



# West Earlham Infant & Nursery School

## WHOLE SCHOOL POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

### Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform families about this policy when their children join our school and at regular intervals through our school newsletters.

We recognise the expertise our staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct, behaviour policy and the safeguarding response to those pupils who are missing from education. In addition, all staff are provided with Part One and Annex A of the statutory guidance 'Keeping Children Safe in Education', DfE (2018).

This policy has been reviewed in line with the 2010 Equality Act and Public Sector Equality Act. Due regard has been given to Equality.

This policy is reviewed by the **Full Governing Board** on an annual basis. This policy was last reviewed and agreed by the Governing Board in **September 2018**, and is due for a full review in **September 2019**

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## 1. PURPOSE & AIMS

1.1 West Earlham Infant and Nursery School is committed to Safeguarding and promoting the welfare, both physical and emotional of every child both inside and outside of school premises

1.2 The purpose of West Earlham Infant and Nursery School's safeguarding policy is to ensure every child 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 the best outcomes.
- Create a culture of safer recruitment by adopting procedures that helps deter, reject or identify people who may pose a risk to children.
- Intervene at the earliest opportunity when we are worried about a child or family.
- Be honest, open and transparent in explaining the assessment and decisions we make.
- Work with children and their families to address worries as they arise rather than waiting for concerns to escalate empowering families to resolve their own difficulties and prevent any future problems.

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

1.4 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 children at our school. The elements of our policy are prevention, protection and support.

1.5 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeat occasions. The Attendance Officer will regularly liaise with the Designated Safeguarding Lead to discuss all persistently absent pupils and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

1.6 This policy applies to all children, 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 children 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. We encourage families to have this relationship with us too.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

Based on the Norfolk County Council Model Policy July 2018 and The School Bus Model Policy February 2017 3

2.3 All staff and regular visitors 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. They will be reminded that telling a trusted adult is 'safe behaviour'.

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. At West Earlham Infant and Nursery School we use the Social Emotional Aspects of Learning (SEAL) programme to develop children's skills in emotional literacy. These concepts are discussed informally in small groups in class, informally during one to one interactions as well as in whole school assemblies. As a school, we also use a High Five system where children identify key adults at home and school who they can talk to if things go wrong (or right). We plan managed risks as part of our school curriculum from Nursery to Year Two through onsite play provision, curriculum tasks and offsite Forest School Sessions and other external activities. Assemblies and pastoral discussions include learning about 'keeping safe' and understanding harm. We use NSPCC resources (i.e PANTS) to help children learn keep safe behaviours.

2.5 We use Signs of Safety, a strength based model when working with children and families. This is so we can proactively support families to prevent escalation to crisis. This assessment involves asking four key questions:

- I. What are we worried about?
- II. What's working well?
- III. What needs to happen?
- IV. How worried are we on a scale of 0-10?

The provides a sound and well structured focus for conversations that take place when we believe children's needs are not being met and something else is needed to improve outcomes for the child.

2.6 As part of our responsibilities for safeguarding and promoting the welfare of children, we will provide a co-ordinated offer of early help when additional needs of children are identified. These may include if a child:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.

2.7 Our staffing structure reflects the high level of need in this community, so that we can plan and offer activities, sessions and support for adults and children alike.

2.8 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 Working Together to Safeguard Children (2018) and Norfolk Safeguarding Children Board procedures

### **3. ROLES AND RESPONSIBILITIES**

#### **Designated Safeguarding Lead**

Mrs S. Mardell

#### **Alternate Designated Safeguarding Lead**

Mrs H. Daley and Mrs C. Rodrigues

#### **Supporting Professionals**

Mrs G. Gray and Mrs C. Glaister

#### **Named Safeguarding Governor**

Mr K. Cogdell

#### **Chair of Governor**

Mrs P. Turnbull

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 policy and, at all times, work in a way that will safeguard and promote the welfare of all of the children at this school. This includes the responsibility of providing a safe environment in which children can learn and manage risk in the school environment.

#### **The Governing Board**

3.2 The Governing Board of West Earlham Infant and Nursery School is accountable for ensuring the effectiveness of this policy and our compliance with its duties under Child Protection and safeguarding Legislation. Although our Governing Board takes collective responsibility to safeguard and promote the welfare of our children, we also have a named governor (Mr K. Cogdell) who champions safeguarding within the school.

3.3 The Governing Board has a duty and will ensure that:

- a. The Safeguarding Policy, Code of Conduct and Behaviour Policy are in place and are reviewed annually, are available publicly via our school website and have been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures and that they also reflect our school practices, alongside complying with the law.
- b. A named governor is appointed to support the safeguarding work of the school and also liaise with the LA and/or partner agencies on issues of child protection, and in event of allegations of abuse being made against the head teacher or another governor.
- c. The school contributes to inter-agency working in line with Working Together to Safeguard Children (2018).
- d. 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 Designated Safeguarding Lead (DSL). There will always be cover for this role and we also work closely with our colleagues at the West Earlham Junior School to strengthen this capacity. The role will be evidenced explicitly in the role holders job description.

- e. All staff receive a safeguarding induction and are provided with a copy of this policy, the staff code of conduct, the behaviour policy, Part 1 and annex A of 'Keeping Children Safe in Education' DFE (2018) the school's safeguarding response for those pupils who go missing from education as detailed section 6 of this policy
- f. All staff undertake appropriate child protection training that is updated regularly and at least annually with a particular emphasis on local issues such as domestic abuse, physical harm and neglect.
- g. Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance.
- h. Safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education' DFE (2018).
- i. All children are taught about Safeguarding, including protections against dangers online through teaching and learning and as part of a broad and balance curriculum as well as ensuring that children's wishes or feelings are taken into account when determining what action to take and what services to provide to protect and support individual children.
- j. The school adheres to statutory responsibilities to check staff who work with children, taking proportionate decisions as to whether to ask for any checks beyond what is required. Including ensuring that all volunteers are appropriately supervised.
- k. Ensure that appropriate safeguarding response is put in place for pupils who go missing from school, particularly on repeat occasions, to help identify any risk of abuse and neglect including sexual abuse or exploitation and prevents the risk of their disappearance in the future.
- l. A designated teacher (Mrs S. Mardell) is in place to promote and support the education of looked after children (LAC) and ensure that staff have the skills, knowledge and understanding necessary to keep LAC safe.

3.4. The governing Board will remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.5. Furthermore the Governing Board at West Earlham Infant and Nursery School will:

- Maintain and support the well-being of the Headteacher in the DSL role, and the alternative DSL, by providing financial resource for psychological supervision. This ensures that leaders of safeguarding are:
  - able to discuss difficult cases
  - explore the impact this role has on them professionally and personally
  - able to offer similar support to colleagues

3.6 Safeguarding is a standard agenda item on each governing Board meeting. Reports at these meetings summarise the key activities and implications for school development. Reports will not identify individual children. The named Governor for safeguarding will meet termly with the Headteacher to review aspects of safeguarding and related statutory duties. Annually the Governors will complete a 'Safeguarding Compliance Checklist'.

### **The Headteacher**

3.7 At West Earlham Infant and Nursery School the Head teacher is responsible for:

- a. Being the strongest advocate for keeping children safe.
- b. Identifying a member of the senior leadership team to be the Designated Safeguarding Lead (DSL).
- c. Identifying an alternate member of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for the role.
- d. Ensuring that the policies and procedures adopted by the governing Board, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff.

- e. 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.
- f. Liaise with the LADO and the Named Senior Officer in the event of an allegation of abuse being made against a member of staff.
- g. Support key staff to develop a 'signs of safety' approach.
- h. Provide de-briefing and supervision to support staff when dealing with upsetting situations.
- i. Put into place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions.
- j. Ensure that all staff are provided with a safeguarding induction.

### **The Designated Safeguarding Lead (DSL)**

3.8 The Designated Safeguarding Lead is a senior member of staff from the Leadership Team who takes responsibility for safeguarding and child protection within our school. The Designated Safeguarding Lead will carry out their role in accordance with the responsibilities outlined in Part 2 of *'Keeping Children Safe in Education (2018)*. They are responsible for:

- a. Knowing the difference between 'a concern' and risk of 'immediate harm' and know what action to take.
- b. Referring all suspected abuse to Children's Services Using Norfolk Threshold Guidance, the LA designated officer (LADO) for children protection concerns, the DBS and Police in cases where a crime has been committed.
- c. Maintaining a working knowledge of how the LA conduct child protection case conferences in order to contribute effectively when required to do so.
- d. Referring cases of radicalisation to the Channel Panel via MASH.
- e. Providing 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 and given to the DSL. The School is using the electronic form (CPOMS) to record and analysis safeguarding information and concerns.
- f. Liaising with the Head Teacher and other supporting professionals to inform them of safeguarding issues, especially ongoing enquiries under Section 47 of the Children's Act 1989 and police investigations
- g. Representing our school at child protection conferences and core group meetings. 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, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.
- h. Maintaining records and child protection files ensuring that they are kept confidential and stored securely.
- i. Ensuring that safeguarding information is securely and promptly transferred to a child's new school at the time of departure and within 5 working school days. This will be separate from their main pupil file.
- j. 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.
- k. Encouraging and modelling a culture of listening to children and taking account of their wishes and feelings.
- l. Being alert to the specific requirements of children in need, including those with special educational needs and disabilities (SEND) and young carers.
- m. Working with the governing board to ensure that the schools Safeguarding policy is reviewed annually and that procedures are updated regularly.

- n. Understanding the assessment process for providing early help and intervention.
- o. Supporting staff members in liaising with other agencies and setting up inter-agency assessment where early help is deemed appropriate.
- p. Reviewing case files to ensure that they are being appropriately managed within school and by other agencies
- q. Keeping cases of early help under constant review and refer them to the Children's Social Care if the situation does not appear to be improving.

3.9 During term time the designated safeguarding lead and or a deputy will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. If in *exceptional* circumstances, a DSL is not available on the school site in person, we will ensure that they are available via telephone and any other relevant media. We will also draw on and provide DSL support from West Earlham Junior School.

3.10 Supporting Professionals within school are normally responsible for attending and leading Family Support Processes.

3.11 The DSL will obtain details of the Local Authority Personal Advisor appointed to guide and support a child who is a care leaver.

#### **Other Staff Members:**

3.11 All staff have a role to play in safeguarding children and other staff members will:

- Safeguard pupils well-being and maintain public trust in the teaching profession as part of their professional duties
- Provide a safe environment in which children can learn
- Maintain an attitude of "it could happen here" where safeguarding is concerned.
- Be aware of the signs of abuse and neglect
- Be aware of and understand the procedure if concerned about a child or if a child makes a disclosure.
- Maintain appropriate levels of confidentiality when dealing with individual cases and always act in the best interests of the child.
- Follow the schools Prevent and Safeguarding Policy.
- Follow the Code of Conduct and ensure that they use safe behaviour when working in school.
- Be aware of the early help process, and understand their role in it.
- Complete all requested online training in a timely fashion and reading all relevant literature provided by the school.

#### **Inter-agency Working**

3.12 West Earlham Infant and Nursery School contributes to inter-agency working as part of its statutory duty. The school will work with Children's Services, the police, health services and other services to protect the welfare of its pupils, through the early help process and by contributing to inter-agency plans to provide additional support.

3.13 The school recognises the importance of information sharing between professionals and local agencies in order to effectively meet pupils' needs.

3.13 In light of the above, staff members are aware that whilst the Data Protection Act 2008 places a duty on schools to process personal information fairly and lawfully, it is not a barrier to sharing information where failure to do so would result in the pupil being placed at risk of harm.

3.14 Staff members will ensure that fear of sharing information does not stand in the way of their responsibility to promote the welfare and safety of pupils.

3.15 The school also recognises the particular importance of inter-agency working in identifying and preventing child sexual exploitation (CSE).

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

4.1 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information, this will occur within the first two days of starting work. 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, the processes for referral to Children's Services and the statutory assessments under Section 17 and Section 47 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 Designated Safeguarding Lead (DSL). The training will also include information about Whistleblowing in respect of concerns about another adults behaviour and suitability to work with children. This will be delivered by our DSL.

4.2 In addition to the above, the school has registered for on-line Safeguarding training for all staff through an online provider SSS. For each assessment undertaken a pass rate of 100% is expected. Training modules range from general safeguarding to specific areas such as forced marriage, FGM and safer recruitment.

4.3 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of 'Keeping Children Safe in Education(2018)'. In order to achieve this we will ensure that:

- all members of staff will undertake appropriate safeguarding training on an annual basis in accordance with Norfolk Safeguarding Children Board advice and we will evaluate the impact of this training;
- all staff members receive regular safeguarding and child protection updates (for example, via email, memo's, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;
- by working with other colleagues in school and other agencies this will facilitate quality assurance and development of best practice.

The school administrative staff are responsible for recording safeguarding training records and informing the DSL of any training requirements.

4.4 Staff members will also receive an in-school e-safety/on-line safety induction. Staff are expected to follow the schools Online Safety Policy and Social Media policy. The School will ensure that suitable filtering systems are in place to prevent children accessing inappropriate material.

4.5 We expect all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Annex A of 'Keeping Children Safe in Education' (2018) 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 Norfolk Safeguarding Children Board at [www.norfolkscb.org](http://www.norfolkscb.org) and within the Safeguarding Section of the Norfolk Schools website: <http://www.schools.norfolk.gov.uk/safeguarding>. The DSL will also provide regular safeguarding updates for staff.

4.6 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 along with the staff code of conduct, behaviour policy, Part 1 and Annex A of '*Keeping Children Safe in Education (2018)*' and told who our Designated Safeguarding Lead (DSL) and supporting professional are. They will also receive a copy of the school's response to children who go missing from education – this information is included in section 6 of this policy. All staff are expected to read these key documents. They will also be provided with the recording form, given information on how to complete it and who to pass it to.

4.7 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. The DSL and alternate will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role. In addition key staff will attend training appropriate to current need. I.e. domestic abuse champions, cluster networking and keeping abreast of good practice via social media.

4.8 Our governing Board will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school.

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

5.1 West Earlham Infant and Nursery School adheres to child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Board. (NSCB). Where we identify children and families in need of support, we will carry out our responsibilities in accordance with Norfolk Local Assessment Protocol and the NSCB Threshold Guidance.

5.2 Every member of staff including volunteers working with children at our school is advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outline 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 immediately to allow the DSL 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 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. It is however acceptable for adults to seek clarification on a child's feelings and to validate their worry or concern.

5.5 The Designated Safeguarding Lead should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. 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 lead. In the absence of either of the above, the matter

should be brought to the attention of a supporting professional. They will then consult the DSL or alternative DSL.

5.6 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1). DSL's will report these concerns directly on the CPOMS electronic system.

5.7 Following receipt of any information raising concern, the DSL 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. The DSL will feedback to the person reporting giving appropriate detail.

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

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 in these circumstances. 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 DSL and/or the Headteacher. Concerns should always lead to help for the child at some point. At times, when we are concerned with the conduct of parents we will ask for the Police to support and help. This ensures the safety of all.

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 Safeguarding Lead, 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 At times we work with our neighbouring Junior School in a reciprocal way for DSL's to offer advice and support in the absence of the Deputy head or Headteacher.

5.12 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.

5.13 If staff, including the DSL, disagree with decision making then they will use the Professional Disagreement Policy to register their disagreement.

**6. Specific Safeguarding Issues – elements of this section had been included on our Policy previously as came from The School bus policy. The new Norfolk model has too adopted elements of this. In order to make future reviews less time consuming I am sticking with the format of the new Norfolk model policy. Therefore some of what is in red below is new and some is simply moved, but it felt easier to leave in red for Govenors to read as a whole.**

#### *Contextual safeguarding*

6.1 At West Earlham Infant and Nursery School we recognise that safeguarding incidents and/or behaviours can be associated with factors outside of the school environment and/or can occur between children outside of the school. This is known as contextual safeguarding. It is key that all school staff are  
Based on the Norfolk County Council Model Policy July 2018 and The School Bus Model Policy February 2017 11

aware of the definition of contextual safeguarding and when reporting concerns, they include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

6.2 We recognise that children with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

We will remain responsible for a child's welfare during their time at an alternative provision. *When placing children with an alternative provider the school will obtain written confirmation that the provider has conducted all relevant safeguarding actions and checks for staff. (From the school Bus)*

6.3 At West Earlham Infant and Nursery School we recognise that a previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

#### *So-called 'Honour-abuse'*

6.4 At West Earlham Infant and Nursery School we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

6.5 Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015)

6.6 At West Earlham Infant and Nursery School we also recognise that our staff are well placed to identify concerns that a child may be at risk or subject to Child Sexual Exploitation (CSE). Staff will be trained to look for key indicators and if staff have a concern regarding a child they will inform the DSL who will activate local safeguarding procedures.

#### *Preventing radicalisation and extremism*

6.7 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At West Earlham Infant and Nursery School, we will ensure that:

- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise.
- There are systems in place for keeping pupils safe from extremist material when accessing the internet in our school by using effective filtering and usage policies.
- The DSL has received Prevent training and will act as the point of contact within our school for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with Norfolk Channel procedures and will represent our school at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

For further information details on this please see our PREVENT Policy.

#### *Peer on peer abuse*

6.8 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to peer on peer abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'.

6.9 In Norfolk Harmful Sexual Behaviour (HSB) has been identified as a key priority area following a number of serious case reviews involving sibling on sibling abuse. In addition, emerging statistics in Norfolk have indicated that 50% of sexual offences against children and young people are committed by other children and young people. (Norfolk Constabulary 2017) Despite increasing evidence on the scale, nature and complexity of the problem, service provision across the UK remains patchy and relatively uncoordinated. Norfolk and Suffolk NHS Foundation Trust (NSFT) and the Norfolk Youth Offending Team (YOT) have formed a partnership to develop a Norfolk response to HSB. The Norfolk HSB Team take a holistic approach with such young people, in order that their needs are addressed and focus is retained on both risk and vulnerability. In addition the vision is to support the development of a skilled and confident workforce who are able to assess and intervene at all levels of the HSB. West Earlham Infant and Nursery School will consider referral and use of this service as part of its safeguarding arrangements (*information taken from 'The Harmful Sexual Behaviour Team Briefing Sheet' Sept 2017*)

6.10 At West Earlham Infant and Nursery School all staff are trained so that they are aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

6.11 All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about peer on peer abuse. The DSL will respond to any concerns related to peer on peer abuse in line with guidance outlined in Part five of 'Keeping Children Safe in Education' and 'Sexual violence and sexual harassment between children in schools and colleges' (May 2018). We will

ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.

6.12 We will work with other agencies as required to respond to concerns about sexual violence and harassment. We will seek consultations where there are concerns or worries about developmentally inappropriate or harmful sexual behaviour from the Harmful Sexual Behaviour (HSB) Team as required so that we ensure we are offering the right support to the child(ren). Support will depend on the circumstances of each case and the needs of the child, it may include completion of risk assessments to support children to remain in school whilst safeguarding other children and the victim, delivery of early intervention in respect of HSB and/or referral to The Harbour Centre Sexual Assault Referral Centre (SARC) where a pupil discloses a rape, an attempted rape or a serious sexual assault whether this has happened recently or in the past. The assault does not have to have taken place in Norfolk but the victim must live in Norfolk to access support. The SARC also has a 24/7 helpline 01603 276381 if pupils or staff need to speak to a Crisis Worker for help & advice. Referral forms can be found on The Harbour Centre website.

### ***Safeguarding responses to children who go missing***

6.13 At West Earlham Infant and Nursery School all staff should be aware of the safeguarding responsibilities for children who are missing education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.

6.14 At West Earlham Infant and Nursery School we adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who missing:

- An attendance register is taken at the start of the first session of each school day and once during the second session;
- We make every effort to contact parents and carers and follow up with the emergency contacts held;
- We hold at least two emergency contact numbers for each of the pupils on our roll wherever possible.
- Staff will alert DSLs to any concerns raised regarding children who are absent from school;
- The DSLs will meet regularly with the Attendance Lead, SENCo and other members of the pastoral team to ensure that each response is thorough and takes into account all the relevant information about individual children;
- We will follow the procedures outlined in our attendance policy including undertaking first day calling and monitoring data to ensure we intervene early in cases of poor attendance and/or unexplained absences.
- When removing a child from roll at the standard and non-standard transition points we will inform the Local Authority in accordance with statutory requirements and pass on all safeguarding files.

6.15 The school will ensure that the admissions register is kept up to date at all times, this will include:

- a. Notifying the LA if children do not attend school within the first five days that they added to the register
- b. Informing the LA of all children whom have been missing from school for more than 10 days.
- c. Securely transferring information between schools using the School2School system.
- d. Informing the LA of children's removal from the attendance register in accordance with the Education (pupil Registration(England) Regulations (as amended)

6.16 At West Earlham Infant and Nursery School we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Multi-agency Safeguarding Hub will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the '*Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools*'. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy. A copy of the Protocol is available on request, but can also be viewed on the Safeguarding page of the website.

6.17 For a specific procedure for the actions a school will take in reference to children who go missing from education please refer to our attendance policy.

## **7. RECORDS AND INFORMATION SHARING**

7.1 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). From September 2016 concerns by DSL and Supporting professional are documents on CPOMS which is an electronically secure system. Any concerns should be passed to the DSL without delay.

7.2 Any information recorded prior to this date has and 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 DSL. 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.

7.3 The school recognises the importance of information sharing between professional and other local agencies in order to effectively meet a child's need or in identify and preventing Child Sexual Exploitation (CSE). Whilst the Data Protection Act 2018 places a duty on schools to process information fairly and lawfully, it is not a barrier to sharing information where failure to do so would result in the child being placed at greater risk of harm.

7.4 Child protection information will only be kept in the file, or electronically on CPOMS and this database 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 incidents in the child's life if they have a safeguarding implication.

7.5 When a child leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner following NCC guidance. In the case of CPOMS this transfer occurs electronically. 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. Where a parent elects to remove their child from the school roll to home educate, the school will make arrangements to pass any safeguarding concerns to the Services to Home Educators Team within Norfolk County Council.

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

8.1 West Earlham Infant and Nursery School is committed to working in partnership with families to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area. We recognise that there are many different values and use a 'rights and

responsibility' approach. We always aim to intervene at the earliest possible stage when there are worries.

8.2 The school is proactive in sharing public information that helps families to prevent harm by sending web links, text messages and promoting the work of charities that work in this field ie. NSPCC.

8.3 When new children 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. Alongside this families will be signposted to the Safeguarding Page on our Website. Families 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. We also communicate this informally at induction meetings, family meetings, on the website, in newsletter and in the school brochure. We encourage families in our community to be proactive in contacting MASH (Multi Agency Safeguarding Hub) if they are worried about their ability to care for a child and/or if they see something in the community which makes them feel worried.

8.4 We are committed to working with families positively, openly and honestly. We ensure that all families 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. We try to use language that is familiar to the family and we actively state our worries. This can at times mean staff are repeating language that could be described as 'inappropriate or swearing'.

8.5 We will seek to share with families 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 DSL making a referral to Children's Services in those circumstances where it is appropriate to do so.

8.6 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 children 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.

## **9. CHILD PROTECTION CONFERENCES**

9.1 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.

9.2 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 DSL. 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.

9.3 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 school. In order to complete such reports, all relevant information will be sought from staff working with the child in school. The school is using the signs of safety format

9.4 Clearly child protection conferences can be upsetting for families. 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 family 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 families.

## **10. SAFER RECRUITMENT**

10.1 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 (2018). At least one person involved in conducting an interview will have received safer recruitment training.

10.2 At West Earlham Infant 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 only appoint subject to two satisfactory references. 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. We use written activities and practical experience alongside formal interviews to explore applicant's motives to work with children and to plan for training needs.

10.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements. If any checks have been conducted for volunteers or contractors this will be recorded on the SCR too. A senior member of staff and named safeguarding governor will check the SCR regularly to ensure that it meets statutory requirements.

## **11. SAFER WORKING PRACTICE**

11.1 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.

11.2 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 Restrictive Physical Interventions Policy and Positive Touch Policy must be adhered to. A list of staff that have received Norfolk Steps training will be kept by the School Office.

11.3 If staff, visitors, volunteers or parent helpers are working with children they will be subject to a DBS check and will also 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. Most doors have a clear glass panel in them and classrooms have large panelled windows both internally and externally.

11.4 We will ensure that any contractor or employee of the contractor working on the premises has been subject to the appropriate level of DBS check. Contractors without a DBS check will be supervised if they will have contact with children. The identity of the contractor will be checked upon their arrival at the school.

11.5 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 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings' (October 2015). 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.

11.6 As we provide care for pupils under the age of eight we must ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009. A person may be disqualified if they:

- have certain orders or other restrictions placed upon them.
- have committed certain offences.

All staff members are required to sign the declaration form provided in the appendices of this policy confirming that they are not disqualified from working in a schooling environment. A disqualified person will not be permitted to continue working at the school, unless they apply for and are granted a waiver from Ofsted. The school will provide support with this process. A record will be kept of the decision from Ofsted.

## **12. MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS**

12.1 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.

12.2 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.

12.3 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 [Norfolk Safeguarding Children Board Protocol: Allegations Against Persons who Work with Children](#) and Part 4 of 'Keeping Children Safe in Education', DfE (2018) are adhered to and will seek appropriate advice. The first point of contact for schools regarding LADO issues is via the Local Authority Duty Desk on 01603 307797. A Duty Advisor will give advice and guidance on next steps. If the advice is to make a referral to LADO then the form should be completed. Direct contact details for the LADO are- e-mail: [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk) or telephone 01603 223473.

12.4 If an allegation is made or information is received, about any 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 Head teacher immediately. This includes concerns relating to agency and

supply staff and volunteers. Should an allegation be made against the Head teacher, this will be reported to the Chair of Governors. In the event that neither the Head teacher nor Chair of Governors are contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Head teacher or the Vice Chair of Governors.

12.5 The Head teacher or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing Board will undertake further investigations before receiving advice from the LADO.

12.6 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. Further national guidance can be found at: Advice on whistleblowing – NSPCC Website. The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

12.7 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 at our school, 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.

### **13 RELEVANT POLICIES**

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

- Anti–Bullying Policy
- Attendance Policy
- Behaviour for Living and Learning Well Policy
- Code of Conduct
- Confidentiality Policy
- Children Missing in Education Policy
- Data Protection Policy
- Educational visits Policy
- First aid at Work Policy
- Health and Safety Policy
- Intimate Care Policy
- Looked After Children Policy
- Online Safety Policy
- Personal, Social, Health, Economic and Citizenship Policy
- Positive Touch Policy
- Preventing Extremism & Radicalisation Policy
- Restrictive Physical Interventions Policy
- Special Education Needs and Disability Policy
- Sex and Relationships Policy
- Safer Recruitment Policy
- Social Media Policy
- Supporting Children with a Medical condition policy including the administration of medicine.

- Whistleblowing

#### **14. STATUTORY FRAMEWORK**

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

- [‘Working Together to Safeguard Children’](#) DfE (July 2018)
- [‘Keeping Children Safe in Education’](#) DfE (2018)
- [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](#) (October 2015).
- [‘What to do if you’re worried a child is being abused’](#), DfE (March 2015)
- [Information sharing: advice for practitioners providing safeguarding services](#), DfE (July 2018)
- [‘The Prevent duty: Departmental advice for schools and childcare providers’](#), DfE (June 2015)
- [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015)
- [Sexual violence and sexual harassment between children in schools and colleges’](#), DfE (May 2018)