



This is an approved North Somerset Safeguarding Children Board document and should be used as a signposting guide in conjunction with the additional summary sheet for keeping children safe in education 2016. The summary sheet will provide more detail with regard to the new changes detailed in KCSIE 2016. You may wish to edit your existing policy to highlight and reflect specific areas of change which may be relevant to your setting.

Model Safeguarding Policy for Schools

Reference Number: NSSCB/SCH/105

Sources of Advice in relation to this document:

Naomi Grace Safeguarding in Education Officer

This policy replaces:

Model Safeguarding Policy April 2015

Approved by:

Policy & Procedure sub group of the NSSCB

Date displayed on NSSCB web site:

October 2016

Date due to be reviewed by responsible person or body:

September 2017

The North Somerset Safeguarding Children Board (NSSCB) works to safeguard and promote local child welfare by:

- Coordinating the safeguarding work of member agencies so that it is effective.
- Monitoring, evaluating and when necessary, challenging the effectiveness of the work.
- Advising on ways to improve safeguarding performance.

In order to:

- Protect children and young people from maltreatment.
- Prevent their impairment of health and development.
- Ensure that they grow up in circumstances consistent with the provision of safe and effective care.
- Enable them to have optimum life chances and enter adulthood successfully.

MODEL SAFEGUARDING POLICY FOR SCHOOLS

September 2016

**REFERENCE NUMBER:
NSSCB/SCH/105**

DATE FOR REVIEW: Sept 2017

Version Tracker

Reference Number: NSSCB/SCH/105

Date	Version Number	Update	Named Person
April 2013	101	April 2014	Sarah Mellor
June 2014	102	April 2015	Sarah Mellor
April 2015	103	April 2016	Sarah Mellor
Sept 2015	104	Sept 2016	Sarah Mellor
October 2016	105	Sept 2016	Naomi Grace

St Anne's CEVA Primary School

This Policy was developed on *St Anne's CEVA Primary School* and adopted formally by the governing body on *6th December 2016*.

The Policy is to be reviewed annually and the next review is due on *September 2017*

Name of the Designated Safeguarding Lead is: *Lisa Dadds*

Name of the Safeguarding Governor is: *Sue Wilkinson*

PART ONE: Introduction

St Anne's CEVA Primary School and the governing body are clear about their responsibilities in relation to safeguarding and promoting the welfare of children.

Section 175 of the Education Act 2002 places a duty on local authorities (in relation to their education institutions, which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children who are pupils at a school, or who are students under 18 years of age attending further education institutions. The same duty applies to independent schools (which include Academies and free schools) by virtue of regulations made under section 157 of the same Act.

In order to fulfill their duty under sections 157 and 175 of the Education Act 2002, all educational settings to whom the duty applies should have in place the arrangements set out in chapter 2, paragraph 4 of Working Together to Safeguard Children March 2015.

In addition schools should have regard to specific guidance given by the Secretary of State under sections 157 and 175 of the Education Act 2002 namely, *Keeping children safe in education September 2016*

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective and nurturing care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

School and college staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and colleges and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children 2015. Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

Our policy applies to all staff, governors, volunteers and visitors working in the school. There are five main elements to our policy:

- Establishing a safe environment in which children can learn and develop
- Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children and create a culture of vigilance
- Raising awareness of and responding appropriately to safeguarding and Child Protection issues
- Equipping children with the skills needed to keep them safe
- Having clear procedures for identifying additional needs and reporting cases, or suspected cases, of abuse and allegations against teachers and other members of staff
- Supporting pupils who have been abused

PART TWO: Procedures

Our procedures for safeguarding children will be in line with North Somerset Safeguarding Children Board and the South West Child Protection Procedures which have been adopted by North Somerset Local Authority. They will follow any guidance issued by The Department for Education (DfE), namely *Keeping children safe in education September 2016 (KCSIE)* and *Working Together to Safeguarding Children 2015* issued by HM Government. Alongside these local guidance - the North Somerset Safeguarding Children Board Threshold Criteria for Children in Need and Child Protection Referrals provides a clear framework for identifying levels of need and the action required to support and safeguard children.

2.1 Safer Recruitment

We will follow relevant guidance in *keeping children safe in education September 2016* (Section 3 Safer Recruitment) and from The Disclosure and Barring Service (DBS): <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

- We will ensure governors and staff on recruitment panels undertake all appropriate safer recruitment training as outlined in *KCSIE September 2016*
- Our selection and recruitment policy will include all appropriate checks on staff and suitability including DBS checks. With regard to the recruitment of volunteers our policy will be rigorous and follow KCSIE 2016 and other DfE guidance with regard to regulated and supervised activity.
- We will ensure that all adults within our school who have access to children have been checked as to their suitability as outlined in KCSIE 2016
- We will ensure that all staff and volunteers have read the staff behaviour policy (code of conduct) and understand that their behaviour and practice needs to be in line with it

Allegations

- Any allegations against staff other than the Headteacher, volunteers, governors, contractors and visitors that indicate that they may have:
 - Behaved in a way that has harmed a child, or may have harmed a child;
 - Possibly committed a criminal offence against or related to a child; or
 - Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children

Will be reported immediately to the Headteacher or the Designated Safeguarding Lead if the Headteacher is not present. The Headteacher will inform the Local Authority Designated Officer (LADO) following the guidance *KCSIE 2016*

SPA 01275 888808 [lodo@n-somerset.gcsx.gov.uk](mailto:lado@n-somerset.gcsx.gov.uk)

- If the allegation concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of governors who will consult as above, without notifying the Headteacher first
- The name of any member of staff considered not suitable to work with children will be referred to the Disclosure and Barring Service (DBS) with the advice and support of Human Resources and in accordance with the DBS Referral Policy

2.2 Raising Awareness and Equipping Children with Skills Needed

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse and that all staff and governors have a full and active part to play in protecting our pupils from harm. The school will therefore:

- Ensure children know that there are adults in the school whom they can approach if they are worried
- Embed opportunities in the curriculum and school life for children to develop the skills they need to recognise and stay safe from abuse, also including peer on peer abuse, online abuse, Child Sexual Exploitation, Radicalisation and Female Genital Mutilation
- Raise the awareness of all staff members of the need to safeguard and promote the welfare of children, and of their responsibilities in identifying and reporting possible cases of abuse
- Ensure every member of staff (including temporary, supply staff and volunteers) and the governing body knows the name of the Designated Safeguarding Lead (DSL) and their deputies responsible for child protection and their role
- Clearly display the names of the Designated Safeguarding Lead and their deputies so they are clearly visible in the school. In addition, a statement explaining the school's role in referring and monitoring cases of suspected abuse and allegations will be displayed

2.3 Implementing Procedures for Reporting Abuse

We will:

- Have a Designated Safeguarding Lead for child protection who has undertaken two day multi-agency Advanced Safeguarding Training as recommended by the North Somerset Safeguarding Children Board (NSSCB) and updates this training every two years
- Have a member/s of staff who will act in the Designated Safeguarding Lead's absence who have also received multi-agency training, and who will be familiar with the roles and responsibilities and know the procedures to follow
- Ensure we have a nominated governor responsible for safeguarding who has been appropriately trained
- Ensure all staff, volunteers and governors understand their responsibilities in being alert to the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection and the importance of reporting their concerns expeditiously
- Ensure that all staff, volunteers and governors maintain an attitude of 'it could happen here' and when concerned about the welfare of a child always act in the best interest of the child
- Notify Social Care immediately if there is an unexplained absence of any pupil who is subject to a Child Protection Plan (or an absence which has been explained by a parent or carer but the school remains concerned)
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at inter agency meetings, strategy meetings and case conferences
- Keep clear written records of concerns about children, even where there is no need to refer the matter immediately
- Provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations
- Understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children. This may include contacting the Single Point of Access (SPA), Social Care or the Local Authority Designated Officer (LADO) who will provide consultation and advice for anyone working with children
- Ensure that parents are clearly informed of the schools responsibility for safeguarding and child protection and as such the schools policy(Policies) will be available for parents to view should they so wish
- The school will seek to discuss any concerns about a child with their parents and gain consent to make a referral or an offer of support. However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will be taken in order to ensure the child's safety is not placed at risk
- Ensure all members of staff have an awareness of types of abuse

- including Sexual, Physical, Emotional and Neglect
- Ensure all members of staff are provided with opportunities to receive Basic Awareness training by the Local Authority Safeguarding in Education Officer or other source in order to understand their responsibilities relating to safeguarding children
- Ensure that all members of staff are aware of their responsibilities under the Prevent Duty and the Mandatory Reporting Duty in relation to Female Genital Mutilation (***KCSIE September 2016***)
- Ensure that all staff members are aware of the systems within the school or college which support safeguarding – this should include the safeguarding policy, staff behaviour policy (*see Guidance for Safer Working Practice*) and identify the Designated Safeguarding Lead. This information should form part of an induction process for any new member of staff
- All staff members should read at least part 1 of *KCSIE September 2016* and this should form part of an induction process for all new members of staff
- Recognise that all matters relating to child protection are confidential and the Headteacher or Designated Safeguarding Lead will disclose personal information about a pupil to other members of staff on a need to know basis only
- Ensure all staff must be aware that they have a professional responsibility to share information to other agencies in order to safeguard children and that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another
- Always undertake to share our intention to refer a child to Social Care unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Social Care on this point
- Ensure all members of staff have an awareness of types of abuse including Sexual, Physical, Emotional and Neglect and of specific forms of abuse and safeguarding issues such as peer to peer abuse, children missing from education, child sexual exploitation, 'honour-based' violence, FGM and forced marriage.
- Ensure that all members of staff are aware of their responsibilities under the Prevent Duty and Channel Programme and the Mandatory Reporting Duty in relation to Female Genital Mutilation (***KCSIE September 2016***)

2.4 Supporting Pupils who have been abused

We will:

- Recognise that a child who is abused, who witnesses violence or abuse who lives in a violent or abusive environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth
- Recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm
- Be aware that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to a change in personality and or demeanor
- Ensure these children are particularly closely monitored and supported

- and any concerns are recorded and reported to Social Care
- Attend case conferences, core group meetings and other liaison meetings as necessary
- Implement a Personal Education Plan (PEP) for all Children in Care and a Pastoral Support Plan (PSP) or Individual Education Plan (IEP) for other children where there is a need for specific support in school

2.5 Establish a Safe Environment for all pupils

We will:

- Support the child's development in ways that will foster security, confidence and resilience in every aspect of school life including through the school curriculum
- Provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties
- Ensure that children and young people are educated about the expectations they should have relating to the behaviour of adults who work with them
- Develop effective working relationships with all other agencies involved in safeguarding children such as Social Care, Community Family Teams, The Police, Child and Adolescent Mental Health Services, The Vulnerable Learners Service, specialist domestic abuse support service and domestic abuse Multi Agency Risk Assessment Conferences (MARAC)
- Ensure that we have a named Designated Teacher for Children Looked After and that we provide the best opportunities and support for children to achieve the best outcomes and participate in school life
- Contribute to the wider safeguarding agenda by working with the local community and following government guidance to help our children live in a safe environment
- Recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support our staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support where needed
- Ensure that our other policies (**Some are named below**) and publications which contribute towards safeguarding children and young people are acted upon, reviewed and updated regularly.

[The Prevent Duty \(and Channel\)](#)

[Female Genital Mutilation](#)

[Peer on Peer abuse](#)

[E – Safety Policy and Acceptable User Guides](#)

[Staff Behaviour Guidance for Safer Working Practice](#)

[Physical Intervention/Positive Handling](#)

[Anti-Bullying](#)

[Disclosure](#)

[Social Networking](#)

