

Dowson Primary School
Safeguarding Policy
2015



Dowson Primary School

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Title

Issue Record

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Introduction

At Dowson Primary School, the welfare and safety of our children is our paramount concern. We will promote the health, well-being and safety of the pupils in all we do. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school. The school understands the responsibilities set out under section 175 of the 2002 Education Act to work together in partnership with other agencies to help children to grow up in a healthy and safe environment.

This policy draws on guidance for schools set out in: The Children's Act of 2004 Working Together to Safeguard Children DCSF 2006; Safeguarding Children and Safer Recruitment in Education DCSF 2007 :Lord Laming Report on *Safeguarding 2009*; DfE - Keeping children safe in education, Statutory guidance for schools and colleges and Information for all school and college staff (both July 2015; DfE - What to do if you're worried a child is being abused (March 2015); DfE - Information Sharing (March 2015); TSCB - Thresholds for Assessment and Continuum of Need; TSCB issue of Guidance for safer working practice for those working with children and young people in education settings (October 2015)

Definition of safeguarding

All adults who work with children have a duty to promote their welfare and keep them safe. The Children's Act sets out these responsibilities as the requirement to keep children free from maltreatment, to prevent the impairment of children's health and development and to ensure that children grow up in circumstances consistent with the provision of safe and effective care.

Other policies will need to be referred to and followed in order to ensure effective safeguarding, (this will include but not be limited to):

Health and Safety, Child Protection, Educational Visits, Behaviour Policy (including Bullying),

E-Safety, Lap Top Policy, Confidentiality and Risk Assessment, Attendance Policy, Medical Policy, Pupil Premium Policy

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Aims and objectives

The aims and objectives of this policy are to ensure that all our staff promote an environment where children can learn in a safe, caring, stimulating and positive school and where their social physical and moral development is our highest priority. All pupils will know they are valued and their concerns will be taken seriously and addressed by the adults who care for them. We want all children to feel safe and know what to do if they ever have concerns about any aspect of their physical or emotional safety.

In promoting the health and wellbeing of pupils we aim to help children to become confident, responsible, trustworthy and resilient. We respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for themselves. We will promote the emotional intelligence of our pupils so that they are aware of their own emotions and the effect their actions has on others.

This policy sets out the roles and responsibilities of all adults who work or support our school and in so doing provides guidance on how we will make sure our school is a safe and caring place for all our pupils.

We will ensure that we work effectively with a wide range of agencies involved in the promotion of the health, wellbeing and safety of children.

This policy outlines the procedures we expect to happen if an incident of concern is identified with any child in our school. It will also set out how adults record and communicate concerns and how we will monitor incidents if and when they occur.

Staff responsibilities

It is the responsibility of the Head Teacher to ensure all of the following:

- that the Governing Body adopts appropriate policies and procedures to safeguard children in the school;
- that these policies are implemented by all staff;

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- that sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
- that all staff and adult helpers in the school are able to voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe.

There is a named person designated as the Child Protection Designated Teacher. At Dowson this is the Head Teacher - Mrs JA Rathburn. It is normally the Head Teacher. A key part of this role is to be fully conversant with the procedures of the Tameside Safeguarding Children's Board, and to ensure that the school takes action to support any child who may be at risk. The Child Protection Designated Teacher must also make sure that all staff, teaching and non-teaching are aware of their responsibilities in relation to child protection. The Designated Teacher and trained staff will work closely with the Public Service Hub, Child Services, LEA and Police, when investigating any allegations of abuse. All parties involved will handle such investigations in a sensitive manner, remembering all the time that the interests of the child are of paramount importance.

Staff responsibilities

All staff have a responsibility to report to the Head Teacher or Child Protection Liaison Officers any concern they have about the safety of any child in their care.

It is vital that all staff take their safeguarding responsibilities seriously. This is especially important in a school of our size.

Any member of staff with concerns can discuss them with the **Child**

Protection Liaison Officers

- Michelle Ashley -Inclusion Co-ordinator
- Mel Bradley -Learning Mentor

Staff must report concerns to either, the Child Protection Designated Teacher, The Child Protection Liaison Officers or another TSCB trained Lead. These are

- Kathryn Thornburn-Deputy Head
- Jenny Garside- SENCO
- Harriet Hanson - FSU
- Mandy Taylor-AH LS
- Clare Lawrence-AH US.

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The above staff have the responsibility to inform the Head Teacher of concerns shared with them and, especially if the Head Teacher is not immediately available, to act upon the information themselves.

Safeguarding Procedures

Any action taken by the named staff when dealing with an issue of Child Protection must be in accordance with the procedures outlined in the TSCB guidelines.

All adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded.

We will maintain accurate written records of all matters of concern.

If teachers suspect that a child in their class may be a victim of abuse, they should not try to investigate, but should immediately inform either Mrs Rathburn, Mrs Ashley or Mrs Bradley, or another named member of staff about their concerns. Abuse may be of a physical, sexual or emotional nature. It may also be the result of neglect. Staff must not keep to themselves any information about safeguarding which a child or other party gives them; they are required by law to pass this information on, staff are required to complete a Cause for Concern Report in order to ensure accuracy of information shared and the efficient handling of it.

In most cases, concerns would be discussed with parents prior to referral to another agency. With the exception of a disclosure of physical or sexual abuse, in the case the school will usually make a referral or consult with the LA without first informing parents and carers. Instances of CSE, FGM or Forced Marriage will be immediately reported to the Police and Children's Social Care without informing the parents first. Situations that may require the PREVENT strategy may be discussed with the parent or directly referred for consultation dependant on the circumstances.

When consulting with the Public Service Hub or the Police, school may be asked to refer using the Multi-agency referral form. A referral may also include other reports and notes generated in school. School also makes use of the Family Common Assessment Framework process.

CAF reviews, Child In Need meetings, Core Groups and Case Conferences offer the opportunity to share information and formulate a plan of action. School are

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expected to attend and participate in all meetings. School are required to provide written documents for Case Conferences 7 days before the Conference.

Physical restraint

There may be times when adults, in the course of their school duties, have to intervene physically in order to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation. We follow the guidance given in the DCSF circular 10/98 on The Use of Force to Control or Restrain Pupils. The Head Teacher will require the adult(s) involved in any such incident to report the matter to her immediately, and to record it in the Use of Restraint File, located in the Inclusion Co-ordinator's Office.

The school will provide "Team Teach" training for staff across all key stages in order to attend and assist when needed. A Vulnerability Risk Assessment may need to be completed.

Teaching and Learning

Our teaching of Personal, Social and Health Education and Citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children, and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

We will teach in such a way as to encourage pupils to be able to voice their opinions and develop their own self confidence. We aim to build strong and caring relationships with all our pupils. In so doing we hope to provide our pupils with the skills necessary to be able to bring to the attention of any adult working in the school any matters of concern they may have. We will always take seriously any safeguarding issues drawn to our attention by any pupil.

We will make sure that all school activities are carried out safely. Whenever appropriate, teachers will complete Risk Assessments before activities go ahead.

Teachers will make sure pupils are given clear safety instructions whenever they are engaged in activities that have potential risks, such as using an oven or handling science equipment.

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Specific Lessons to enable children to Safeguard themselves will be delivered through PSHE (Personal, Social and Health Education - to include Mental Health, Drugs and Alcohol) , SMSC (Spiritual, Moral, Social and Cultural - to include lessons to address the PREVENT agenda, racism, homophobia and bullying) and SRE (Sex and Relationship Education - to include Healthy Relationships, Domestic Violence, abuse, CSE, FGM and forced marriage.

These lessons are provided by either the Class Teacher, Inclusion Co-ordinator or Learning Mentor. They may be delivered in classes, workshops or assemblies and can often include specialist providers such as Childline, Barnados, MIND, NSPCC and Branching Out.

A weekly SEAL assembly is also led by the Head Teacher.

Confidentiality

We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only.

We comply with the government requirements set out in DHS Circular LA 83/14, and by the LA, with regard to confidentiality. The files we keep on children are open to those children's parents or carers. Information from third parties will not be disclosed without their prior consent. Access to these files may be withheld in certain prescribed cases where there are instances of actual or alleged abuse (see DCSF Circular 16/19). Working notes are not subject to disclosure, but will be summarised and then kept on file. These guidelines of ours are in line with the safeguards on disclosure of information set out in the Education (School Records) Regulations 1989.

E-safety

We will promote the benefits of modern technology to aid learning but we also are aware of the dangers that can be encountered by pupils when accessing the internet or using technology. School will respond to concerns with regard to E-safety individually or more widely in response to the circumstances. School will also consult with parents and where necessary the Public Service Hub and the Police.

In 2015 school will be introducing E Safety lessons that will help keep the children safe when using sites and apps that they should not have access to. This is in response to the huge number of children using social media intended for over 13's some with and some without parents knowledge.

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We have decided to take this approach as when children access these sites secretly they can be unaware of the risks, leave themselves unprotected and are less likely to tell a trusted adult if something goes wrong. Such lessons will still attempt to dissuade children from using such media and will in no way be promoting them. No access = no danger.

If school feels a child is vulnerable by their online activity, they will communicate this with parents and will require parents to take the necessary action to safeguard their child. School will assist parents in doing this and may also report the activity directly to the site administration for removal if such a facility exists.

PREVENT

This policy, introduced in July 2015, places a legal and moral responsibility on schools to educate pupils and build resilience in order to prevent them being radicalised and supporting terrorism. It also states clearly that if a child is thought as vulnerable or at risk, school will report this to the local safeguarding authorities, the police and parents would be informed. The child will be supported by both school and the necessary agencies that are available in the local area. School have a legal obligation to pass on any concerns to the police. Children at Dowson have regular PSHE lessons during Circle Time aimed at developing respect for self and others, accepting differences, building resilience and a sense of right and wrong. As the children move through Upper School the lessons will also include British Values which will allow the children to discuss current issues in world news and historical events that can help them understand the dangers of intolerance and protect themselves now and in the future.

Attendance

In the event of a child not attending school without explanation from the parents/carers, we will make rigorous checks to ensure they are safe. In the first instance school will contact the primary contact on the child's data collection sheet, we will then continue through the list of contacts until we have confirmation of the child's safety. If we exhaust the contacts, school will visit the home and may consult with other known contacts, neighbours etc. If school are concerned further, the Education Welfare Service will be informed or Police. If the child is subject to a Child Protection Plan the Social Worker will also be informed, regardless of contact/explanation. In line with Tameside Educational Welfare Service - Children Missing Education Policy, if a child is

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missing school for 10 consecutive days without explanation they will be treated as a child missing education by the EW service and this will be investigated by the LEA.

The Outdoor Environment

At Dowson Primary School we are fortunate to have an extensive Outdoor Environment. Our Outside Area includes the school playgrounds, which are located inside the fencing and the unfenced area which includes our school football field and walking/cycling paths.

We have 3 Public Rights of Way running through the School Grounds including one which runs between the Upper and Lower School buildings.

School takes every precaution to ensure the safety of our children at all times.

- We have a large number of gates into the school buildings which are locked/unlocked at appropriate times of day.
- We operate a CCTV system which covers all buildings.
- We have 2 metre high fences around the school site
- We have key pads /door entry systems/Receptionists in each building.
- All staff wear photo ID badges.
- All staff know that they must challenge anyone not known to them, whilst not putting themselves in danger
- All children know not to open the door to anyone other than a member of staff.

Staff recruitment and continuing professional development

The person chosen as lead for Safeguarding matters needs to have regular training and development opportunities so their skill and competence level remains high. They must also attend multi-agency training so that our school maintains effective working relationships with all other agencies.

All adults in the school receive regular training to raise their awareness of Safeguarding Issues, and to improve their knowledge of Safeguarding Procedures that have been agreed by the local Safeguarding Board. The maximum period of time before refresher training must take place is three years.

We will do all we can to ensure that all those working with children in our school are suitable to do so. This involves scrutinizing applicants, verifying their

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identity and obtaining references, as well as the mandatory checks from The Independent Safeguarding Authority (ISA) Children's Barred list and DBS checks. We follow the DCSF guidance set out in Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service, DCSF 2002/0278.

Several members of staff including Senior Leaders, the School Admin Manager and Governors have attended training on Safer Recruitment.

Allegations against staff

If an allegation is made against a member of the school staff (or a volunteer helper); it will always be investigated by the Head Teacher or, in the case of the allegation being against the Head Teacher, by the Chair of the Governing Body. If it is felt, after these initial investigations, that a further enquiry is needed, then the member of staff will be suspended. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the school will do all it can to balance the interests of any individual with that of the need to keep children safe. The school will seek advice from the LEA and TSCB on these matters, and comply with national and locally agreed guidance. The Whistle Blowing Protocol is openly available to all staff and adults in school. The Designated Officer in respect of Allegations is Tania Brown and she can be reached on 0161 342 4348

The Leadership and Management of safeguarding

All members of staff have a part to play in ensuring that our pupils are safe and that their wellbeing is supported. The overall responsibility for safeguarding issues is the Head Teacher.

The Head Teacher will have responsibility for maintaining accurate records of all incidents and liaising with external agencies. They will also oversee the training programme for all staff and ensure that staff are kept up to date with all relevant Safeguarding Policy matters. She will be assisted in these matters by the Child Protection Liaison Officers.

The Head Teacher will retain responsibility for all matters of staff recruitment and related safeguarding issues such as the appropriate DBS checks and reference documentation is obtained when employing staff. She will delegate the responsibility for administering DBS checks, obtaining references and

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maintaining the **Single Central Record**. This responsibility will be delegated to the School Admin Manager - Mrs Whittaker

The Governing Body will oversee the Safeguarding Policy and will have a nominated governor responsible for working with the Head Teacher on related matters.

Monitoring and review

The Governing Body will ensure that the school has a senior member of staff designated to take lead responsibility for dealing with Safeguarding issues. Governors will regularly monitor and review any incidents detailed in the interventions book, while a named governor participates in the school's training with regard to Child Protection procedures.

This policy is reviewed annually by the Governing Body. The policy will be monitored on an annual basis through the Head Teachers' report to Governors.

Dowson Primary School

Author: Janet Rathburn/Michelle Ashley
Date October 2015

Signed:

Chair of Governors

Date:.....

Signed:.....

Headteacher

Date:.....

Review: Annually