



Child Protection and Safeguarding Policy

2019-2020

1 Introduction and Values

1.1 The purpose of this policy is to document the systems and procedures in place within Barnard Grove Primary School to ensure the safeguarding and welfare of children and to ensure that there is a robust mechanism in place to monitor and review the effectiveness of these. **The policy is cognisant of the updated statutory guidance Keeping Children Safe in Education (2019) – effective 2nd September 2019.**

1.2 At Barnard Grove Primary School we have a core objective to keep children safe by:

- providing a safe environment for children and young people to learn in education settings;
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting (Early Help);
- recognising our role in being part of the wider safeguarding system for children, understanding the difference between a concern about a child and/or the child being in immediate danger/at risk of harm.

1.3 Achieving this objective requires systems designed to:

- prevent unsuitable people working with children and young people;
- promote safe practice and challenge poor and unsafe practice;
- identify instances in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe;
- contribute to effective partnership working between all those involved with young people.

1.4 Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

1.5 At Barnard Grove Primary School the health, safety and wellbeing of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. The school therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place.



Child Protection and Safeguarding Policy

2019-2020

1.6 We believe children are best protected by professionals who are clear about what is required of them individually and collectively. All staff work on the premise of, "it could happen here," using **Notice** (issues of concern); **Check** (with other colleagues); then **Share** (concerns via safeguarding procedures). Their approach is **always** child-centred, **always** considering what is in the best interests of the child.

1.7 Safeguarding and promoting the welfare of children is everyone's responsibility. Staff at Barnard Grove understand that each individual has a role to play in safeguarding children.

1.8 The Designated Safeguarding Lead (DSL) at Barnard Grove Primary School is Mr. Lee Walker (Headteacher). Cover arrangements are in place, taking into account the roles of the school's Deputy Designated Safeguarding Leads (DDSLs) – Mrs. Janine Cowie (Deputy Headteacher) and Mrs. Hilary Harmison (Social Inclusion Manager). The governor with safeguarding responsibilities is Mrs. Joanne Wallace.

1.9 No single person can have a full picture of a child's needs and circumstances. In order to receive the right help at the right time, staff understand that they have a role to play in identifying concerns, sharing information and taking prompt action (this is particularly the case when preventing child sexual exploitation). Should a member of staff identify emerging problems, they must liaise with the DSL or DDSLs to provide 'Early Help'. Although any child may benefit from early help, staff should be particularly alert to a child who:

- is disabled and has specific additional needs;
- is a young carer;
- is showing signs of being drawn into anti-social or criminal behaviour;
- is frequently missing or goes missing from care or from home;
- is misusing drugs or alcohol;
- is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child;
- has returned to their family home from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.

1.10 It is the DSL's responsibility to review and communicate with Social Care, regularly, to ensure the child's situation is improving.

1.11 Staff recognise that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label.



Child Protection and Safeguarding Policy

2019-2020

1.12 Staff understand that abuse is: "... 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."

2 Single Central Record

2.1 The school operates and maintains a Single Central Record in line with the DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' which records in one database the details of staff working and volunteering within the school, including governors. The record includes the following details:

- Name
- Address
- Date of Birth
- Qualifications (where required for the role)
- Evidence of identity
- DBS disclosure number
- Date of DBS check
- Children's Barred List
- Review date of DBS
- Right to work in the UK

2.2 For regular visitors accessing the school site, evidence of identity is checked and the disclosure number is taken and recorded on the Single Central Record. Copies of evidence of identity are kept in the school safe for inspection by authorised authorities.

2.3 All governors are required, and have undergone, an enhanced DBS check. As with school staff, DBS checks are renewed every three years.



Child Protection and Safeguarding Policy

2019-2020

3 Child Protection Procedures

3.1 The school has a comprehensive Child Protection Policy which has been approved by governors. It is the duty of the Governing Body to review this policy annually and address and rectify any issues identified.

3.2 There is a separate policy on physical intervention (restraint), which gives clear guidance about when it is appropriate to use such techniques. Selected school staff have undertaken training in this area using the 'team teach' approach.

3.3 All staff receive formal child protection training, which is updated at least every three years. Copies of the DCSF document 'What to do if you think a child is being abused' and 'Keeping Children Safe in Education' are distributed to all staff for their information. Additionally, staff receive updates on training changes or changes to safeguarding legislation when they are brought to the attention of the DSL (at least annually).

3.4 DSLs have completed the relevant formal training for this role, with updates every two years, and receive an update at least annually. They are most likely to have a complete safeguarding picture and be the most appropriate people to advise on the response to safeguarding concerns. Roles in school are:

- Mr. Lee Walker (Headteacher) – Designated Safeguarding Lead (ultimate lead responsibility)
- Mrs. Janine Cowie (Deputy Headteacher) – Deputy Designated Safeguarding Lead
- Mrs. Hilary Harmison (Social Inclusion Manager) – Deputy Designated Safeguarding Lead

3.5 Should any member of staff have a concern about a child, they will speak **immediately** to one (or more) of the Designated Leads, to agree a course of action. Staff also understand that they can make a direct referral to Social Care (under the Children Act 1989). Should a direct referral be made by a member of staff, they must inform the Designated Safeguarding Leads of their action(s). A statutory assessment may follow a referral being made – Section 17 (children in need) and Section 47 (a child suffering, or likely to suffer, significant harm).

3.6 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;
- signs of assault or unexplained injuries;
- receiving unexplained gifts or new possessions.



Child Protection and Safeguarding Policy

2019-2020

3.7 If a member of staff is concerned that an act of Female Genital Mutilation (FGM) has been carried out on a girl under 18, then the member of staff must report this to the DSL immediately, who will then inform the Police. This is a legal duty (under Section 5B(11)(a) of the Female Genital Mutilation Act 2003).

3.8 All concerns/incidents are kept on record, through the use of the school's Child Protection Online Management System (CPOMS). Information is shared with relevant staff and is reviewed during SLT meetings (at least once per fortnight).

3.9 For children who are looked after (CLA) or have been previously looked after, whether that be under voluntary arrangements, an interim care order or full care order, appropriate staff will have the information they need, regarding the legal status, to ensure the child is safeguarded.

3.10 The Designated Teacher for CLA is Mr. Lee Walker (Headteacher), who works closely with the Local Authority's Virtual Headteacher (Emma Rutherford) to ensure that all of the needs of looked after children are safeguarded. This includes reporting on CLA's academic progress, attendance, wellbeing and use of the Pupil Premium funding.

3.11 Staff are aware that children with special educational needs and/or disabilities (SEND) may face additional safeguarding challenges. Should advice be required, regarding possible safeguarding issues of SEND children, then staff would discuss their concerns with the Deputy Safeguarding Lead (Mrs. Hilary Harmison) in the first instance. The school's SEND Co-ordinator is Miss Claire Smith (Assistant Headteacher).

3.12 Safeguarding incidents and/or behaviours can be associated with factors outside of school and/or can occur between children outside of school. Contextual safeguarding means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.



Child Protection and Safeguarding Policy

2019-2020

4 Anti-Bullying Procedures

4.1 All cases of alleged bullying are taken seriously by the school and are acted upon accordingly. The Anti-Bullying policy clearly documents the procedures in place for handling allegations of bullying and these are reviewed by governors.

4.2 All staff are aware that safeguarding concerns can also manifest themselves via peer on peer abuse. This could include:

- bullying (including cyber bullying);
- 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 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;
- sexting (also known as youth produced sexual imagery);
- initiation/hazing type violence and rituals.

4.3 Abuse should never be tolerated and victims will be supported by school staff at all stages.

5 Attendance

5.1 Attendance is scrutinised closely on a daily basis. Children who are absent are identified from the registers and first-day response telephone calls are made to parents to establish the reason for absence.

5.2 Correspondence is also sent home by post. Mrs. Lucy Wesson (Assistant Headteacher) liaises with parents of children whose attendance is highlighted as an issue, with involvement from the Local Authority attendance service and other agencies where appropriate.

5.3 Statistics and trends in pupil absence are also monitored and these are reported to governors. The school is committed to ensuring that children attend regularly and thereby receive the best possible education.

5.4 The Governing Body has put in place appropriate safeguarding responses to children who go missing from education to help identify the risk of abuse and neglect.



Child Protection and Safeguarding Policy

2019-2020

6 Health and Safety

6.1 The school has a Health and Safety Policy in place and this is monitored and reviewed by the Governing Body.

6.2 Risk assessments covering all aspects of school operations are in place and have been reviewed by the LA Senior Health and Safety Officer. The responsibility for health and safety is that of the Governing Body, however this is delegated to the Headteacher.

6.3 Day to day health and safety issues are reported to the Site Manager (Mr. Kevin Stainsby) for remedial action, however more fundamental concerns are escalated to the Headteacher.

6.4 Fire evacuation practices are undertaken at least termly and these are reported to governors using the Headteacher's report.

6.5 There is a Critical Incident Response Plan in place which details information and actions required in the event of a critical incident.

7 First Aid

7.1 Members of staff are First Aid at Work trained: the Headteacher holds details centrally.

7.2 Members of staff are Emergency First Aid trained: the Headteacher holds details centrally.

7.3 Members of staff are Paediatric First Aid trained: the Headteacher holds details centrally.

7.4 Members of staff are Team Teach trained: the Headteacher holds details centrally.

7.5 First aid boxes are located in the Staff Room, Group Room 1 and in the cloakroom between classes 5 and 6. Portable kits are available for educational visits.

8 Supporting Pupils with Medical Conditions

8.1 Wherever possible, pupils with medical conditions, in terms of both physical and mental health, will be supported so that they can play a full and active role in school life.

8.2 The school understands the importance of medication and care being managed as directed by health care professionals and parents. Only *PRESCRIBED* medication will be administered. Staff involved in the administration of medicines and provision of support to pupils with medical conditions will be suitably trained.

8.3 Only medicines which have been prescribed for a child will be administered in school. Parents should request that, wherever possible, medication is prescribed so that it can be taken outside the school day.



Child Protection and Safeguarding Policy

2019-2020

8.4 Should medication be required to be administered at school parents / carers should complete an **Administration of Prescribed Medicines in School Consent Form (Appendix 4)**. Medication cannot be administered without signed consent. Forms can be obtained from the School Office, or can be downloaded from the school's website.

8.5 **The completed Administration of Prescribed Medicines in School Consent Form** and the medication should be handed by the parent/carer to a member of the school's office staff.

8.6 Medicines will only be administered if they are provided in its original container complete with a pharmacy label showing the child's name, dosage instructions and any relevant storage instructions. The product must be in date. The exception to this is insulin, which must still be in date but will generally be provided to schools inside an insulin pen or pump, rather than in its original container.

8.7 The school will make sure all medication is stored safely and that pupils with medical conditions know how to access them. In the case of emergency medicines, they will have access to them immediately.

8.8 Parents are asked to collect all medications / equipment at the end of the school term, and to provide new and in date medication at the start of each new term.

8.9 Parents / Carers of children with medical conditions for which their child may require support will be requested to complete an **Individual Health Care Plan** in conjunction (if relevant) with the child's health care professional and policy lead.

8.10 Relevant staff will be aware of Individual Health Care Plans.

8.11 A central register of individual health care plans will be held by the school. Individual Health Care Plans will be reviewed at least annually and more frequently if required.

8.12 A copy of the current individual health care plan will be held by the parent / carer/ school and where relevant health care professional. The individual health care plan will accompany the child on any out of school activities.

8.13 Further information can be found in the school's Supporting Pupils at School with Medical Conditions Policy.

9 Online Safety

9.1 All staff who access the school computer network are required to read and sign the acceptable use policy which details the conditions with which access is granted.

9.2 Information about audits and violations of use are also featured. Any member of staff who is found to have abused the ICT network will have access rescinded and will face disciplinary action.



Child Protection and Safeguarding Policy

2019-2020

9.3 Children are safeguarded from potentially harmful and inappropriate online material through appropriate filters and rigorous monitoring. Through teaching and learning opportunities, including the use of external agencies (NSPCC, Harbour), children are taught about staying safe online, both inside and outside the school setting.

10 Effective Behaviour Management

10.1 Children are expected to behave appropriately both inside and outside of school. However school recognises that knowing how to behave in this way is part of the learning process and as such has a comprehensive Behaviour Management Policy in place, which documents the procedures for managing behaviour positively.

11 Safe Recruitment and Selection

11.1 The school adheres to the requirements detailed in the DCSF 'Safeguarding of Children and Safer recruitment in Education' document.

11.2 Mr. Lee Walker (Headteacher) and Mrs. Janine Cowie (Deputy Headteacher) have completed safer recruitment training. At least one of the above will always be involved in conducting any staff interviews.

12 Staff Conduct

12.1 The school expects staff to act as positive role models for the children attending the school and therefore expects utmost professional conduct at all times. Staff who act unprofessionally or inappropriately are subject to disciplinary investigation.

12.2 All staff are provided with guidance - refer to the Staff Handbook, Staff Code of Conduct Policy, Appearance and Dress Code Policy, Facebook Guidance, Social Networking Policy - outlining expectations required of all adults at Barnard Grove Primary School.

13 Curriculum

13.1 The curriculum plays an important part in ensuring that children know how to keep themselves safe at all times.

13.2 Through teaching and learning opportunities, including the use of external agencies (NSPCC, Harbour, School Nursing team), children are taught about safeguarding themselves.



Child Protection and Safeguarding Policy

2019-2020

14 Managing Allegations Against Staff and Whistleblowing

14.1 The school has adopted and adheres to the Local Authority procedure 'Arrangements for making allegations against people who work with children or those who are in a position of trust.'

14.2 The school has adopted and staff are aware of the Local Authority whistleblowing procedure should they wish to report an incident involving safeguarding of children but they feel they cannot report it via the usual means within school.

14.3 For information, the NSPCC whistleblowing helpline number is 08000280285.

15 Building design and management (including site security)

15.1 All staff are expected to wear their photograph ID at all times when on the school site.

15.2 CCTV is in operation for the prevention and detection of crime and to protect pupils, staff and visitors to the school as well as the school premises.

15.3 A school crossing patrol is in operation at key times to ensure pupils cross the road safely.

15.4 Dogs (with the exception of assistance dogs) are prohibited from entering the school site.

15.5 Outside play equipment and playgrounds are inspected daily to ensure the site and equipment are safe for the children to use. An annual inspection is also conducted by the Local Authority Health and Safety team.

16 School Visitors

16.1 Any visitors accessing the school site will be required to show evidence of their identity and give their DBS disclosure number. Regular visitors to the school will already be recorded on the Single Central Record (see above).

16.2 All visitors will be required to sign in and receive a visitor's pass at reception and then sign out accordingly. This process is overseen by the school administrators.

16.3 Anyone who cannot fulfil the above criteria will not be allowed onto the site.

16.4 School staff are required to challenge any adult that they see in school who are not authorised and a member of the leadership team will be called upon to deal with the situation.



Child Protection and Safeguarding Policy

2019-2020

17 Use of Pupil Information

17.1 Pupil information is recorded on the school SIMS system. Access is restricted to key personnel to ensure information is centrally updated and secure.

17.2 Staff who have access to this sensitive data lock their screens when they are away from their desks to prevent unauthorised access. Computers are logged off at the end of each day.

17.3 Data protection fears is never a barrier to information sharing as the safety of a child is always of the utmost importance, particularly when working 'inter-agency'.

18 Prevent

18.1 The new Counter Terrorism and Security Act 2015, places a legal duty on public bodies, including schools, to have 'due regard to the need to prevent people from drawn into terrorism.' This is a legal duty, backed by statutory guidance (refer to Safeguarding Against Radicalisation and Extremism Policy).

18.2 At Barnard Grove, staff are trained to assess the risk of pupils being drawn into terrorism and support for extremism. It's the school's duty to ensure children are safe from a range of views which are Extremist and seek to Radicalise them.

18.3 Staff at Barnard Grove will be alert to the fact that whilst Extremism and Radicalisation is broadly a safeguarding issue, there may be some instances where a child or children may be at direct risk of harm or neglect. Therefore, all adults are required to report instances, where they believe a child may be at risk of harm or neglect to the Designated Safeguarding Leads (see 3.4).

18.4 Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. The school's DSL/Deputy DSLs are aware of the local procedures for making a Channel referral.

19 Monitoring and Review

19.1 This policy will be reviewed annually, or earlier if appropriate, and will be approved by the Governing Body.

Review Date: September 2020