

MODEL WHOLE SCHOOL POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION Updated March 2016

Guidance on Writing a Safeguarding Policy

Section 175 of the Education Act 2002 places a statutory duty on Local Authorities and governing bodies of maintained schools to have arrangements in place to ensure that they safeguard and promote the welfare of children. As part of these arrangements schools need to have a safeguarding and child protection policy and a procedure in place which are followed by all staff and volunteers, is reviewed annually by the Governing Body and adheres to statutory requirements and Local Authority guidance.

Ofsted guidance '*Briefing for section 5 inspectors on safeguarding children*' (September 2011) included advice to assist inspectors in making a judgement about the quality of the policy. Whilst the Framework for School Inspection has changed, it is recommended that you review and revise your policy in light of this guidance.

Does the policy:

- set out its purpose and aims clearly
- provide a secure framework for the workforce
- link with other relevant safeguarding policies, for example **bullying, physical intervention**
- set out what other elements of provision are in place to enable pupils to feel safe and adopt safe practices, for example through the **curriculum**
- appear accessible and easy to understand
- set out responsibilities and expectations of staff and other relevant adults clearly, particularly in identifying and reporting possible or actual instances of abuse
- make it clear who is/are the designated member/s of staff
- distinguish between the steps that should be taken for general safeguarding concerns or disclosures and those which should be taken if the concern is about the Headteacher or other members of staff
- support an ethos where pupils or staff can talk freely about concerns, in the belief that they will be listened to and appropriate action taken
- set out clear expectations about reporting (and recording) concerns to relevant agencies
- indicate what training is provided to staff and what steps are taken to bring policy and procedures to the attention of temporary staff
- set out the role of governors
- indicate how the policy will be implemented, monitored and evaluated
- indicate how parents or carers will be made aware of the policy and relevant procedures?

The following model policy is designed to provide a framework for your school's policy. It should be adapted to make it relevant to your setting and any particular local safeguarding issues you may be dealing with. School-specific information should be added e.g. information about the curriculum and the school's monitoring and evaluation procedures.

The policy was revised in March 2013 to reflect changes in the statutory guidance [*Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children*](#) that came into force on 15 April 2013.

The most recent amendment to the policy is as a result of the recommendations of a Multi-Agency Management Review conducted by Norfolk Safeguarding Children Board. This addition can be found at paragraph 6.5.

Kelly Waters,
Adviser – Education Safeguarding
March 2016

ALDERMAN PEEL HIGH SCHOOL WELLS PRIMARY AND NURSERY SCHOOL

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1. PURPOSE & AIMS

1.1 The purpose of Alderman Peel High School / Burnham Market Primary School / Wells Primary and Nursery School safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;

- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our school to have optimum life chances and enter adulthood successfully.

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

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

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

2. OUR ETHOS

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

2.2 All staff and regular visitors will, either through training or induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.3 Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills such as financial awareness, independent travel safety and confidence, personal and e-safety.

2.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

3. ROLES AND RESPONSIBILITIES

APHS

Role	Name
Designated Safeguarding Lead	Tracy Birkin
Alternate DSL	Matthew Hardman Kirsty Hardman Bal Tawana Alastair Ogle

Executive Headteacher	Alastair Ogle
Named Safeguarding Governor	Stuart Collins
Chair of Governors	Mike McGill

WP&N

Role	Name
Designated Safeguarding Lead	Julia Norman
Alternate DSL	Alastair Ogle
Executive Headteacher	Alastair Ogle
Named Safeguarding Governor	Stuart Collins
Chair of Governors	Mike McGill

3.1 It is the responsibility of **every** member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this procedure and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school.

The Governing Body

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

3.3 The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is referred to in our school prospectus and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures;
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the senior designated professional;
- All staff have undertaken appropriate child protection training;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;

- Safer recruitment practices are followed in accordance with all requirements
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

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

The Executive Headteacher at APHS / WP&N is responsible for:

- Identifying a member of the senior leadership team to be the Designated Safeguarding Lead for (DSL);
- Identifying an alternate member of staff to act as the DSL In his/her absence;
- Ensuring that policies adopted by the governing body are fully implemented and followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures.

The Designated Safeguarding Lead

3.6 Any concern for a child's safety or welfare will be recorded in writing and given to the DSL. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services.

3.7 The DSL will represent our school at child protection conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

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

3.9 The DSL will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed school's safeguarding training

4. TRAINING & INDUCTION

4.1 When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy and told who our DSL is. They will also be provided with the recording form, given information on how to complete it and who to pass it to.

4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the DSL

4.3 New staff who have not had any child protection/safeguarding training or staff who have had training more than three years ago will be provided with an introduction to safeguarding and will then be trained with the rest of the staff team at least yearly.

4.4 All regular visitors and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and what the recording and reporting system is.

4.5 All members of staff will undertake appropriate safeguarding training at least once every three years. The DSL, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children's Board at least once every three years. In addition to this, the DSL and alternate will attend **Safeguarding Children in Education** provided by the Local Authority every two years.

4.6 Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Training for Governors to support them in their safeguarding role is available from [Norfolk Governor Services](#).

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via Norfolk Safeguarding Children Board at www.nscb.norfolk.gov.uk and within the Safeguarding Section of the Norfolk Schools website: <http://www.schools.norfolk.gov.uk/behaviour-and-safety/safeguarding/index.htm> . The SDP will also provide regular safeguarding updates for staff.

5. PROCEDURES FOR MANAGING CONCERNS

5.1 All schools in the federation follow child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Board.

5.2 The DSL should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. If the DSL is not available, the alternate DSL should be contacted regarding any concerns.

5.3 It is **not** the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a

duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

5.4 All concerns about a child or young person should be reported **without delay** and recorded in writing using the agreed template

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

5.6 All referrals will be made in line with Norfolk Children's Services procedures as outlined in Appendix 3.

5.7 Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

6. WORKING WITH PARENTS & CARERS

6.1 All schools are committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

6.2 When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is referenced in the school prospectus. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

6.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

6.4 We will seek to share with parents any concerns we may have about their child **unless** to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the SDP making a referral to Children's Services in those circumstances where it is appropriate to do so.

7. CHILD PROTECTION CONFERENCES

7.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

7.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the school in respect of individual children. Usually the person representing the school at these meetings will be the Headteacher or SDP. In any event, the person attending will need to have as much relevant up to date information about the child as possible.

7.3 All reports for child protection conference will be prepared in advance using the [guidance and education report template](#) provided by Children's Services. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.

7.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

8. RECORDS AND INFORMATION SHARING

8.1 If staff are concerned about the welfare or safety of any child at our school they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the SDP without delay.

8.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the SDP. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

8.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

8.4 When a child leaves our school, the SDP will make contact with the SDP at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner.

9. SAFER RECRUITMENT

9.1 We will ensure that the Headteacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Headteacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of [Safeguarding Children and Safer Recruitment in Education](#).

9.2 At Alderman Peel High School / Wells Primary and Nursery School we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake enhanced Criminal Records Bureau checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

9.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

10. SAFER WORKING PRACTICE

10.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

10.2 All staff will have access to and be expected to know our school's Code of Conduct and policy for positive handling. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that have accessed Norfolk Steps training will be kept by the Headteacher.

10.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

10.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in [Safer Working Practices for Adults who work with Children and Young People in Education Settings](#), DCSF, March 2009. All staff and

volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

11. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

11.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

11.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

11.3 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the [Norfolk Safeguarding Children Board Protocol 27: Allegations Against Staff, Carers and Volunteers](#) and the relevant Department for Education guidance is adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 01603 223473.

11.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that the Headteacher or Chair of Governors is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors.

11.5 The Headteacher or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

11.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact the LADO directly on 01603 223473.

12 RELEVANT POLICIES

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

- Anti-Bullying
- Positive handling and managing behaviour
- Staff Code of Conduct
- Whistle-blowing
- Attendance

- E-safety
- Health and Safety including site security
- Harassment and discrimination including racial abuse
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays

13. STATUTORY FRAMEWORK

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

- [Working Together to Safeguard Children, 2010](#)
- [Safeguarding Children and Safer Recruitment in Education](#), DfES 2006
- [Norfolk Safeguarding Children Board](#) procedures
- [Norfolk Safeguarding Children Board Protocol 27: Allegations Against Staff, Carers and Volunteers](#)
- [Dealing with Allegations of Abuse against Teachers and other Staff](#), DfE, October 2012
- [Safer Working Practices for Adults who work with Children and Young People in Education Settings](#), DCSF, March 2009.

Additional Requirements for the Early Years and Foundation Stage

Burnham Market Primary School and Wells Primary and Nursery School will follow the advice below:

Child protection and the use of mobile devices (EYFS Statutory Framework Paragraph 3.4)

The EYFS framework states that providers must have and implement a policy, and procedures to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). Whilst there is no need to have a separate policy governing the Early Years provision in your setting, you must ensure that the safeguarding policy and procedures cover the use of mobile phones and cameras in the setting. This advice could be covered within your safeguarding policy and/or within an Acceptable Use of ICT Policy. There is no requirement that these devices are banned from the school site.

Mobile phones and other devices that do not belong to the school are banned from the Nursery and Reception classes including their outdoor learning areas. One camera, owned by the school will be used to collate evidence of learning. This camera and its electronic images will be used only for these purposes and will not leave the school

site unless for specific publicity reasons and only after permission from the Headteacher and a parent / carer.

**The Supervision Requirement
(EYFS Statutory Framework Paragraphs 3.19-3.20)**

The EYFS Framework states that providers must put appropriate arrangements in place for the supervision of staff who have contact with children and families. For EYFS staff in schools, normal school arrangements for Performance Management will be in place and are sufficient.

If you have any questions regarding the Safeguarding and Welfare Requirements, please contact Kelly Waters, Safeguarding Adviser (01603 307729, kelly.waters@norfolk.gov.uk)

Wells Federation

Staff, volunteers and regular visitors are required to complete this form and pass it to the Designated Safeguarding Lead or alternative Safeguarding lead if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Class	Your name and position in school

Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said. Please continue over page if necessary.

Was there an injury? Yes / No / No

Did you see it? Yes

Describe the injury:

Have you filled in a body plan to show where the injury is and its approximate size?

Yes / No

Was anyone else with you? Who?

Has this happened before?

Did you report the previous incident?

Who are you passing this information to?

Name:

Position:

Your signature:

Time:

Date:

Action taken by DSL

Referred to...?

Attendance
Improvement
Officer

Police

School Nurse

Children's

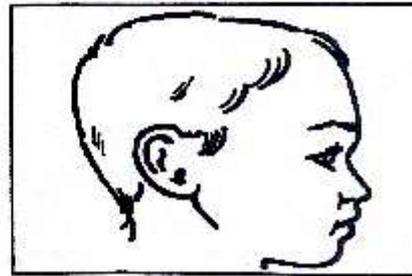
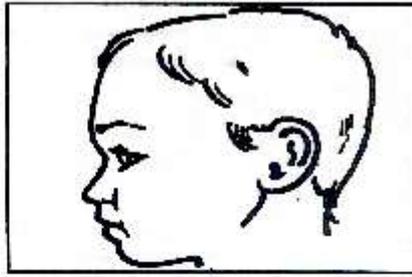
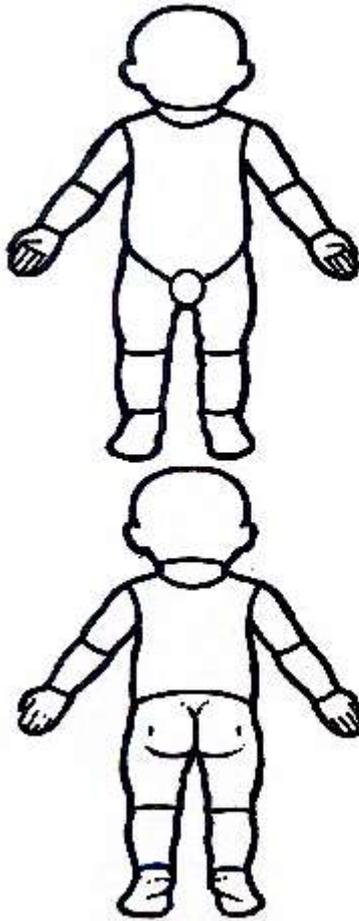
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Guidance

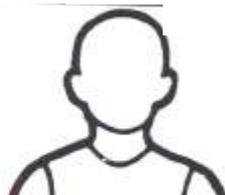
Other

Body Map

Young Child



Older Child



**Alderman Peel High School
Wells Primary & Nursery School**

Norfolk County Council
at your service

Appendix 1: Draft Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to Mr B Rimmer if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Tutor/Form group	Your name and position in school

Nature of concern/disclosure	
Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.	
Was there an injury? Yes / No	Did you see it? Yes / No