



Safeguarding Policy

2016-2017

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 (2016) – effective 5th September 2016 – replacing the 2015 guidance.**

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.



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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. Walker (Headteacher). Cover arrangements are in place, taking into account the roles of the school's Deputy Designated Safeguarding Leads (DDSL) – Miss Thompson (Deputy Headteacher) and Mrs. Timothy (Social Inclusion Manager).

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'.

1.10 It is 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.

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. The record includes the following details;

- Name
- Address
- Date of Birth
- Qualifications (where required for the role)
- Evidence of identity
- DBS disclosure number



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- 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 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.

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. Teaching 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. Roles in school are:

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

3.5 Should any member of staff have a concern about a child, they will speak 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. Should a direct referral be made by a member of staff, they must inform the Designated Safeguarding Leads of their action(s).

3.6 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.



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3.7 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).

3.8 For children who are looked after (CLA), 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.

3.9 The Designated Teacher for CLA is Mr. 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.

3.10 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 Timothy) in the first instance.

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), gender-based violence, so-called honour-based violence, sexual assaults and/or sexting. 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. The Social Inclusion Manager 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.



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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 termly and these are reported to governors using the Headteacher's report.

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

7 First Aid

7.1 The following members of staff are First Aid at Work trained: Alison Barnes, Celia Lister, Julie Newbury and Vicky Howard.

7.2 The following members of staff are Emergency First Aid trained: Julie Archibald, Sarah Armitage, Kath Bird, Claire Hudson, Sara Gannon, Sue Laybourn, Carol Leach, Kirsty Mallabar, Stephanie Lister, Maureen Pattinson, Andrea Popplewell, Tina Sanderson, Julie Simpson, Chris Spence, Karen Stainsby, Lyn Stuart, Janine Thompson, Tina Welsh, Nickie Hornsey and Katie Crangle.

7.3 The following members of staff are Paediatric First Aid trained: Lorna Cull, Annabelle Henderson and Colette Richardson.

7.4 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.



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8 E-Safety

8.1 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.

8.2 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.

8.3 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.

9 Effective Behaviour Management

9.1 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.

10 Safe Recruitment and Selection

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

11 Staff Conduct

11.1 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.

11.2 All staff are provided with guidance - refer to 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.



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12 Curriculum

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

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

13 Managing Allegations Against Staff and Whistleblowing

13.1 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.'

13.2 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.

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

14 Building design and management (including site security)

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

14.2 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.

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

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

14.5 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.

15 School Visitors

15.1 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).

15.2 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.

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



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15.4 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.

16 Use of Pupil Information

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

16.2 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.

16.3 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'.

17 Prevent

17.1 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).

17.2 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.

17.3 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 Monitoring and Review

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

Review Date: September 2017