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**Toftwood Infant and Junior Schools Federation  
Executive Headteacher - Mrs Joanna Pedlow**

**Policy for Safeguarding and Child Protection**

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

The policy was revised in September 2017 to as part of the requirement to revise our policy annually. Keeping Children Safe in Education guidance became statutory on 5<sup>th</sup> September 2016 and all schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children.

In accordance with the guidance, governing bodies should ensure that the school safeguarding policy is:

- publicly available via the school websites or by other means;
- provided to all staff at induction along with a staff code of conduct.

Governing Bodies and Proprietors should also ensure that all staff have read Part One and Annex A of *'Keeping Children Safe in Education'* and that there are mechanisms in place to assist staff to understand and discharge their role and responsibilities as set out in Part One of this guidance.

The revised guidance also states that Governing bodies and proprietors should provide staff with the opportunity to contribute to and shape safeguarding arrangements and child protection policy. It is recommended that schools and colleges consult staff on proposed changes to the safeguarding policy and seek their views on how arrangements could be further strengthened.

As a school we follow the guidance from the DfE by:

- Putting the policy on the website and putting copies in packs for new parents as well as sharing it as part of our interview process.
- Providing the policy to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition to providing the policy, all staff are provided with Part One of the statutory guidance *'Keeping Children Safe in Education'*, DfE (2016).
- Taking feedback from staff and governors throughout the year to inform revisions of the policy and practice in school.

This policy is reviewed in full by the Governing Body on an annual basis. This policy was last reviewed and agreed by the Governing Board on 13<sup>th</sup> September 2017.

Signature

Executive Headteacher

Date:

Signature

Chair of Governors

Date:

**Abbreviations used in this policy:**

**DSL - Designated Safeguarding Lead, CP - Child Protection, NSCB - Norfolk Safeguarding Children's Board,**

**SS - Social Services, LADO - Local Area Designated Officer, MASH - Multi Agency Safeguarding Hub**

**Definition of abuse:** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others eg via the internet. They may be abused by an adult or adults or another child or children. (KCSIE 2016)

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## 1. PURPOSE & AIMS

1.1 The purpose of Toftwood Infant and Junior School Federation's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Ensure that safeguarding is viewed as everyone's responsibility. Schools and colleges and their staff form part of the wider safeguarding system for children.
- Ensure that all staff have an awareness of specific safeguarding issues. Staff are aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger.
- 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 we promote systems to support families so children and young people at our school can 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.
- To make safeguarding and promoting the welfare of children an integral part of our recruitment and selection process in order to create a safe environment for children.
- To ensure appropriate measures are taken to ensure the safety of all in the school community
- To ensure a whole school approach which ensures that the needs of the children are paramount and their rights and privacy are respected.
- To adhere to the Norfolk Safeguarding Children's Board (NSCB) procedures in order to safeguard the welfare of children in our school
- To help children to recognise what is right and what is wrong and how they should expect to be treated by others and include this in our teaching.
- To ensure that children in our school develop sufficient trust in staff to discuss worries and fears.
- To ensure that NSCB procedures are co-ordinated by the DSL.
- To offer appropriate support to families within the school.
- To ensure children's wishes and feelings are taken into account in any child protection procedures.
- To maintain high quality procedures to protect children, including use of the safeguarding audit tool and compliance checklist and acting upon any findings in a timely fashion.
- Ensure online safety is a high priority and all appropriate safeguards are in place.

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

1.3 Our federation fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils within the federation. The elements of our policy are prevention, protection and support.

1.4 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. We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

1.5 We recognise that abuse is a complex issue. Neglect and safeguarding issues are rarely stand alone events that can be covered by one definition or label. We recognise the definition of abuse as set out in Keeping Children Safe in Education (2016)

1.6 All staff are aware that safeguarding issues can manifest themselves via peer on peer abuse. This can include bullying (including cyber bullying), gender based violence and sexual assaults and sexting. Peer on peer abuse should always be reported to a DSL. No form of abuse will be tolerated.

1.7 This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

## 2. Our Ethos and Procedures

2.1 The child's welfare is of paramount importance. Safeguarding and promoting the welfare of children is everyone's responsibility and the best interests of the children are paramount. All staff in our federation will make sure their approach is child centred, and consider at all times what is in the best interests of the child. We will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children in our federation will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that our staff 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. Safeguarding is everyone's responsibility.**

2.3 All staff and regular visitors will, through support, 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.

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. Our PATHS curriculum focuses on these areas, and assemblies are planned to support this. In explicit lessons we will teach children about online safety, personal safety, feelings, seeking help if required, road safety and how to take managed risks, such as fire building.

2.5 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 (2016). We recognise the importance of professionals sharing information and working together to get a full picture of need so the right help can be given to a child. "No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. Inter agency working and information sharing are vital in identifying and tackling all forms of abuse and especially important to identify and prevent child sexual exploitation.

2.6 Our federation identifies children who may benefit from **early help** following discussions with parents, other professionals or observations of children. Staff should discuss early help requirements

with one of the DSLs in the first instance. Staff will support other agencies and professionals in early help assessment as appropriate. The PSA may also refer to early help. Staff and Governors will be made aware of the early help process as part of their annual update and induction.

2.7 The DSLs will help set up inter agency assessments as appropriate and the DSLs and we will fulfil all requirements as set out in Keeping Children Safe in Education (2016). .

2.8 If the welfare of a child receiving early help causes concern or the situation does not appear to be improving, consideration will be given to a referral to children's social care as part of the process of undertaking constant review and communication with other professionals of each child's situation.

2.9 If a teacher (under the definition of teacher in section 74 of the serious crime act 2015), in the course of their work in the profession, discovers an act of female genital mutilation or honour based violence appears to have been carried out on a girl under the age of 18, the teacher must report this to the police in accordance with national guidance.

2.10 Online safety. We work to ensure our children are safeguarded from potentially harmful or inappropriate online material. Governors ensure this through an appropriate filtering systems and appropriate monitoring of the filters. Appropriate blocking is essential, but it will not be seen as a barrier to learning.

2.11 Online safety is covered as part of the curriculum. Children learn what to do if they come across harmful or inappropriate online material.

2.12 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. 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 by using effective filtering and usage policies.
- The DSL has received Prevent training and will act as the point of contact for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with [Norfolk Channel procedures](#) and will represent our federation at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

### 3. Roles and Responsibilities

Governing Bodies should appoint an appropriate senior member of staff from the school leadership team to the role of designated safeguarding lead (DSL). Our Governors have delegated this to the Executive Headteacher who will take lead responsibility for safeguarding and child protection.

Schools can choose whether to have one or more deputy designated safeguarding leads. The Governors have delegated this responsibility to the Executive Deputy Head and the Assistant Heads and an HLTA. They are trained to the same standard as the DSL.

Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility remains with the DSL. This responsibility will not be delegated.

In terms of training, all DSLs undertake appropriate training as required. In addition to the formal training, our DSLs receive additional updates to their knowledge to update their skills. This could be via e-bulletins, meeting with other safeguarding leads and other professionals and undertaking relevant professional reading. All teachers read serious case reviews and discuss them to further knowledge.

Our DSLs also discuss children whose attendance causes concern or who are persistently absent, in order to safeguard them and take appropriate action.

There is also a designated Governor for Child Protection and Safeguarding.

These staff and Governor members can be contacted through the school office.

The details for Chair of Governors can also be requested at the office.

Information on those leading safeguarding and child protection can also be seen on the parent noticeboards in the playground, in the staff rooms and around the school.

3.1 It is the responsibility of *every* member of staff, volunteer and regular visitor to our federation 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 pupils. This includes the responsibility to provide a safe environment in which children can learn.

## The Board Of Governos

3.2 The Board of Governors of the federation is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Board of Governors takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the federation.

3.3 The Board of Governors will ensure that:

- The safeguarding and child protection policy is in place and is reviewed annually, is available publicly via our school websites and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures, and DfE requirements
- The schools contributes to inter-agency working in line with in line with Working Together to Safeguard Children (2015);
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection and that there are alternate and appropriately trained members 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;
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;
- All staff undertake appropriate safeguarding and child protection training that is updated regularly;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance; and guidance from the local authority.
- Safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education'](#) DfE (2016);
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.
- Information is shared between professionals and local agencies as part of the federation procedures to safeguard children

3.4 The Executive Headteachers' Report at each termly Governors' meeting includes a safeguarding report at each meeting. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will highlight any concerns or outstanding training to be booked. It will not identify individual pupils. An annual overall report is also presented and discussed.

The termly Executive Headteacher report also records the training that has taken place and the number of staff attending. A central record of all safeguarding training is maintained by the secretaries, along with any certificates for training.

3.5 All Governors have an enhanced DBS check undertaken. As they also engage in regulated activity, they also have a barred list check.

### **The Executive Headteacher**

3.5 At Toftwood Infant and Junior School Federation the Executive Headteacher is responsible for:

- Taking on the role of the Designated Safeguarding Lead;
- Identifying alternate members of staff to act as Designated Safeguarding Leads (DSL) in her absence to ensure there is always cover for the role and ensuring appropriate training;
- Ensuring that the expectations that policies and procedures adopted by the board of governors, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff. However, all staff have the right to make a direct referral to MASH, but they must be prepared to follow procedure for a referral, take ownership for it and be prepared to follow it through to its conclusion,
- 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;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.

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

3.6 The Designated Safeguarding Leads will carry out their role in accordance with the responsibilities outlined in Annex B of *'Keeping Children Safe in Education'*. The DSLs 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 DSLs using the school's prescribed and agreed reporting forms and procedures.

3.7 The DSLs within the federation will represent our schools at child protection conferences and core group meetings. Reports will be provided in line with requirements. On the rare occasions this is not possible, a substitute will endeavour to be found who is a member of the teaching staff with knowledge of the children. Through appropriate training, knowledge and experience our DSLs 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.

3.8 The DSLs will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.9 The DSLs are 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.

#### 4. Training and Induction

4.1 When new staff join our federation they will be informed of the safeguarding arrangements in place. They will be given a copy of our safeguarding policy along with the staff code of conduct and told who our Designated Safeguarding Leads (DSL) are. They will also be provided with the recording form, given information on how to complete it and who to pass it to. Volunteers and regular visitors are given the policy, and the acceptable use policy and also the leaflet on Child Protection practices, so they have a reference guide for this. They are informed of what to do if they have a concern. Parents are also aware of this, through prospectus, newsletters and noticeboards.

4.2 Every new member of staff will have an induction period that will include essential safeguarding information. 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 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). At induction, all staff will also be provided with a copy of Part One of '*Keeping Children Safe in Education*' (2016) as well as Annex A which contains information about specific forms of abuse and 'Guidance for safer working practice for adults who work with children and young people in education settings' and will be expected to read this and confirm by signing a declaration that they have. These will also be on our websites for volunteers and visitors to be able to access.

4.3 In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with statutory guidance and advice from the Norfolk Safeguarding Children Board and DfE. An annual update is given to all staff members to provide them with relevant skills and knowledge to safeguard children effectively in line with advice from NSCB and the local authority safeguarding lead. This includes training on online safety.

4.4 All regular visitors and volunteers will be given a set of our safeguarding procedures; they will be informed of whom our DSL and deputy DSLs are and what the recording and reporting system is. (See Appendix 2).

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. In addition to this, the DSL and Deputies will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority as required.

4.6 Our Board of Governors will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Training for Governors to support them in their safeguarding role is available from [Norfolk Governor Services](#) and our Governors will also receive updates at least once a year as part of their annual Governor day or meeting schedule. They are also invited to our three yearly whole school training. Some Governors also train as part of their professional roles.

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. Part One of '*Keeping Children Safe in Education*' (2016) 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.nscb.norfolk.gov.uk](http://www.nscb.norfolk.gov.uk) and within the Safeguarding Section of the Norfolk Schools website: <http://www.schools.norfolk.gov.uk/safeguarding>. The DSLs will also provide regular safeguarding updates for staff as appropriate.

## 5. Procedures for Managing Concerns

5.1 Our federation adheres to child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Board.

5.2 Every member of staff including volunteers working with children are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. We believe that safeguarding is everyone's responsibility. When concerned about the welfare of a child, staff members should always act in the best interests of the child and have a responsibility to take action as outlined in this policy.

5.3 All staff and adults are expected to report any concerns that they have and not see these as insignificant. Concerns should be shared immediately and never delayed. 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 to allow the DSLs to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and up to date records of concern could lead to a failure to protect. Records of concern and reporting of concerns must take place immediately following a disclosure or concern.

5.4 It is *not* the responsibility of federation 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.

5.5 The Designated Safeguarding Leads (DSLs) 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 Deputy DSL. In the unlikely event of the absence on site of the above, the matter should be brought to the attention of the most senior member of staff. If in any doubt, please ask a member of the senior leadership team or ask the office who is the most senior staff member on site at that time. A DSL will always be contactable by phone if not in person.

5.6 All concerns about a child or young person should be reported immediately and without delay and recorded in writing using the agreed template (see Appendix 1). Copies of these are in the office and each teacher has a file with a copy and there are copies in the staffroom also.

5.7 Following receipt of any information raising concern, the DSLs 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. All actions will be taken with reference to the Norfolk

Threshold Guide and local assessment protocols.

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. 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 / the Headteacher. Concerns should always lead to help for the child at some point.

5.10 Staff should always follow the reporting procedures and protocols 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 senior person, their alternates and the Executive Headteacher are all unavailable and following discussion with the most senior staff member on site it is agreed that this is the most appropriate course of action ;

and/or

- they are convinced that a direct report is the only way to ensure the pupil's safety.

Where possible, there should be a conversation with the DSL to agree a course of action, although any staff member can make a referral to children's social care. Other options could include referral to specialist services or early help services and should always be made in accordance with the referral threshold set by the Norfolk Safeguarding Children Board. If a staff member makes a direct referral they must inform the DSL that a referral has been made.

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 Executive Headteacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point they should contact Children's Services directly with their concerns.

If a staff member feels unable to raise an issue with the school or feels their genuine concerns are not being addressed, other whistleblowing channels are available. The NSPCC whistleblowing helpline is available on 0800 028 0285 and details are also on the safeguarding board in the staffroom.

5.12 If a child is in immediate danger, or is at risk of harm, a referral should be made to children's social care and/or the police immediately. Referrals would generally, in line with protocols, be made through the DSLs but **anyone can make a referral**. Where referrals are not made by the DSL the DSL lead should be informed as soon as possible that a referral has been made.

## 6. Records and Information Sharing

6.1 If staff are concerned about the welfare or safety of any child within the federation they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed directly to the DSL or an alternate DSL without delay. The forms are on yellow paper and used across the federation from September 2017. These forms are held in each

school office, within each classroom and in the staffrooms.

6.2 Any information recorded on a concern sheet will be kept in a child protection file for the individual child in a cabinet in the Executive Headteacher's Office at Toftwood Infant School and in the Safeguarding Office at Toftwood Junior School. Safeguarding related information is not kept with a child's academic file/records. Each folder has a front sheet with all relevant personal information. The secretary or a DSL will enter information into the school management information system once a concern sheet has been completed to ensure an electronic record of concerns is also maintained. Child protection files are the responsibility of the DSLs. We have a proportional risk based approach to the level of information that is provided to temporary staff and volunteers. 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.

6.3 Child protection information will only be kept in the designated CP files across the federation and these files 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 safeguarding files will include; a chronology for ongoing concerns and cases and cover sheet and will record significant events in the child's life.

6.4 When a child leaves the federation, the DSL will make contact with the DSL at the new school and will ensure that child protection files are forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this will 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 federation to home educate, federation staff will make arrangements to pass any safeguarding concerns to the Services to Home Educators' Team within Norfolk County Council.

6.5 When information sharing, fears about sharing information will not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. Data protection fears will not be a barrier to safeguarding practice.

## **7. Working with Parents and Carers**

7.1 Our federation is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

7.2 When new pupils join our federation, parents and carers will be informed that we have a safeguarding and child protection policy. A copy is given in the new starters' packs for new reception children annually. A copy will be provided to other parents on request and is available on the school website. When the policy is changed or reviewed, parents will be informed of that and told to refer to the website for the new version. Parents and carers 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.

7.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents 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.

7.4 We will seek to share with parents 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.

7.5 In order to keep children safe and provide appropriate care for them, the federation 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). This is all available for teachers in their 'end of day' books. The school will only permit children to go home with the named adults in the book. Any 'one off' changes must be communicated to the school by the parent and this is then written in the book. At KS2 children are only allowed to walk home with written permission from their parents which will be recorded in the end of day book at an age related stage.

The Federation will retain this information on the pupil file. We will only share information about pupils 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. Child Protection Conferences**

8.1 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.

8.2 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 federation at these meetings will be the one of the DSLs. 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. We will ensure the chronology is updated and signed by all contributors before a conference and we have information from the relevant staff members and the wishes and feelings of the child or children.

8.3 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.

8.4 Clearly child protection conferences can be upsetting for parents. 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 parent 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 parents.

## **9. Safer Recruitment**

9.1 We will ensure that the Executive Headteacher and at least one member of the Board of Governors have completed appropriate safer recruitment training. At all times the Executive Headteacher and Board of Governors will ensure that safer recruitment practices are followed in accordance with the requirements of '*Keeping Children Safe in Education*', DfE (2016).

9.2 The federation 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 insist on taking up references prior to interview. 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 also require all applicants and volunteers to sign the declaration relating to the Childcare Disqualification Regulations. Teachers are checked against the prohibition list.

9.3 Each school will maintain a Single Central Register/Record of all safer recruitment checks carried out in line with statutory requirements.

See recruitment policy for further and fuller information

## **10. Safer Working Practice**

10.1 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.

10.2 All staff will be provided with a copy of our school's Code of Conduct at induction. They will be expected to know our federation Code of Conduct and relevant policies such as behaviour 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.

10.3 There may be occasions where staff, visitors, volunteers or parent helpers are working with children alone, for example in a cooking activity. They will be expected to inform another member of staff of their whereabouts, who they are with and for how long. Most doors have a clear glass panel in them and these should not be covered, except in circumstances agreed by the Executive Headteacher which would generally be to maintain the dignity and privacy of a child receiving intimate care.

10.4 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](#). 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. Managing Allegations Against Staff and Volunteers**

11.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children. We do recognise that sometimes the behaviour of adults or the perception of other adults or children may lead to an allegation of abuse being made.

11.2 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 allegations may be genuine and there are some adults who deliberately seek to harm or abuse children.

11.3 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 (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted to request a [consultation or to make a referral](#) via e-mail: [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk). The telephone number for the LADO Team is 01603 223473.

11.4 If an allegation is made or information is received about an adult who works within the federation which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Executive Headteacher immediately. Should an allegation be made against the Executive Headteacher, this will be reported to the Chair of Governors. In the event that neither the Executive Headteacher nor Chair of Governors is 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. These procedures are carried out in line with part four of Keeping Children Safe in Education.

11.5 The Executive 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.

11.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Executive Headteacher or Chair of Governors should contact the LADO directly on 01603 223473.

11.7 The federation 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, 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.

## **12. Looked after children**

12.1 The most common reason for children becoming looked after is as a result of abuse or neglect. Staff are supported to ensure they can keep looked after children safe.

12.2 All appropriate staff (generally the SLT and class teacher and administrative staff) will have information they need in relation to a child's looked after legal status and the level of legal authority delegated to the carer.

12.3 The DSLs will have details of the child's social worker and the name of the virtual school head in the authority that looks after the child. This will be stored in individual child protection files.

12.4 Each school within the federation has a designated teacher to promote the educational achievement of children who are looked after and are provided with appropriate training. They will work with the virtual school Head to ensure appropriate support for the child is in place.

## **13 Children with SEND**

13.1 Children with SEN and D can face additional safeguarding challenges. The Board of Governors recognises that additional barriers can exist when recognising abuse and neglect in this group of children. This 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 SEND can be disproportionality impacted by things like bullying without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers

## **14 Relevant Policies**

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

- Staff Code of Conduct
- Preventing Extremism & Radicalisation Policy
- Anti-Bullying
- Behaviour Policy
- Recruitment & Selection
- Whistle-blowing
- Attendance
- Online safety
- Acceptable Use Policy
- Health and Safety including site security
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays
- Volunteer and work experience policy

There is a cycle for review of these polices which is maintained in the school office.

## 15. Statutory Framework

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

- ['Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children', DfE \(2015\)](#)
- ['Keeping Children Safe in Education', DfE \(2016\)](#)
- [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', DfE \(March 2015\)](#)
- ['The Prevent duty: Departmental advice for schools and childcare providers', DfE \(2015\)](#)
- ['Mandatory Reporting of Female Genital Mutilation - procedural information', Home Office \(October 2015\)](#)

Review:

This policy was reviewed in September 2017 by the SLT and safeguarding governor and will be reviewed annually.

Executive Headteacher.....

Chair of governors..... Date.....

Agreed by the Full Board of Governors on 13<sup>th</sup> September 2017



**Toftwood Infant and Junior School Federation**

**Child Protection/Prevent/On line Safety Concern Sheet (Updated Sept 2017)**

Full Name of Child			
Date of Birth			
Class			
Date and time of disclosure			
Member of staff/adult to whom the disclosure was made and their role in school			
On what date, where and at what time did the incident take place?			
Has this happened before and have you reported the previous incident?			
DSL - what happened when this was reported before?			
Nature of concern Tick appropriate box	Child Protection	Prevent	On Line Safety
Names of any other staff or adults with you when the disclosure was made. Please include their role in school.			
What did they say?			
What did you say to them? What did you do?			
Was there an injury? If so, what colour/size is it and what			

does it look like?	
If an injury was seen, was the body map completed as required and by whom?	
Did the injury require first aid treatment? If so what treatment and was it entered in the accident book?	
Was the disclosure of a sexual nature?	
Who was the disclosure/concern reported to? What did they do when told?	
What else do you know about the child?	
Senior designated lead - what action was taken as a result of this disclosure/concern?	
Date added to Child's confidential information on MIS	
Any other information	
Is there a chronology on this child to be updated?	

Signature of person disclosure was made to .....

Name and Signature of Executive Headteacher /Executive Deputy/Assistant Head/Alternate DSL

.....

**Remember safeguarding is everyone's responsibility! Think what if I am right, not what if I'm wrong.**

**Please remember this is a need to know basis. Do not share with other professionals/parents unless asked to do so by the Executive Head/Executive Deputy/Assistant Head.**

Name of child.....Date and Time.....

Name and signature of Staff member completing the form.....

Passed to (name and role) .....

Actions taken.....

.....

Name and Signature of DSL and date

.....

**Safeguarding and Child Protection Induction Sheet for new or supply staff and regular visitors and volunteers**

We have a statutory duty to safeguard and promote the welfare of children and we take this responsibility seriously.

If you have any concerns about a child or young person you must share this information immediately with one of our Designated Safeguarding Leads (DSLs). In our school these are:

Mrs Pedlow (Executive Headteacher), Mrs Bell (Executive Deputy Headteacher) or Mrs Rudd or Miss Yeoman (Assistant Headteachers) or Mrs Feeke (Alternate DSL). Office staff at each school will be able to tell you which person to speak to on that day and will locate the appropriate person for you immediately and explain you need to talk to them urgently about an important and confidential urgent safeguarding matter.

Do not think that the worry is insignificant if it is about hygiene, appearance or behaviour - 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 or sexual abuse or neglect, you must speak immediately to one of the Designated Safeguarding Leads as outlined above and pass a completed record of concern forms or they will support you to fill in one of the records of concern forms if you prefer. A copy of the form to complete is attached to this and other copies can be collected from the school office. All sections must be completed, but a DSL is happy to help you complete it when you are sharing your concern.**

**Any allegation or concern relating to a member of staff, a child's parent/carer/foster carer or a volunteer should be reported immediately to the Executive Headteacher. If an allegation or concern relates to the Executive Headteacher, this should be reported to the Chair of Governors. In the event that neither the Executive Headteacher nor Chair of Governors is 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. Contact details for the Governors can be obtained from the office.**

You have a pack given to you when you joined us, and in this pack, related to safeguarding, you will find:

- The policy for Safeguarding and Child Protection
- A leaflet called 'working together to safeguard children - child protection procedures in our school' which will inform you of the procedures in our school in an easy to read guide
- Guidance for safer working practice for adults who work with children and young people in education settings March 2009
- Keeping children safe in education. Statutory guidance for schools and colleges 2016
- Code of conduct (if applicable - staff only)
- Student handbook (if applicable)

Other information will be shared as relevant to the role within the federation.



**Norfolk** County Council



NHS Norfolk  
NHS Great Yarmouth and Waveney



**NORFOLK**  
CONSTABULARY  
Our Priority is You

## NORFOLK MASH

### Multi-Agency Safeguarding Hub: Referral Procedures

Where an agency/organisation or worker has concern for the welfare or safety of a child they can make a telephone referral via Care Connect by telephone on 0344 800 8020.

A telephone referral must then be confirmed in writing using the form marked [NSCB1](#), within a maximum of 48 hours, ideally 24 hours. The completed NSCB1 can be:

- Faxed to the MASH Team on 01603 762445
- Posted to: The MASH Team Manager, Floor 5, Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET
- NSCB1 forms can also be e-mailed to MASH via [mash@norfolk.gcsx.gov.uk](mailto:mash@norfolk.gcsx.gov.uk) but must only be sent from a secure email address.

### Safeguarding Consultation Line

You can request a professional consultation if you are not clear about how to support a family and require further advice about a child. This is provided by the MASH Team. In order to access this service call Customer Services on **0344 800 8020** and state that you request a professional consultation. This procedure replaces the consultation service previously offered by the local Duty Teams.

Please note that consultations should not be used in circumstances where you suspect immediate risk or harm to a child e.g. when the child has made a disclosure of abuse or you suspect the child is presenting with a non-accidental injury. In these circumstances, you should contact Customer Services and explain that you wish to make a referral.