



LANGSTONE INFANT SCHOOL

Safeguarding Policy

updated for September 2016

DEFINITIONS

Safeguarding and promoting the welfare of children is defined for the purpose of this policy as

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.

To safeguard our children we will have:

- Clear priorities for safeguarding and promoting the welfare of children explicitly stated in school policies and documentation.
- A clear commitment by senior leaders to the importance of safeguarding and promoting children's welfare

RATIONALE

Langstone Infant School is committed to safeguarding and promoting the welfare of children. We recognise that being a young person makes them vulnerable. We aim to ensure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young people. Everyone within our school who comes into contact with children and families has a role to play in what is in the best interests of the child at all times.

PURPOSE

Key Principles

Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

In order that organisations and practitioners collaborate effectively, it is vital that every individual working with children and families is aware of the role that they have to play and the role of other professionals. In addition, effective safeguarding requires clear local arrangements for collaboration between professionals and agencies.

'Working Together to Safeguard Children' HM Government March 2015



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Procedures and Practices

1. Protecting Children from Unsuitable People

There are several aspects to this, including safe recruitment practices, disqualification by association, procedures for dealing with allegations of abuse against staff, guidance about appropriate behaviour and reporting so that unsuitable people can be stopped from working with children in any setting.

2. Safer Recruitment and Selection

The school pays full regard to DfE guidance 'Keeping Children Safe in Education' (July 2016). All appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors.

Both the Headteacher & Deputy Headteacher and governors have undertaken Safer Recruitment training and one is always involved in all staff and volunteer appointments and arrangements.

Safer recruitment means that all applicants will:

- complete an application form
- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and qualifications
- be checked through the Disclosure and Barring Service as appropriate to their role (including for teachers a prohibition to teach check)
- demonstrate their mental and physical fitness to carry out their work responsibilities
- be verified that they have the right to work in the UK
- be interviewed
- make a declaration that they are not barred from working with children and that they do not live in the same household where another person who is barred lives or works.

3. Safe Practice

Our school and staff follow and comply with school agreed policies and procedures as well as those laid down by the Local Authority eg. the LA Manual of Personnel Practice. Safe working practice helps to ensure the safety of all pupils and staff. All staff need to know that inappropriate behaviour with or towards children is unacceptable.

4. Safeguarding Information for pupils

We encourage our pupils to feel safe at school and know that adults will listen to them. Pupil voice is given a high priority and pupils are listened to through a range of activities eg. the School Council, circle times, suggestions box, interviews, surveys and questionnaires.

5. Partnership with Parents



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The school shares a purpose with parents to educate and keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. However, confidential or sensitive information will be shared in order to protect a child.

6. Partnership with others

Our school recognises that it is essential to establish positive and effective working relationships with other local agencies. Signposting to other services can support our children and families.

7. Early Help

The aim of early help is to prevent an escalation of needs into acute services including social care, special educational needs, health or learning support, to the detriment of children's welfare and increasing costs to the various agencies. It requires a collaborative approach. Staff will be alert to learners who need this level of support as soon as a problem emerges at any point in a child's life and how this differs from a child in immediate danger or at significant risk of harm. This will often begin with sharing observations or initial concerns with the Senior Leadership team or

Designated Safeguarding Lead who have communication with and access to other services.

8. School training and Staff Induction

The school's Designated Safeguarding Lead is responsible for organising child protection/safeguarding training and ensuring that regular updates are systematically organised (see roles and responsibilities). The Headteacher provides newly appointed staff with an Induction and access to the school's policies for, and linked to, Child Protection and Safeguarding. Training for all staff will be at least annually. The Designated Safeguarding Lead will have training every two years, but updated at least annually to keep up with any developments relevant to the role.

9. Children Missing from Education

Where children on roll at the school do not attend and all usual enquiries have been made, the case will be referred to the Local Authority School Attendance Team. Parents are required to inform the school for reasons of a child's absence and made aware that unexplained absences could result in contact with Social Care or the Police if there are significant concerns about the safety or welfare of a pupil.

10. Physical Contact with Pupils/Restraint

It is not realistic to suggest that teachers should never touch pupils, and they, and other staff in schools, have the right to use reasonable force to control or restrain pupils in certain circumstances.

Guidance about this can be found in the school policy and the DfES Circular 10/98 'The Use of force to Control or Restrain Pupils'.

11. Allegations against staff



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The LA Manual of Personnel Practice has procedures regarding allegations against school staff. However, there must be a balance between the need to protect children from abuse and the need to protect staff and volunteers from false, unfounded or malicious accusations.

12. Pupil information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. The nature of this information is as follows:

- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child
- If the child is or has been on the Child Protection Register or subject to a care plan
- Name and contact detail of GP
- Any other factors which may impact on the safety and welfare of the child

Due regard is paid to data protection and the sharing of personal information.

13. Extended school and off-site arrangements

Where extended school activities are provided by and managed by the school, our own safeguarding and child protection policies and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our children attend off-site activities, we will check that effective child protection arrangements are in place.

14. Photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children we will:

- seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- seek parental consent
- use only the child's first name with an image
- ensure that children are appropriately dressed
- encourage children to tell us if they are worried about any photographs that are taken of them.



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14. e-Safety

Most of our children will use mobile phones and computers/tablets at some time. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. The school's e-safety policy explains how we try to keep children safe in school. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

Chat rooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and children are not allowed to access these sites whilst in school. Some children will undoubtedly be 'chatting' on mobiles or social networking sites at home and we aim to warn them about the risks that using these facilities entails.

Filtering and monitoring are important, but even more important is to teach our pupils how to manage risks and how to keep themselves safe when using IT, through a broad and balanced curriculum.

16. PREVENT

Protecting children from the risk of radicalisation is part of schools' wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. From 1 July 2015 all schools have been subject to a duty to have due regard to the need to prevent people being drawn into terrorism. This duty is known as the Prevent duty. The statutory guidance summarises the requirements on schools in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.

Staff training from www.saferportsmouth.org.uk helps our staff to understand this duty and when it is appropriate to make a referral to the Channel programme.

17. Female Genital Mutilation

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

There is a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover that FGM appears to have been



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carried out on a girl under 18.

18. So-called Honour-based Violence

Honour-based violence (HBV) is the term used to refer to a collection of practices used predominantly to control the behaviour of women and girls within families or other social groups in order to protect supposed cultural and religious beliefs, values and social norms in the name of 'honour'.

19. Child sexual exploitation

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve sexual activity where young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, status, protection or affection.

20. Children with special educational needs and disabilities (SEND)

Children with special educational needs and disabilities can provide additional safeguarding challenges as additional barriers may exist when recognising abuse and neglect in this group of children e.g. communication, potential for being a victim of bullying, assumptions that indicators of abuse relate to the child's impairment. (See school policy for children with SEND)

21. Types of abuse and neglect

All staff will be aware of different types of abuse (physical, emotional, sexual), neglect and safeguarding issues, this includes peer-on-peer abuse which should never be tolerated or passed off as "banter" or "part of growing up". This policy has clear links to many other Langstone Infant School policies including those on Anti-bullying and Behaviour.

Staff, pupils and parents are positively encouraged to have a voice and share concerns, knowing that these will be taken seriously and acted upon by senior leaders. It is in this open climate that we aim to minimise the risk of abuse.

NSPCC whistle-blowing helpline number is 0800 028 0285

Anyone can telephone this number if they feel that their safeguarding concerns are not being responded to appropriately by the school's Designated Safeguarding Lead or senior member of staff or the named Governor responsible for Safeguarding.

Roles and Responsibilities

Role & Responsibility of the Governing Body

- Accountable for the school having policies
- Monitoring compliance
- Have a link governor to liaise between the Headteacher and Governors
- Allegations against the Headteacher should be dealt with by the Chair of Governors or Vice-Chair if necessary
- Ensure the school has:



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- all staff who have read and understood Part 1 of 'Keeping Children Safe in Education' (DfE Sept 2016)
- a Child Protection policy
- operates safe recruitment
- checks are carried out on staff and volunteers
- allegation procedures there is a Designated Safeguarding Lead and deputy
- the Designated Safeguarding Lead has child protection training every 2 years and is updated annually
- all other staff who work with children have training annually
- remedies weaknesses or deficiencies in child protection arrangements
- a member who liaises with the LA if allegations are made against the Head
- a review of its policies and procedures annually

Role & Responsibility of the Designated Safeguarding Lead

*** (at Langstone Infant School the Designated Safeguarding Lead is the Headteacher)**

Raising Awareness

- To ensure the school's Child Protection Policy is updated and reviewed annually and work with the Governing Body regarding this.
- To ensure parents are aware of and have access to the school's Child Protection policy, so they are alerted to the fact that referrals may be made and the role of the school in this (see the school prospectus).
- Where pupils leave the school, ensure that child protection records are copied for the new school as soon as possible but transferred separately from the pupil's main file.

Training / Management

- To recognise how to identify signs of abuse and when it is appropriate to make a referral.
- To ensure that each member of staff is aware of and has access to the school's Child Protection policy, especially new or part-time staff who may work in different educational establishments.
- To ensure that all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise.
- To keep appropriately detailed accurate written records of concerns/referrals and store securely and confidentially.
- To obtain access to resources and attend any relevant training or refresher training courses at least every two years.
- To have a working knowledge of how Area Child Protection Committees (ACPCs) and Local Safeguarding Board (LCSBs) operate.



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Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Act as a source of support, advice and expertise within the school when deciding whether to make a referral by liaising with relevant agencies.
- Liaise with the Deputy Headteacher to inform of any issues and ongoing investigations and ensure that there is always cover for this role.

Role of the Headteacher

- To ensure that policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.
- To manage the efficient allocation of resources and time, to enable staff to discharge their responsibilities.
- To ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.
- To liaise with the Virtual School headteacher who is responsible for the progress of Looked After Children so that any Looked After Children receive their entitlements and additional services are accessed promptly to ensure the best possible life chances.

Role of admin staff

- To maintain the school's Single Central Register including ensuring all staff, governors and volunteers have the relevant checks eg. DBS, Disqualification by Association declaration, Prohibition to Teach in place.
- To oversee attendance and alert senior leaders and/or the School Attendance Team to absences or patterns of absence that cause concern, particularly with vulnerable children.
- To establish positive relationships with all parents and carers that will support the safeguarding and welfare of our pupils.
- To organise and manage staff /personnel documentation that relates to recruitment and safeguarding eg. proof of qualifications, references, police checks, prohibition to teach, disqualification by association declaration forms.

Role of the named Governor responsible for Safeguarding

- To ensure that the school follows all statutory safeguarding requirements.
- To monitor the effectiveness of our safeguarding procedures e.g. 'spot-check' the Single Central Register, observe pupils using the internet.
- To liaise with members of the school staff who have particular safeguarding responsibilities.
- To oversee the curriculum to ensure that pupils are being taught ways to keep themselves safe appropriate to the age and stage of development.



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Review: Annually (or more often if Guidance is updated)

Agreed : September 2016