



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 working with children, are instructed to read Part One and Annex B and staff not directly working with children are directed to read Annex A of the statutory guidance 'Keeping Children Safe in Education', DfE (2022)

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 2022**, and is due for a full review in **September 2023**

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1. PURPOSE AND 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 mental and physical 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 Lead 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. All staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment.
- 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.

- 2.3 At West Earlham Infant and Nursery School we ensure that safeguarding and child protection is at the forefront and underpin all relevant aspects of process and policy development. We operate with the best interests of the child at their heart.
- 2.4 Where there is a safeguarding concern, the child’s wishes and feelings are taken into account when determining what action to take and what services to provide. The systems we have in place are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
- 2.5 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. All staff will be trained to recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful.
- 2.6 Throughout our broad and balanced curriculum, we will provide activities and opportunities for children to develop the knowledge, values and skills they need to identify risks, including knowing when and how to ask for help for themselves and others to stay safe (this includes online). The Relationships Education, Relationships and Sex Education and Health Education (delivered in regularly timetabled lessons and reinforced throughout the whole curriculum) will cover relevant, topics in an age and stage appropriate way, enabling pupils to learn about their rights and responsibilities to behave and stay safe in a variety of contexts on and offline. This will provide further reinforcement to help children identify risks, know when to seek support and develop the skills to ask for help from trustworthy, reliable sources. Further information can be found in the DfE guidance ‘Teaching online safety in school.’ At West Earlham Infant and Nursery School we have in place a PSHE & RHSE curriculum and together with nurture principles and word aware we aim to develop children’s emotional literacy skills. 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 woodland 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.
- 2.7 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 the Norfolk Multi Agency Safeguarding Partnership arrangements. 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?

This 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.

2.8 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;
- Is persistently absent from education including persistent absences for part of the school day
- Is at risk of 'honour' based abuse such as Female Genital Mutilation or Forced marriage
- Has a family member in prison, or is affected by parental offending
- 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.

2.9 At West Earlham Infant and Nursery School we understand the importance of working in a way that adheres to the following legislation:

- The Human Rights Act 1998
- Equality Act 2010
- Public Sector Equality Duty

This means we do not unlawfully discriminate against pupils because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (protected characteristics).

3. ROLES AND RESPONSIBILITIES

Designated Safeguarding Lead

Mrs S. Mardell

Alternate Designated Safeguarding Lead

Mrs J. Hunter and Mrs C. Rodrigues

Supporting Professionals

Mrs G. Gray and Mrs C. Glaister

Named Safeguarding Governor

Miss S. Newton

Acting Chair of Governor

Mrs S. Smith-Lewis

- 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 (Miss S. Newton) who champions safeguarding within the school.
- 3.3 The Governing Board has a duty and will ensure that:
- A. The Safeguarding Policy is in place and is reviewed annually, is available publicly via our school website and has 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 the DSL will also work closely with colleagues at West Earlham Junior School to strengthen capacity. The role will be evidenced explicitly in the role holder's 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 B (Annex A for staff not directly working with children) of 'Keeping Children Safe in Education' DFE (2022) 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, includes online safety training 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.
- G. Safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education' DFE (2022).
- H. 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 and feelings are taken into account when determining what action to take and what services to provide to protect and support individual children.
- I. 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.
- J. 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.
- K. 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.
- L. They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 The governing body will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

The Head Teacher

3.5 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)

3.6 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 (2022)'*.

They are responsible for:

3.7 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

3.8 During term time the designated safeguarding lead and or a deputy will always be available (during school or college hours) for staff in the school or college 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/or any other relevant media.

3.9 The DSL at West Earlham Infant and Nursery School will represent 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.

3.10 The DSL will maintain records and child protection files ensuring that they are kept confidential and stored securely (see section 7 for more information.)

3.11 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed school's [safeguarding training pack](#) provided by Children's Services.

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

3.13 The alternative DSL(s) and supporting professionals (DSL Trained) will work with the Headteacher (DSL) and senior leaders, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement.

3.14 This will include understanding their academic progress and attainment and maintaining a culture of high aspirations for this cohort and supporting teaching staff to provide additional academic support or reasonable

adjustments to help children who have or have had a social worker reach their potential.

- 3.15 We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health. The DSL will use the information that they hold about children with a social worker to make decisions in the best interests of the child's safety, welfare and help promote educational outcomes. The DSL will ensure that staff, know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.

4. TRAINING AND INDUCTION

- 4.1 When new staff 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, Part one and Annex B (or Annex A for staff not directly working with children) of 'Keeping Children Safe in Education' and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. They will also receive a copy of the behaviour policy and 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 safeguarding recording form, given information on how to complete it and who to pass it to.
- 4.2 Every new member of staff or volunteer will receive safeguarding training during their induction period within the first two days of joining the school. This programme will include 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 as well as the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children. Staff will also receive on-line safety training through Local Authority. All new staff will be required to complete LA safeguarding training online within the first 2 weeks of starting.
- 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 (2022)'. In order to achieve this, we will ensure that:
- A. all members of staff will undertake appropriate safeguarding training on at least an annual basis in and we will evaluate the impact of this training
 - B. All staff members receive regular safeguarding and child protection updates (for example, via email, dailies, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively
 - C. by working with other colleagues in school and other agencies this will facilitate quality assurance and development of best practice.
 - D. The school administrative staff are responsible for recording safeguarding training records

- 4.4 All regular visitors, temporary staff or volunteers will be informed of the safeguarding procedures in place. They will be informed of who our Designated Safeguarding Lead (DSL) and supporting professionals are. They will also be informed of our recording and reporting system (See appendix 2) and who to pass it on to.
- 4.5 The DSL, the alternate designated members 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 meetings. They will keep up to date with any developments relevant to their role, by accessing e-courier, following Norfolk DSL on twitter and disseminating national and local updates to staff.
- 4.6 Our governing body will also undertake appropriate training to equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of a robust whole school approach to safeguarding. This training takes place at induction and is updated regularly. Training for Governors to support them in their safeguarding role is available from [Norfolk Governor Services](#).
- 4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance; Annex B of 'Keeping Children Safe in Education' (2022) 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 Partnership and within the Safeguarding Section of the Norfolk Schools website: <http://www.schools.norfolk.gov.uk/safeguarding>.

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 Safeguarding Children Partnership. 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 outlined in this policy.
- 5.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy 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. Records should include:

- a clear and comprehensive summary of the concern
- details of how the concern was followed up or resolved
- a note of any action taken, decisions reached and outcome

5.7 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from The Norfolk Children's Advice and Duty Service (CADS). 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 CADS 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.

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:

- A. the situation is an emergency and the Designated Safeguarding Lead, their alternate and the Headteacher are all unavailable;
- B. They are convinced that a direct report is the only way to ensure the child's safety.

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

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

6. SPECIFIC SAFEGUARDING ISSUES

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 understand the definition of contextual safeguarding and consider whether children are at risk of abuse or exploitation in situations outside their families. Through training we will ensure that staff and volunteers are aware that extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence. When reporting concerns, staff should 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:
- A. assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
 - B. children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
 - C. communication barriers and difficulties in overcoming these barriers.
 - D. 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.
- 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.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE): County Lines

- 6.4 At West Earlham Infant and Nursery School we train staff to recognise that both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.
- 6.5 At West Earlham Infant and Nursery School we recognise that Child Sexual Exploitation is a form of child sexual abuse and this imbalance of power coerces, manipulates or deceives a child or young person into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator. Child sexual exploitation does not always include physical contact, it can also occur through

the use of technology.

- 6.6 At West Earlham Infant and Nursery School we understand that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.
- 6.7 We understand that children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. We will treat these children as victims understanding that they have been criminally exploited even if the activity appears to be something they have agreed or consented to. We recognise the experience of girls who are criminally exploited can be very different to that of boys and that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.
- 6.8 At West Earlham Infant and Nursery School staff are aware of the indicators and risk factors which may signal a child is vulnerable to or involved with serious violent crime. We make reference to the Home Office's [Preventing youth violence and gang involvement](#) and [Criminal exploitation of children and vulnerable adults: county lines](#) guidance for more information.
- 6.9 If a child is suspected to be at risk of or involved in county lines, a referral to the Children's Advice and Duty Service (CADS) will be made alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation.

So-Called 'Honour-Based' Violence (Including Female Genital Mutilation And Forced Marriage)

- 6.10 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.
- 6.11 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)
- 6.12 At West Earlham Infant and Nursery School we recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties

where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. The Forced Marriage Unit has [statutory guidance](#) and [Multi agency guidelines](#) and can be contacted for advice or more information: Contact 020 7008 0151 or email fmf@fco.gov.uk

Preventing Radicalisation and Extremism

6.13 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.

- A. 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.
- B. The DSL will make referrals in accordance with [Norfolk Channel procedures](#) and will represent our school at Channel meetings as required.
- C. 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.

Child on Child Abuse – Child on Child sexual violence and sexual harassment

6.14 At West Earlham Infant and Nursery School all staff are trained so that they are aware that safeguarding issues can manifest themselves via child on child 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
- upskirting
- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals.

6.15 We recognise that children are 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 to 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. We understand that abuse can occur in intimate personal relationships between peers; and that consensual and non-consensual sharing of nudes and semi nudes images and or videos¹(also known as sexting or youth produced sexual imagery) is a form of child on child abuse. ¹ UKCIS guidance: [Sharing nudes and semi-nudes advice for education settings](#)

6.16 We understand, that even if there are no reports in our setting it does not mean it is not happening, it may be the case that it is just not being reported. We recognise that pupils may not find it easy to tell staff about their abuse and can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report, and this may come from a friend or a conversation that is overheard. 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 child on child abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'. Doing this can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

6.17 At West Earlham Infant and Nursery School we regularly review decisions and actions and relevant policies are updated to reflect any lessons learnt. We look out for potential patterns of concerning, problematic or inappropriate behaviour. Where a pattern is identified, we decide upon an appropriate course of action.

6.18 At West Earlham Infant and Nursery School all staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor will a victim ever be made to feel ashamed for making a report. We will also offer appropriate support to the perpetrator and any other children involved.

6.19 All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about child on child abuse. The DSL will respond to any concerns related to child on child abuse in line with guidance outlined in Part five of 'Keeping Children Safe in Education 2022' and '[Sexual violence and sexual harassment between children in schools and colleges](#)' (May 2022). We will ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.

6.20 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).

6.21 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.

Modern Slavery

6.22 At **West Earlham Infant and Nursery School** we understand that modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. We refer to the DfE guidance [Modern slavery: how to identify and support victims](#) for concerns of this nature. for concerns of this nature.

Safeguarding responses to children who go missing

6.23 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.

6.24 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.

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.

Mental Health

6.25 At West Earlham Infant and Nursery School all staff are made aware, through training, that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Our staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

6.26 We understand that where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Therefore, through training, staff are aware of how children's experiences, can impact on their mental health, behaviour and education. All staff are aware that if they have a mental health concern about a child that is also a safeguarding concern, they should take immediate action by passing the information on to a Designated Safeguarding Lead.

6.27 At West Earlham Infant and Nursery School we have clear systems and processes in place for identifying possible mental health problems and work with other agencies as required to respond to these concerns. Designated Safeguarding Leads make reference to the Mental Health and Behaviour in Schools' DfE guidance for further support.

Online Safety

- 6.28 At West Earlham Infant and Nursery School all staff are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. We understand that in many cases abuse will take place concurrently via online channels and in daily life. We know that children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.
- 6.29 As part of the requirement for staff to undergo regular updated safeguarding training, online safety training is also delivered. We will ensure online safety is a running and interrelated theme throughout the curriculum and is reflected in relevant policies, teacher training, the role and responsibilities of the designated safeguarding lead and any parental engagement
- 6.30 More details can be found in our policies on Online Safety which consider the 4Cs, content, contact, conduct and commerce.
- 6.31 At West Earlham Infant and Nursery School we recognise that technology, and risks and harms related to the internet evolve and change rapidly. Therefore, we carry out an annual review of our approach to online safety, supported by a risk assessment (on at least an annual basis) that considers and reflects the risks that children face in our setting. We also communication with parents and carers to reinforce the importance of children being safe online

Cybercrime

- 6.32 We understand that cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer).
- 6.33 If there are concerns about a child in this area, the designated safeguarding lead will consider a referral to the [Cyber Choices programme](#) which aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Domestic Abuse

- 6.34 At West Earlham Infant and Nursery School all staff are aware that domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. We understand that children can be victims of domestic abuse, and this can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. We are aware of the [Norfolk Integrated Domestic Abuse Service \(NIDAS\)](#) and signpost victims to the service.

Children with special educational needs and disabilities or physical health issues

- 6.35 At West Earlham Infant and Nursery School we recognise that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges such as

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration;
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
 - communication barriers and difficulties in managing or reporting these challenges.

6.36 We work to address these additional challenges and consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place.

6.37 At West Earlham Infant and Nursery School we also recognise that pupils who attend Alternative Provision will often have complex needs and due to this we are aware of the additional risk of harm these children may be vulnerable to.

Children who are lesbian, gay, bi or trans (LGBT)

6.38 The fact that a child or a young person may be LGBT is not in itself an inherent risk factor for harm. However, in line with 'Keeping Children Safe in Education', we recognise that children who are LGBT or those perceived by other children to be LGBT could potentially be more vulnerable and therefore we work to reduce any additional barriers faced. We provide a safe space for these children to speak out or share their concerns with members of staff. Through our curriculum, we counter homophobic, biphobic and transphobic bullying and abuse

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). Any concerns should be passed to the DSL without delay. Concerns by DSL/Alternate DSL's and Supporting professionals are documented on CPOMS which is an electronically secure system.

7.2 Any information recorded prior to this date or information from another setting 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. The non-electronic information will be referred to on CPOMS.

7.3 Child protection information will only be kept electronically on CPOMS, and this database will be kept up to date. The school will only hold child Protection information on file when it's been shared with the school from another setting. Each concern logged will include

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

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.

7.4 When a child leaves our school, (including in-year transfers), 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. This will be within 5 days of an in year transfer or within the first five days of the start of a new term.

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

7.6 Prior to a child leaving we will consider if it would be appropriate to share any additional information with the new school or college in advance to help them put in place the right support to safeguard this child.

7.7 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 AND 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 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. 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 contact Norfolk Children's Advice and Duty Service.

8.3 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.

8.4 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 Norfolk CADS in those circumstances where it is appropriate to do so.

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

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

- The School will retain this information on the pupil file. The school will only share information about 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.

8.6 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.

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 template report provided by the Norfolk Safeguarding Children Partnership. 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.
- 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 Head Teacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Head Teacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of '*Keeping Children Safe in Education*',

DfE (2022). 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 from applying for or securing employment or volunteering opportunities.
- 10.3 We require details of a candidate's present (or last) employment and reason for leaving; full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment and evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, and shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.
- 10.4 At West Earlham Infant and Nursery School we use a range of selection techniques to identify the most suitable person for the post. Structured questions are agreed by the interview panel and any potential areas of concern are explored to determine the applicant's suitability to work with children.
- 10.5 We will undertake Disclosure and Barring Service checks and other pre-employment checks as outlined in *'Keeping Children Safe in Education'* to ensure we are recruiting and selecting the most suitable people to work with our children.
- 10.6 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements. A senior member of staff and named safeguarding governor will check the SCR regularly to ensure that it meets statutory requirements.
- 10.7 At West Earlham Infant and Nursery School we recognise that safer recruitment is not just about carrying out the right DBS checks and is not limited to recruitment procedures. Therefore, we understand the importance of continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behaviour. Further information about all of these processes can be found in our Recruitment and Selection policy

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 alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

- 11.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings' (May 2019). 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.
- 11.5 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.
- 11.6 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. ALLEGATIONS THAT MAY MEET THE HARM THRESHOLD

- 12.1 Our aim is to provide a safe and supportive environment which secures the wellbeing 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. We work to the thresholds for harm as set out in 'Working together to safeguard children 2018' and 'Keeping Children Safe in Education DFE 2022 below.
- An allegation may relate to a person who works / volunteers with children who has:
- behaved in a way that has harmed a child, or may have harmed a child and/or
 - possibly committed a criminal offence against or related to a child and/or
 - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children.
 - The 4th bullet point above recognises circumstances where a member of staff (including supply teachers) or volunteer is involved in an incident outside of school/college which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.
- 12.3 At West Earlham Infant and Nursery School we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust who are not employed by the School to the LADO service directly at lado@norfolk.gov.uk These are adults such as those in the voluntary sector, taxi drivers, escorts, and fosters carers.

- 12.4 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. When concerns arise, we will always ensure that the procedures outlined in the local protocol [Allegations Against Persons who Work with Children](#) and Part 4 of 'Keeping Children Safe in Education', DfE (2022) are adhered to and will seek appropriate advice. The first point of contact for schools regarding concerns and/ or allegation issues (including for supply teachers) is via the Local Authority Education Duty Desk on 01603 307797. A Duty Advisor (not a LADO) will give advice and guidance on next steps. If the advice is to make a referral to the LADO service then the [LADO referral form](#) should be completed. The completed LADO referral form is then sent via e-mail to: LADO@norfolk.gov.uk. See Appendix 4 for further details.
- 12.5 If an allegation is made or information is received about *any* adult who works/ volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information should inform the Headteacher immediately. This includes concerns relating to agency and supply staff and volunteers. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that neither the Headteacher nor Chair of Governors is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors
- 12.6 The Headteacher or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.
- 12.7 When using a supply agency, we inform the agency of our process for managing allegations against staff and keep them up to date with any policy developments. Where concerns are raised about an individual and the school is not their employer, we recognise that we still have responsibility to ensure allegations are dealt with properly. In order to achieve this, we will liaise with relevant parties including the LADO to determine a suitable outcome. Whilst the supply agency should be fully involved and co-operate with any enquiries from the LADO, police and/or children's services, we recognise that the School will usually take the lead in investigating as we have direct access to any affected children and other school staff to collect the facts.
- 12.8 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 via email to lado@norfolk.gov.uk
- 12.9 Further [information and guidance documents in relation to the LADO process](#), forms, leaflets and the Allegations against Persons who Work/Volunteer with Children Procedures are found on the Norfolk Safeguarding Children Partnership website. Further national guidance can be found at: [Advice on whistleblowing](#). 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.
- 12.10 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. The School must also consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency) if a teacher is dismissed or the setting ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first.

Concerns that do not meet the harm threshold

- 12.11 The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the thresholds as stated above. In Norfolk the 'low level' concern process is to consult with the Local Authority Education Duty Desk on 01603 307797. At West Earlham Infant and Nursery School we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.
- 12.12 We have a policy which sets out what low level concerns are, the importance of sharing these appropriately, how the setting addresses unprofessional behaviour and supports the individual to correct it at an early stage. This includes when staff should self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.
- 12.13 At West Earlham Infant and Nursery School staff report all low-level concerns to the to the Headteacher. If reported to the DSL then the DSL will inform the Headteacher of the concern in a timely fashion. The Headteacher will always be the ultimate decision maker in respect of all low-level concerns
- 12.14 We recognise that low level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. However, where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it should be referred to in a reference.

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 - May 2021 (review May2023)
- Attendance Policy – July 2021 (review July 2022)
- Behaviour for Living and Learning Well Policy – July 2022 (review July 2023)
- Staff Code of Conduct - Sept 2022 (review September 2023)
- Children Missing in Education Policy Jan 2022 (review Jan 2023)
- Data Protection Policy – Nov 2021 (review Nov 2022)
- Educational visits Policy – April 2022 (review April 2025)
- First aid at Work Policy – January 2022 (review Jan 2023)
- Health and Safety Policy – January 2022 (review Jan 2023)
- Intimate Care Policy – Jan 2020 (review Jan 2023)

- Looked After Children Policy - March 2022 (review Mar 2023)
- Online Safety Policy – July 2022 (review July 2023)
- Positive Touch Policy – May 2021 (review May 2025)
- Preventing Extremism & Radicalisation Policy – March 2022 (review March 2023)
- Restrictive Physical Interventions Policy - June 2021 (review June 2022)
- Special Education Needs and Disability Policy - March 2022 (review March 2023)
- RSHE policy – July 2020 (Review July 2024)
- Social Media Policy – March 2022 (review March 2023)
- Supporting Children with a Medical condition policy including the administration of medicine.
March 2021 (review March 2023)
- Whistleblowing – September 2022 (review Sept 2025)

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 (2022)
- [Norfolk Safeguarding Children Partnership procedures](#)
- [Norfolk Safeguarding Children Partnership 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](#) (May 2019)
- [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 (July 2022) • [Child sexual exploitation: guide for practitioners](#) DfE (February 2017)
- [Teaching online safety in school](#) DfE (June 2019)
- [Mental Health and Behaviour in Schools](#) DfE (November 2018)
- [Data protection: toolkit for schools](#) DfE (September 2018)
- Promoting the education of children with a social worker (June 2022) (June 2022)
- [Preventing youth violence and gang involvement](#)
- [Criminal exploitation of children and vulnerable adults: county lines](#)
- [Relationships Education, Relationships and Sex Education \(RSE\) and Health Education](#)



Appendix 1: Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to Sarah Mardell, Jade Hunter or Crystal Rodrigues if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Class/Tutor/Form group	Your name and position in school

Nature of concern/disclosure
<p>Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.</p> <p>Time & date of incident:</p> <p>Who are you passing this information to?</p> <p>Name:</p> <p>Position:</p> <p>[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]</p> <p>[Make it clear if you have raised a concern about a similar issue previously]</p>

Your signature:

Time form completed:

Date:

□

Time form received by DSL:

Action taken by DSL:

Referred to...?

AttendancePolice Just One CADS PSA Community & Other Lead Norfolk Partnerships

Date: Time:

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

Pastoral team TeacherChild Person who recorded disclosure

Further Action Agreed:

e.g. School to instigate a Family Support Process, assessment by Children's Services

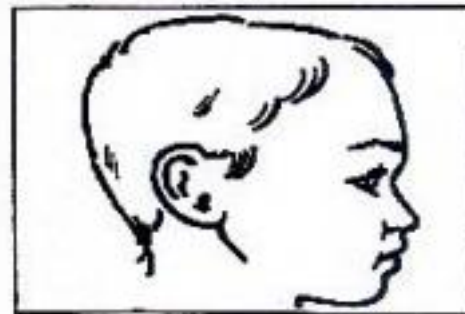
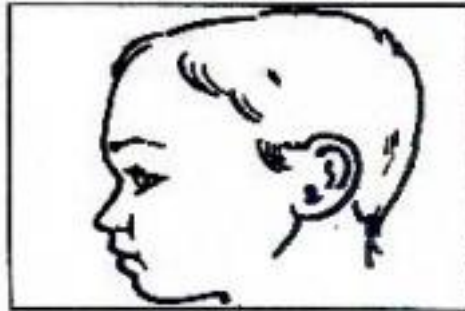
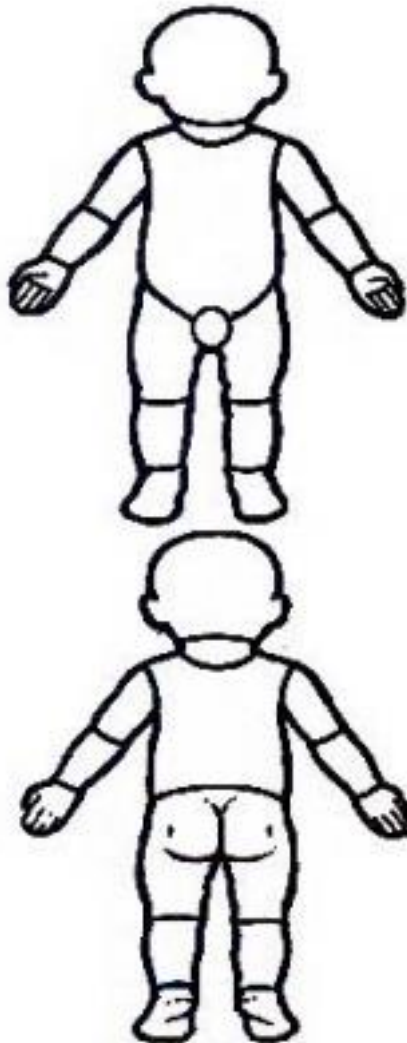
Body Map

Full name:

DSL Signature:

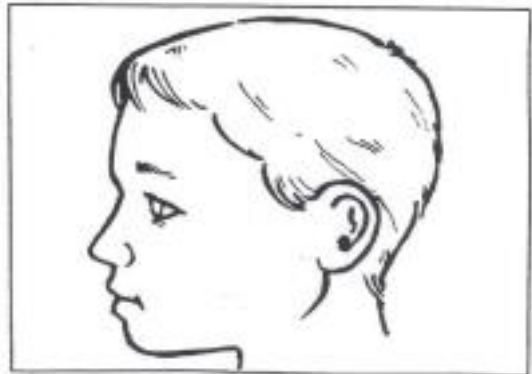
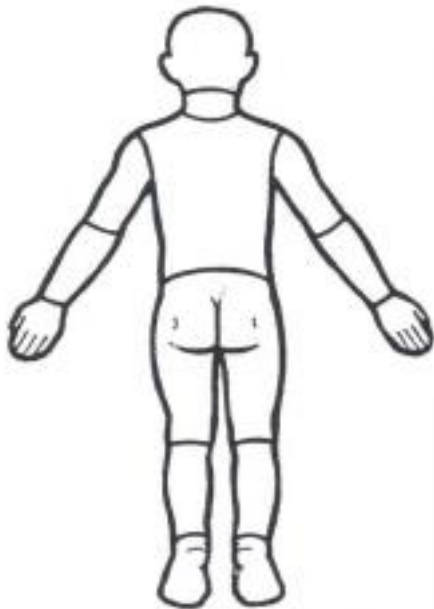
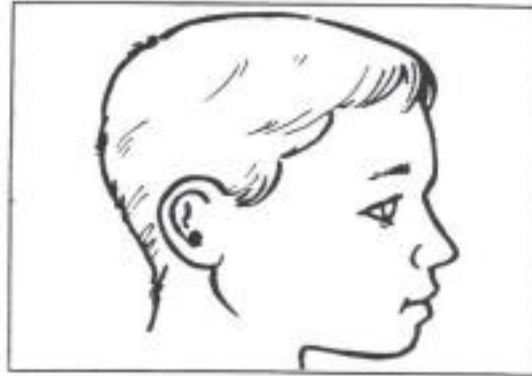
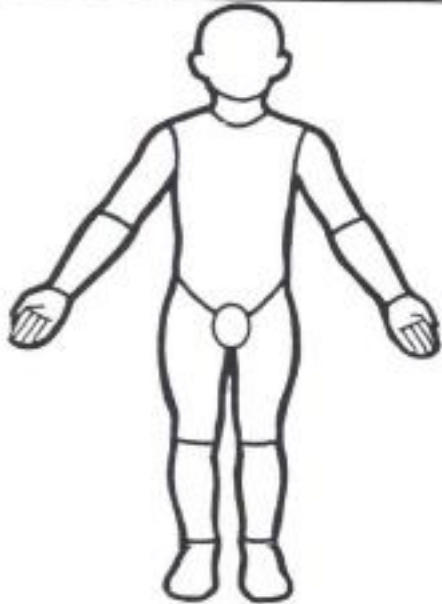
Date:

Young Child



Indicate clearly where the injury was seen and attach this to the Recording Form

Name



Older Child



Appendix 2: Safeguarding Information sheet.

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously. If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate professionals. Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. The form to complete this is available from the school office. If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Timing is very important as we may need to work with other agencies during the school day.

Any allegation or low-level concern concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher/Designated Safe Guarding Lead. If your concern is regarding the Headteacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Duty Desk on 01603 307797.

[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.

The people you should talk to in school are:

Head Teacher/Senior Designated Lead:

Mrs S Mardell

Office located next to school office

Contact number: 01603 451299

Alternative Designated Lead:

Mrs J Hunter, Mrs C Rodrigues

Claire Glaister, Gloria Gray

Contact number: 01603 451299

Chair of Governing Body: Sheila Lewis-Smith

Contact number: 07708 084 990

Safeguarding children and adults

No adult should be left in sole charge of children unless they have a registered DBS with our school. This not only protects children but also protects adults from false allegations. If you are asked to supervise children and you do not have a DBS with us, please inform the Head Teacher. Please ensure that your **conduct is appropriate for a professional setting**. When the school has concerns about the conduct of an individual the school reserves the right to ask the individual to leave the building. We believe the standards we set are an entitlement for all our children and they also serve to support adults working with or volunteering in our school and nursery.

West Earlham Infant and Nursery School we strive to safeguard and promote the welfare of all our children.

Appendix 3: Local Safeguarding Procedures

Children's Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:

Can you evidence that the child is experiencing or likely to suffer significant harm?

YES

Do you have the consent of the parents/young person to make contact with CADS or have you informed them of your intention to do so?

Inform the parents and/or gain their consent for you to make this contact unless doing so would put the child at risk

Gather all the family's details including dates of birth, current address, current and working contact details and family composition, along with the history and current worries.

Call CADS on the professionals only phone line. This number can be found in the staffroom.

Have a discussion with a Consultant Social Worker. Make a record of the discussion held. Follow the advice given by the Consultant social worker. Keep a record for your own agency's safeguarding recording process

NB: The contact number for parents, carers and members of the public is 0344 800 8020.

NO

Have you discussed the child's needs with your agency safeguarding lead or your line manager?

Discuss the child with your agency safeguarding lead or line manager if available and follow their advice when providing support to the family

Have you carried out an Early Help Assessment Plan with the child and their family?

Speak to the parents and the child about your worries and discuss with them how your agency can help and support the children and family. You could carry out an Early Help Assessment Plan or seek support to the Communities and Partnerships Team to support you in this process.

Where you have carried out an Early Help Assessment Plan which has been reviewed and amended as required - and the child's needs are not being met or in fact have increased, gather the information requested in this form and then contact CADS.



Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk

