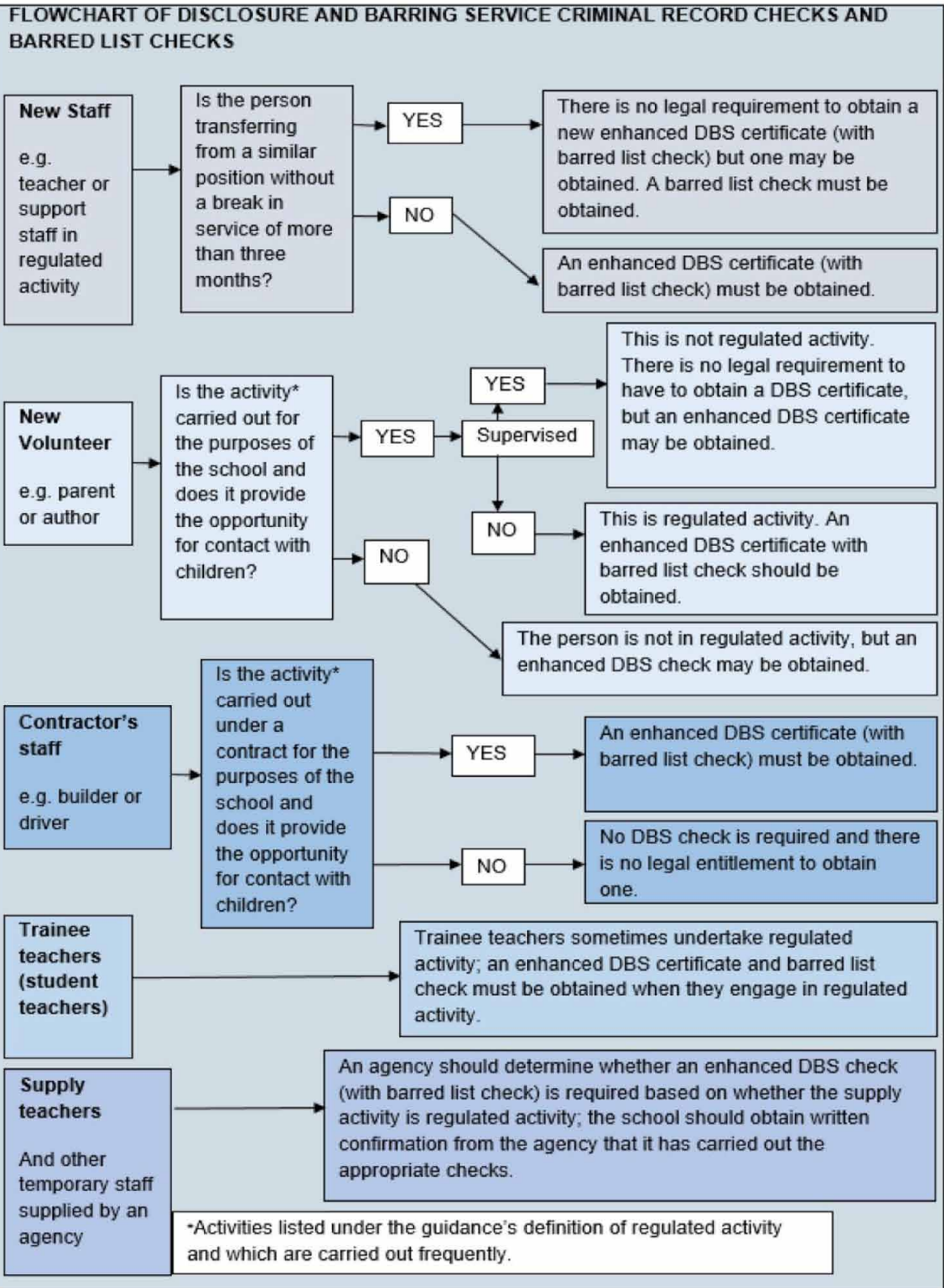
The Teacher Service's system should be used to verify any award of QTS and the completion of an induction/probation.

Where a school places a pupil with an alternative provision provider, they remain responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil. The provider should provide written confirmation that appropriate safeguarding checks have been carried out on those working at the establishment.

If a Homestay is being considered, please refer to Keeping Children Safe in Education 2018 Annex E.

For Further Guidance please see flowchart below and Part 3 of Keeping Children Safe in Education (2019).





14. ALLEGATIONS INVOLVING SCHOOL STAFF/VOLUNTEERS

An allegation is any information which indicates that a member of staff/volunteer may have:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child
- Behaved towards a child or children in a way which indicates he or she may pose a risk of harm to children

This applies to any child the member of staff/volunteer has contact within their personal, professional or community life.

To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the staff handbook, school code of conduct or Government document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (2015).

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification; it is important not to make assumptions. Confidentiality should not be promised and the person should be advised that the concern will be shared on a 'need to know' basis only.

Actions to be taken include making an immediate written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, precise details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the Head Teacher.

If the concerns are about the Head Teacher, then the Chair of Governors should be contacted. The Chair of Governors in this school is:

NAME:
Suzie Julien

CONTACT NUMBER:
07711 802322

In the absence of the Chair of Governors, the Vice Chair should be contacted. The Vice Chair in this school is:

NAME:
Richard Luff

CONTACT NUMBER:
07930 127812

The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

The Head Teacher will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Designated Officer (formally LADO) by emailing MASH@northamptonshire.gcsx.gov.uk or calling:

Multi-Agency Safeguarding up (MASH team)	0300 126 1000
Out of Hours service	01604 626938
NSPCC Whistleblowing Helpline	0800 028 0285

- Referrals to the Designated Officer must be made within 24 hours of the incident.
- The Designated Officer has 3-5 working days and where a Designated Officer strategy meeting is appropriate, the Designated Officer will arrange the initial meeting to include the employer and relevant multi-agency partners.
- Allegations should be resolved within three months.

* Reporting restrictions only apply to teachers in schools.

If the allegation meets any of the three criteria set out at the start of this section, contact should always be made with the Designated Officer without delay.

If it is decided that the allegation meets the threshold for safeguarding, this will take place in accordance with NSCB Child Protection Online Procedures Manual
http://northamptonshirescb.proceduresonline.com/p_alleg_against_staff.html



If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the employer for consideration via the school's internal procedures.

The Head Teacher should, as soon as possible, **following briefing** from the Designated Officer inform the subject of the allegation.

For further information see: [Keeping Children Safe in Education Sept 2019 part 4](#)

NSCB Child Protection Online Procedures Manual

http://northamptonshirescb.proceduresonline.com/p_alleg_against_staff.html

15. CHILD PROTECTION IN THE CURRICULUM

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education (PSHE) and SMSC (Spiritual, Moral, Social & Cultural Development) discusses relevant issues with the children. Topics include themes such as Drugs, Healthy Living, Relationships and Keeping Safe. Children are encouraged to explore and discuss these issues. British Values are covered on a fortnightly basis and inform assemblies and lessons across the curriculum. Regular visitors for assemblies include the local PCSO, Parish Reverend and NSPCC themed days focusing on safeguarding issues.

Online safety is visited termly with the children and an annual Online Safety policy is shared with parents.

The following resources to support schools with online safety are:

- Education for a Connected World framework from the UK Council for Child Internet Safety (UKCCIS)
- Guidance from the PSHE Association
- Be Internet Legends by Parent Zone and Google

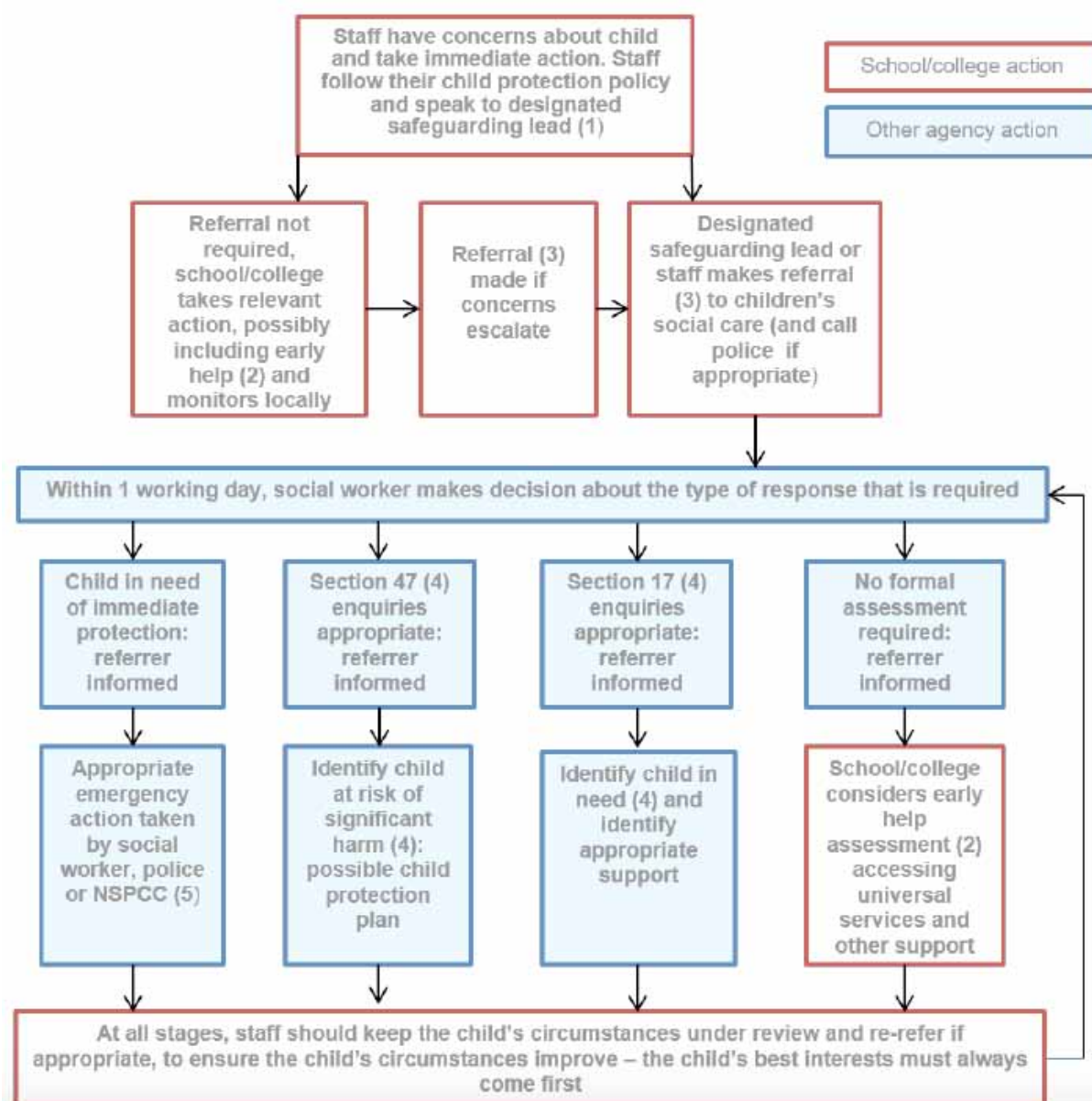
Secondly, the curriculum is designed so that safety issues within subjects are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times appropriate staffing levels and agreed pupil/adult ratios are maintained. Appropriate systems that monitor and filter are in place for all online activity.

For all educational visits, residential and other outdoor activities the lead adult writes and carries out a full risk assessment. All trips are finally authorised by the Head teacher. (See Educational Visits Policy) Children partaking in activities outside the school grounds wear identification bracelets for the duration of the activity.



APPENDIX 1 – ACTION FLOW CHART

Actions where there are concerns about a child



(1) In cases which also involve an allegation of abuse against a staff member, see Part Four of this guidance.

(2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working together to safeguard children](#) provides detailed guidance on the early help process.

(3) Referrals should follow the local authority's referral process. Chapter one of [Working together to safeguard children](#).

(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include section 17 assessments of children in need and section 47 assessments of children at risk of significant harm. Full details are in Chapter One of [Working together to safeguard children](#).

(5) This could include applying for an Emergency Protection Order (EPO).



APPENDIX 2 – INDICATORS OF HARM AND TYPES OF ABUSE

Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Ref : <http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/publications/neglect-toolkit>

Specific safeguarding issues

Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truancy and sexting put children in danger.

All staff should be aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Any form of peer on peer abuse is unacceptable and will not be tolerated.

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example information for schools and colleges can be found on the [TES](#), [MindEd](#) and the [NSPCC](#) websites. School and college staff



can access government guidance as required on the issues listed below via GOV.UK and other government websites. In addition the NSCB online procedures manual should be used:
<http://northamptonshirescb.proceduresonline.com/>

- [bullying including cyberbullying](#)
- [children missing education](#) – and Annex A*
- [child missing from home or care](#)
- [child sexual exploitation \(CSE\)](#) – and Annex A* and NSCB Toolkit**
- * children and the court system – Annex A
- * children with family members in prison – Annex A
- * county lines – Annex A
- [domestic violence](#) - and Annex A
- [drugs](#)
- [fabricated or induced illness](#)
- [faith abuse](#)
- [female genital mutilation \(FGM\)](#) – and Annex A*
- [forced marriage](#)- and Annex A*
- [gangs and youth violence](#)
- [gender-based violence/violence against women and girls \(VAWG\)](#)
- [hate](#)
- * homelessness – Annex A
- [honour based violence](#) – and Annex A*
- [mental health](#)
- [missing children and adults strategy](#)
- [private fostering](#)
- [preventing radicalisation](#) – and Annex A*
- [relationship abuse](#)
- [sexting](#)
- [trafficking](#)

**Annex A of [Keeping Children Safe in Education \(2018\)](#) contains important additional information about specific forms of abuse and safeguarding issues. School leaders and those staff that work directly with children should read the annex.*

<http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/publications/cse-toolkit/>

Prevention of children who may be vulnerable to Radicalisation (Prevent Duty)

In order for schools and childcare providers to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Schools and childcare providers can also build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. It is important to emphasise that the Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, schools should provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require teachers or childcare providers to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour of concern. Any concerns must be reported to the DSP.

For more details on Prevent Guidance please see:-



<https://www.gov.uk/government/publications/prevent-duty-guidance>

Further guidance

Procedures and guidance for children in specific circumstances is available through the NSCB Child Protection Procedures Manual. For example Children Missing Education, Safeguarding Children from Dangerous Dogs or Children of Parents who Misuse Drugs or Alcohol. A full list can be found using the link below:-

<http://northamptonshirescb.proceduresonline.com/>

USEFUL LINKS

Local

Northamptonshire Safeguarding Children Board (NSCB):

John Dryden House

8-10 The Lakes

Northampton

NN4 7YD

01604 364036

<http://www.northamptonshirescb.org.uk/>

Thresholds and Pathways document:

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/help-and-protection-for-children/protecting-children-information-for-professionals/Documents/NSCB%20Thresholds%20Guidance%202018.pdf>

National

National Society for Prevention of Cruelty to Children (NSPCC):

<https://www.nspcc.org.uk/>

0808 800 5000

Childline:

<http://www.childline.org.uk/Pages/Home.aspx>

0800 1111

Child Exploitation and Online Protection (CEOP):

<http://ceop.police.uk/>

0870 000 3344



Appendix 3
SAFEGUARDING CHRONOLOGY LOG

Child's Name.....

DATE/TIME/ YEAR	WHO YOU TALKED TO AND WHAT ABOUT e.g. phone call, conversation, observation, meeting	ACTION REQUIRED AND BY WHOM	ACTION COMPLETED	SIGNATURE / PRINT NAME





Appendix 3.1

SAFEGUARDING CHILDREN IN EDUCATION

PUPIL WELFARE - CHILD PROTECTION

Pupil's Name: _____ Form: _____

Date: _____ Time: _____

Areas of Concern

Shared with Parent/Carer/Other professional? _____ Date: _____ Time: _____

Advice Given /Actions Taken

Member of Staff: _____ Signed: _____

Passed to DSL Name: _____ Date: _____

Follow Up Actions Taken by DSL

Signed: _____ **Date:** _____ **Time:** _____

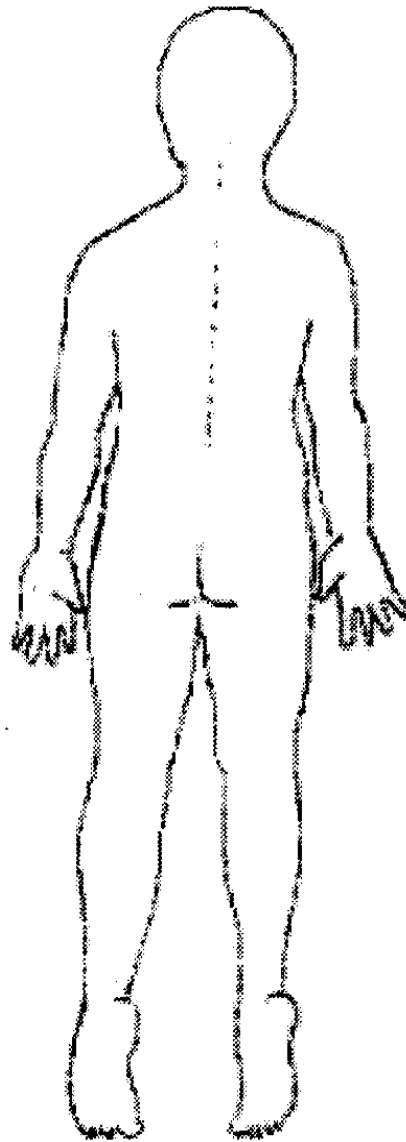
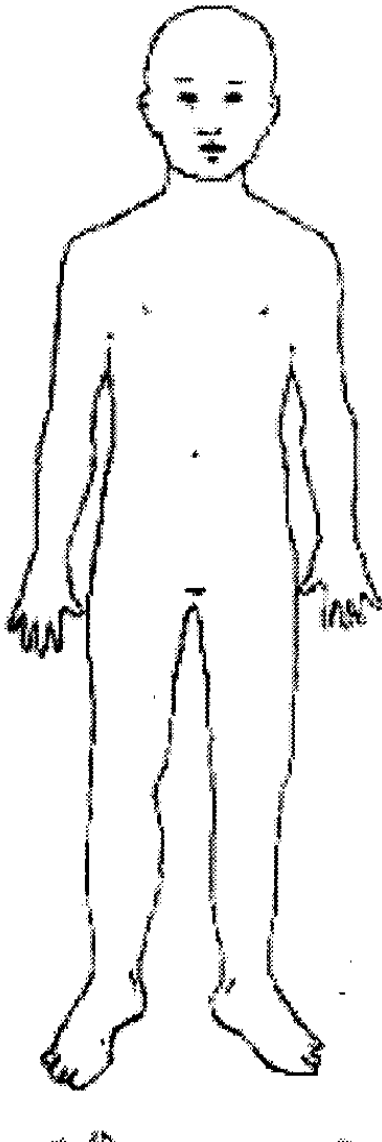
Reviewed:

Appendix 3.2

Body Maps

Child's name.....

Date of Birth.....



APPENDIX 4 - PROCEDURE TO FOLLOW IN CASES OF POSSIBLE, ALLEGED OR SUSPECTED ABUSE, OR SERIOUS CAUSE FOR CONCERN ABOUT A CHILD

Contents

- A General**
- B Individual Staff/Volunteers/Other Adults - main procedural steps**
- C Designated Safeguarding Lead - main procedural steps**

A. General

1. The Northamptonshire Safeguarding Children Board Procedures contains the inter-agency processes, protocols and expectations for safeguarding children. (Available on NSCB website <http://www.northamptonshirescb.org.uk>). The Designated Safeguarding Lead is expected to be familiar with these, particularly the referral processes and with NCC “Thresholds and Pathways”.
2. It is important that all parties act swiftly and avoid delays.
3. Any person may seek advice and guidance from the Multi-Agency Safeguarding Hub particularly if there is doubt about how to proceed (see contacts at the start of this policy document). Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
4. Written records, dated and signed, must be made to what has been alleged, noticed and reported, and kept securely and confidentially.
5. In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents’ knowledge and consent to the referral are expected, unless there is reason for this not being in the child’s interest. However, there will be circumstances when informing the parent/carer of a referral that might put the child at risk, and in individual cases advice from Children’s Social Care will need to be taken.

B. Individual Staff/Volunteers/Other Adults – main procedural steps

1. When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine children, or promise confidentiality. Children making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
2. As soon as possible write a dated, timed and signed note of what has been disclosed or noticed, said or done and report to the DSL in the school.
3. If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee or another young person or child, the Headteacher must be informed. The Headteacher will contact the Designated Officer to seek advice.
4. If the allegation is about the Headteacher, the information should normally be passed to the Chair of Governors or the Local MASH/Designated Officer). See contacts above
5. If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.



C. Designated Safeguarding Lead – Main Procedural Steps

1. Begin a case file for pupils where there are concerns, with an overview chronology, which will hold a record of communications and actions. This must be stored securely (see Section on Records and Monitoring).
2. Where initial enquiries do not justify a referral to the investigating agencies inform the initiating adult and monitor the situation. If in doubt, seek advice from the Multi-Agency Safeguarding Hub: 0300 126 1000.
3. Share information confidentially with those who need to know.
4. Where there is a child protection concern requiring immediate, same day, intervention from Children's Social Care (Priority 1), the Multi-Agency Safeguarding Hub should be contacted immediately by phone. Written confirmation should follow within 24 hours on the NSCB Agency Referral Form. All other referrals should be made firstly through a telephone conversation with the Multi-Agency Safeguarding Hub and then by following up with the online form, where requested to do so. The Multi-Agency Safeguarding Hub is available for advice on the advice line number given in the contact details above.
5. If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.
6. Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving school, take advice from the Multi-Agency Safeguarding Hub (for instance about difficulties if the school day has ended, or on whether to contact the police). Remain with the child until the Social Worker or Police take responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (e.g. a restraining order). If there are clear signs of physical risk or threat, the Multi-Agency Safeguarding Hub should be updated and the Police should be contacted immediately.

APPENDIX 5 - PROCESS FOR DEALING WITH ALLEGATIONS AGAINST STAFF (INCLUDING HEADTEACHERS), GOVERNORS AND VOLUNTEERS

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Relevant documents:

- DfE "Keeping Children Safe in Education: Statutory guidance for schools and colleges" – Sept 2018 Part 4.
- NSCB procedures online – Section 5.



A. Individual Staff/Volunteers/Other Adults who receive the allegation:

1. Write a dated and timed note of what has been disclosed or noticed, said or done.
2. Report immediately to the Headteacher.
3. Pass on the written record.
4. If the allegation concerns the conduct of the Headteacher, report immediately to the Chair of Governors (see Whistleblowing Policy). Pass on the written record. (If there is difficulty reporting to the Chair of Governors, contact the Designated Officer by phoning (**0300 126 1000**) or emailing the MASH team MASH@northamptonshire.gcsx.gov.uk.)
5. If the allegation concerns the conduct of the Chair of Governors follow procedures in the Whistleblowing policy.

B. Headteacher

1. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
2. Before taking further action notify and seek advice from the Designated/Multi-Agency Safeguarding Hub on the same day.
3. You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
4. Ongoing involvement in cases:
 - Liaison with the Designated Officer
 - Co-operation with the investigating agency's enquiries as appropriate.
 - Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.

C. Chair of Governors (only relevant in the case of an allegation against the Headteacher)

1. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
2. Notify the Designated Officer/Multi-Agency Safeguarding Hub on the same day.
3. You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
4. Ongoing involvement in cases:
 - Liaison with the Designated Officer
 - Co-operation with the investigating agency's enquiries as appropriate
 - Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.

NOTE: With regards to 'whistleblowing' on a member of staff, headteacher or governor, please refer to the Whistleblowing Policy.

