

# WHOLE SCHOOL POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

Abingdon Primary School and Children's  
Centre

## Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance '[Keeping Children Safe in Education](#)', DfE ( September 2016).

This policy will be reviewed in full by the Governing Body on an annual basis. This policy was last reviewed and agreed by the Governing Body on [insert date]. It is due for review on [insert date].

Signature

Headteacher

Date:

Signature

Chair of Governors

Date:

## **CONTENTS**

**Page:**

**Purpose & Aims**

**School Ethos**

**Roles & Responsibilities**

**Training & Induction**

**Procedures for Managing Concerns**

**Recording & Information Sharing**

**Working with Parents & Carers**

**Child Protection Conferences**

**Safer Recruitment**

**Safer Working Practice**

**Managing Allegations against Staff**

**Other relevant policies**

**Statutory Framework**

**Appendices**

**1**

**SAFER referral form**

## 1. PURPOSE & AIMS

1.1 The purpose of Abingdon School's and Children's Centre (APS+CC) safeguarding policy is to ensure every child who is a registered within our establishment is safe and protected from harm. This means we will always work to:

- **Protect** children and young people at our (APS+CC) from maltreatment; following agreed procedure and sensitively to child protection concerns and that every member of staff has regular training and is supported to refer their concerns to the Designated Safeguarding Lead (Mr Cooper). The DSL will contact First Contact (01642 726004) directly if necessary and take advice. In certain specific cases such as Female Genital Mutilation (mandatory reporting of FGM - from October 2015) Radicalisation, Forced Marriage and Child Sexual Exploitation (CSE) there are named teams and individuals within the Police (via non-emergency phone number 101) who can be contacted.
- **Prevent** impairment of our children's and young people's health or development; through our establishments positive atmosphere, careful and vigilant teaching, pastoral care, support to all children (0-11) providing good adult role models and the identification of early and additional support/services for children and families reducing the risk to children including victimisation, exploitation, radicalisation, eating disorders and issues such as Female Genital Mutilation, Child Sexual Exploitation and Forced Marriage.
- **Ensure** that children and young people within our establishment grow up in circumstances consistent with the provision of safe and effective care. Reconsideration (following challenging the progress of new referrals and existing cases are reconsidered if there remains no improvements to a child's circumstances)
- **Undertake** that role so as to enable children and young people within our establishment to have the best possible outcomes and offer support (to children, families and staff) who may be vulnerable due to their individual circumstances.

1.2 This policy will give clear direction to all staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children within our establishment. This is carried out through the use of the inventory system.

1.3 APS+CC fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered within our establishment. The elements of our policy are **prevention, protection and support.**

1.4 This policy applies to all children, families, staff, governors, volunteers and visitors.

All adults have the responsibility to recognise child abuse or peer abuse in its many forms including:

Child Exploitation

Bullying

Domestic Violence

Drugs

Eating disorders

Fabricated Illness

Faith Abuse

Forced Marriage

Gangs

Gender Based violence

Radicalisation and Extremism

Sexting

Female Genital Mutilation

In the event of any of these issues being recognised information should be shared directly with the Designated Safeguarding Leads which may result in the situation being monitored or the pupil being referred to a specific service.

## 2. OUR ETHOS

2.1 The child's welfare is of paramount importance. APS+CC will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children within our establishment are able to talk freely if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that adults within our establishment play a particularly important role as they are in a position to identify concerns early and provide help for children and families to prevent concerns from escalating. **All adults are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned.**

2.3 All staff and regular visitors (including multi agency workers) will, through training and 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.

2.4 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 e.g. fire safety, road safety, stranger danger and relationships advice and support in line with our policies e.g Sex and Relationships policy 2016. Throughout our establishment families are encouraged to be aware of and understand our role in protecting and safeguarding them and their children.

2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Keeping Children Safe in Education (2016);

### 3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Senior Designated Professional	Adam Cooper	01642 210567
Alternate SDP	Ruth Hill Emma Ingledew Kay Lawlor	01642 210567
Headteacher	Adam Cooper	01642 210567
Named Safeguarding Governor	Mary Nugent	<a href="mailto:marynugent47@gmail.com">marynugent47@gmail.com</a>
Chair of Governors	Mark white Alison Kerr	<a href="mailto:mark.white05@hotmail.com">mark.white05@hotmail.com</a>

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our establishment to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the children at APS+CC. This includes the responsibility to provide a safe environment that children can be happy, healthy and safe to learning.

#### The Governing Body

3.2 The Governing Body of APS+CC 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 children, 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 available publicly via our APS+CC website ([www.abingdonprimary.org.uk](http://www.abingdonprimary.org.uk)) and has been written in line with Local Authority guidance and the requirements of the Middlesbrough Safeguarding Children Board policies and procedures;
- The APS+CC contributes to inter-agency working in line with Keeping Children Safe in Education (2016);
- 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. There will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;

- All staff undertake appropriate child protection training annually that is updated regularly;
- 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 the requirements of ['Keeping Children Safe in Education'](#) DfE (2016);
- 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 APS+CC. 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 children and their families.

### **The Headteacher**

3.5 At APS+CC the Headteacher is responsible for:

- Identifying a member of the senior leadership team to be the Senior Designated Person for safeguarding (SDP);
- Identifying an alternate member of staff to act as the Senior Designated Person for safeguarding (SDP) in his/her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are 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;
- Liaise with the LADO (Local Authority Designated Officer) in the event of an allegation of abuse being made against a member of staff.

### **The Senior Designated Professional**

3.6 The Senior Designated Professional's (SDP) will carry out their role in accordance with the responsibilities outlined in Annex B of *'Keeping Children Safe in Education'*. The SDP will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing or entered into CPOMS and given to the SDP.

3.7 The SDP at Abingdon School will represent our school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our SDP will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

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

3.9 The SDP is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They 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 pack](#) provided by Children's Services.

#### **4. TRAINING & INDUCTION**

4.1 When new staff, volunteers or regular visitors join our establishment they will be informed of the safeguarding arrangements in place. They will be given a copy of our APS+CC safeguarding policy along with the staff code of conduct and told who our Senior Designated Professional for Safeguarding is.

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, how to record and issues of confidentiality (CPOMS or cause for concern – Children's Centre). The induction will also remind staff and volunteers of their responsibility to safeguard all children within APS+CC and the remit of the role of the Senior Designated Professional. At induction, all staff will also be provided with a copy of Part One of '*Keeping Children Safe in Education*' (2016) and will be expected to read this. This is also revisited at various points of the year to ensure staffs knowledge and understanding of their responsibilities is secure.

4.3 In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with Middlesbrough Safeguarding Children Board advice.

4.4 All regular visitors (including health professionals) and volunteers to our establishment will be given a set of our safeguarding procedures; they will be informed of whom our SDP and alternate staff members are and what the recording and reporting system is.

4.5 The SDP, 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 Middlesbrough Safeguarding Children's Board at least once every three years. In addition to this, the SDP and alternate will attend Senior Designated Professional training 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 within APS+CC. Training for Governors to support them in their safeguarding role is available from Middlesbrough 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. Part One of '*Keeping Children Safe in Education*' (2016) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local

guidance can be accessed via Middlesbrough Safeguarding Children Board website. The SDP will also provide regular safeguarding updates for all staff.

## **5. PROCEDURES FOR MANAGING CONCERNS**

5.1 Abingdon School and Children's Centre adheres to child protection procedures that have been agreed locally through the Middlesbrough Children's Safeguarding Board.

5.2 Every member of staff including volunteers working with children within our establishment are advised to maintain an attitude of '**it could happen here**' where safeguarding is concerned. When concerned about the welfare of a child/family, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

5.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the SDP to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.4 It is *not* the responsibility of APS+CC 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.

5.5 The Senior Designated Professional (SDP) should be used as a first point of contact for concerns and queries regarding any safeguarding concern within our establishment. Any member of staff or visitor to the APS+CC who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the SDP or, if unavailable, to the alternate designated person. In the absence of above, the matter should be brought to the attention of the most senior member of staff.

5.6 All concerns about a child or young person should be reported without delay and recorded in writing using CPOMS. Within the Children's Centre a cause for concern is completed and brought to attention of SDP. If urgent verbal concern is relayed to the SDP.

5.7 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.

5.8 All referrals will be made in line with Middlesbrough Children's Services procedures.

5.9 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services 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 by raising concerns again with the SDP and/or the Headteacher. Concerns should always lead to help for the child/family at some point.

5.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- the situation is an emergency and the designated senior person, their alternate and the Headteacher are all unavailable;
- they are convinced that a direct report is the only way to ensure the child's safety.

5.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Headteacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact Children's Services directly with their concerns.

## **6. RECORDS AND INFORMATION SHARING**

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

6.2 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.

6.3 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, and will record significant events in the child's life.

6.4 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. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.

## **7. WORKING WITH PARENTS & CARERS**

7.1 Abingdon School is 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.

7.2 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

available on the school website. 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.

7.3 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.

7.4 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.

7.5 In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above).

The School will retain this information on the pupil file. The school will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the school has been supplied with the adult's full details in writing.

## **8. CHILD PROTECTION CONFERENCES**

8.1 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.

8.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of APS+CC in respect of individual children. Usually the people representing the establishment at these meetings will be the PSA or SDP. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

8.3 All reports for child protection conferences 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 APS+CC. In order to

complete such reports, all relevant information will be sought from staff working with the child in APS+CC I.

8.4 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.

## **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 *'Keeping Children Safe in Education'*, DfE (2016).

9.2 At APS+CC we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates and check the right to work in the UK. 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 Disclosure and Barring Service 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 be provided with a copy of our school's code of conduct at induction. They will be expected to know our school's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. 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.

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 *'Keeping Children Safe in Education'*, DfE (2016).

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 within our establishment. 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 procedures outlined in [Middlesbrough Safeguarding Children Board Protocol: Allegations Against Persons who Work with Children](#) and Part 4 of *'Keeping Children Safe in Education'*, DfE (2016) are 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 neither the Headteacher nor 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 Co-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 01642 726004.

11.7 The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff within our

establishment, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

## 12 RELEVANT POLICIES

12.1 To underpin the values and ethos of APS+CC and our intent to ensure that children within our establishment are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Anti-Bullying
- Positive handling and managing behaviour
- Recruitment & Selection
- 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
- Incontinence
- 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: A guide to inter-agency working to safeguard and promote the welfare of children'](#), DfE (2013)
- ['Keeping Children Safe in Education'](#), DfE (2016)
- [Norfolk Safeguarding Children Board](#) procedures
- [Norfolk Safeguarding Children Board Protocol : Allegations Against Persons who Work with Children](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#), DCSF, March 2009.