

Safeguarding Policy



Philosophy and purpose

This policy reflects Acorns School values and philosophy in relation to safeguarding. It sets out a framework within which **ALL staff** can operate and gives guidance on procedures in relation to Child Protection. All staff should be familiar with and know the whereabouts of the following documents, which should be read and understood in conjunction with this policy:

- **Lancashire Safeguarding Children Board, Procedures & Guidance**
- **Working to safeguard children**
- **Keeping children safe in education 2016**
- **Behaviour Management Policy**
- **Care and Control Policy**
- **Anti-Bullying Policy**
- **Whistle-blowing policy**
- **Supporting Pupils with Medical Needs in School : Information & Guidance for Schools**
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This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

Acorns School is committed to ensuring that pupils are educated within a caring environment, where they are safe, protected and encouraged to develop with dignity and respect. To these ends, the school recognises that:

1. Pupils have the right to be protected from sexual, physical, emotional abuse and neglect
2. The welfare of children is a corporate responsibility of the entire local authority, working in partnership with other public agencies, the voluntary sector, and service users and carers.
3. Pupils engage with curriculum activities and opportunities for PSHE which equip them with the skills they need to stay safe and or communicate their fears or concerns to members of Acorns staff
4. Promoting children's well-being and safeguarding them from significant harm depends crucially upon effective information sharing, collaboration and understanding between agencies and professionals.

5. For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard children and – where necessary – to help bring to justice the perpetrators of crimes against children.
6. Children with SEN, complex needs and / or disabilities are particularly vulnerable to abuse and particular attention should be paid to ensuring that those with communication difficulties are able to express themselves to a member of staff with appropriate skills.

Elements of the Safeguarding Policy

There are 3 main elements to our Child Protection Policy

- a) **Prevention through positive school atmosphere, teaching and pastoral support to pupils**
- b) **Protection by following agreed procedures, ensuring that staff are trained and supported to respond appropriately and sensitively to child protection concerns.**
- c) **Support for pupils and school staff and for children who may have been abused.**

All agencies and professionals should:

- Be alert to potential indicators of abuse or neglect;
- Be alert to risks which individual abusers, or potential abusers, may pose to children;
- Share and help to analyse information so that an informed assessment can be made of a child's needs and circumstances;
- Contribute to whatever actions are needed to safeguard the child and promote his or her welfare;
- Regularly review the outcomes for the child against specific shared objectives; *and*
- Work co-operatively with parents unless this is inconsistent with the need to ensure the child's safety.

All school / staff should:

- Demonstrate an understanding that safeguarding is everyone's responsibility.
- Maintain and demonstrate a mind-set of "it could happen here".
- Do all they can within the capacity of their role, to ensure that children are protected from harm.
- Be alert to signs of abuse and know to whom they should report any concerns or suspicions
- Have designated members of staff (the Senior Designated Leader and deputy DSL) who is responsible for co-ordinating action on child protection in school and for liaising with other agencies (such as police, social services)

- Be familiar with the Area Safeguarding Committee's Multi-Agency Policy, Guidance & Procedures
- Have in-school procedures for handling cases of suspected abuse, including procedures to be followed if an allegation of abuse is made against a member of staff
- Report any concerns regarding adults conduct to the Senior Designated Leader or Deputy DSL

Key Contacts for Child Protection

- The Headteacher, **Gail Beaton** is the **Designated Safeguarding Lead** (DSL) within the school. This is the person to whom information should be passed or any concerns expressed and from whom advice and support can be accessed
- The Deputy Headteacher, **Katy Higham** and **Laura Hall**, EYFS co-ordinator are the **deputy Designated Safeguarding Lead** and the persons to whom staff should pass information or concerns if the DSL is absent or unavailable
- **Amanda Haworth Chair of the Governors** is the **nominated Governor for Child Protection**

Roles and Responsibilities

Teachers and education professionals have **no investigative role** in child protection. Any such investigations will be carried out by the police and / or social services and school has a duty to assist with any such enquiries (*Children Act, 1989*) see *appendix*

Designated Senior Lead and Deputy DSL

- Ensure that all staff are aware of and work to this safeguarding and related documents
- Are responsible for making judgements about appropriate courses of action where concerns arise about a pupil in school and, where necessary, for liaising with and referring to other agencies
- Ensure that the school has a system for recording concerns at all stages and be responsible for maintaining any such safeguarding records
- Make decisions about information sharing in respect of safeguarding in school, on a '*need to know*' basis only
- Provide appropriate advice and support to staff in school
- Receive training relevant to their role

Nominated Governor for Safeguarding

- Amanda Howarth, the chair of governors is Acorns' nominated governor for safeguarding. The nominated governor with the support of the governing body will:
 - Liaise with the Headteacher to ensure that the school has policies and sound procedures in respect of child protection
 - Ensure that these are regularly reviewed
 - Ensure that safeguarding policies and procedures are followed by all staff
 - Ensure that is an annual item on the governor's agenda
 - Ensure that school staff / governors have access to and attend appropriate training
 - Be responsible for co-ordinating action wherever allegations of abuse are made against the Head teacher

Taking Action Where You Have Concerns About A Child's Safety or Welfare

- All staff are given training to provide further information on: Possible Signs and Symptoms of Abuse; Dealing with Disclosure, Good Practice in Intimate Personal Care and Working with Parents. **All staff should familiarise themselves with this guidance which can be found on the desk top file on all classroom computers.**
- All suspicions relating to any form of child abuse (i.e. physical abuse, sexual abuse, emotional abuse or neglect) **must be reported immediately** (and certainly within 24 hours) to the DSL (Gail Beaton) or to the deputy DSL (Katy Higham). In the unlikely event that neither of the above are available, information should be passed to a member of the SLT (Laura Hall/ Sue Shepherd)
- It is vital that anyone with concerns write these down as soon as possible, noting exactly the words or actions used by the pupil, as well as the context within which these occurred.
- Any such recordings should be : signed and dated, state who was present and where the incident / conversation took place, be written in ink, differentiate clearly between fact, interpretation and opinion (where it is necessary to offer one) and passed to the SDT as soon as possible (& certainly within 24 hours) (See appendix a and summary 'Dealing with Disclosure [When a child wants to confide in you]')

Where Allegations Are Made Against A Member of Staff

- Wherever allegations are made against a member of school staff the recipient of this information should make a brief written record of what is being alleged: Who? What? When? Where? The

record should be signed and dated and passed to the Headteacher as a matter of urgency. (If the Headteacher is unavailable then pass to the back-up DSL)

- The Headteacher will then follow the LA's Procedures for Handling Allegations Against Staff
- The recipient of any such information **should not** discuss the matter with anyone other than the Head or back-up DSL

Where Allegations Are Made Against the Headteacher

- Wherever allegations are made against the Headteacher, the above process should be followed **except** that a record of the allegation must be passed **directly** to the Chair of Governors, who will co-ordinate any further action in keeping with the LEA's Procedures

****Allegations against staff must not be investigated in school. Any external investigation (police / social services) precludes any in-school process. Advice can and should be sought from the LEA.***

Safe School, Safe Staff

Acorns Primary School recognises that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps children, especially those at risk of, or suffering abuse. We therefore ensure that:

- All staff, volunteers and governors contribute to an ethos where children feel safe and secure.
- All children have opportunities to communicate and know that they are listened to.
- Team Teach training will be provided for all staff working in classroom settings
- All new staff to school will be interviewed and require 2 references. Relevant Disclosure and Barring service records will also be sought
- Because of the nature of their work, all staff should be mindful of their potential vulnerability :
 - ❖ If it is absolutely necessary to work on a 1-1 basis with a pupil, and this should be avoided where possible, inform a colleague where you are going, who with, what you are doing and how long the task is likely to take
 - ❖ If at all possible, only work on a 1-1 basis in locations which are visible to colleagues
 - ❖ Any incidents, observations, comments or occurrences should be recorded immediately using the appropriate documents
 - ❖ Physical contact should normally be initiated by a child
 - ❖ Where physical contact is required with pupils from staff, this should occur only where it is absolutely necessary, be for the minimum period of time required, be accompanied by an explanation / commentary to / for the child and focus upon 'neutral' contact areas wherever possible

- ❖ If staff are made to feel uncomfortable or consider that a child's contact with or response to them is inappropriate then those observations should be recorded and shared with the DSL immediately
- ❖ Staff who have concerns about the conduct of a colleague must adhere to the school's whistle-blowing policy and procedures
- ❖ LA Guidance on 'Supporting Pupils with Medical Needs in School' should be adhered to

Addendum

This policy has been updated in line with the Early Years Foundation Stage (EYFS) statutory guidance that came into effect on 1 September 2012 in relation to the use of mobile phone and cameras in early years and schools settings.

USE OF MOBILE PHONES AND CAMERA'S

Acorns primary school is committed to keeping pupils safe by ensuring that electronic devices such as cameras, phones and tablets are used in an appropriate manner.

Children have their photographs taken to provide evidence of their achievements for developmental records and also in relation to the school events. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records under any circumstances

- Under the Data Protection Act 1998, the school will seek parental consent to take photographs and use video recorders. Photographs will be stored only on curriculum linked computers which are password protected. Photographs will be deleted – both from the memory card and the hard drive as soon as is practicable
- The schools digital camera/s or memory cards must not leave the school setting unless on an official school trip. Photos are printed /uploaded in the setting by staff and once done images are then immediately removed from the cameras memory.

We will be as careful as possible to ensure that photographs that can clearly identify individual children will be focussed on the individual however we acknowledge that often photographs may contain other children in the background.

Parents will not be allowed to make private recording/photographing events such as sports day, outings/trips, Christmas and fundraising events. Designated staff will photograph and/or record such events only on schools equipment

Parents are reminded frequently of the risks associated with posting images of children on social media.

We will get specific permission for the use of photographs to advertise/promote the setting via the web site.

We recognise that many mobile phones have inbuilt cameras the policy is staff are not to have them about their person during the day or they have to be switched off (Unless there are imminent

situations where they are expecting an urgent call or they need to be contacted in an emergency SMT will be made aware of such circumstances)

- Cameras and mobile phones are **prohibited** in **all** toilet and changing areas

The Code of Conduct and Acceptable Use Policy outlines when and where staff, volunteers and visitors can use their mobile phones.

All staff, volunteers and visitors will adhere to the policies and failure to do so will be addressed appropriately by the Head teacher and/or the Governing Body.

Listening to Young People

If a Child Wants to Confide in You, You SHOULD

Be accessible and receptive.

Listen carefully and uncritically, at the child's pace.

Take what is said seriously.

Reassure children that they are right to tell.

Tell the child that you must pass this information on.

Make sure that the child is ok.

Make a careful record of what was said (see *below*)

You Should NEVER

Make promises about confidentiality or keeping 'secrets' to children.

Assume that someone else will take the necessary action.

Jump to conclusions, be dismissive or react with anger, shock, horror etc.

Speculate or accuse anybody.

Investigate, suggest or probe for information.

Confront another person (adult or child) allegedly involved.

Offer opinions about what is being said or the persons allegedly involved.

Forget to record what you have been told.

Fail to pass this information on to the correct person (the Designated Senior Person / Line Manager etc.).

Recordings Should

State who was present, time, date and place.

Be written in ink and be signed by the recorder.

Be passed to the DSP/Head Teacher/Line Manager (as appropriate) immediately (certainly within 24 hrs).

Use the child's words wherever possible.

Be factual, state exactly what was said.

Identify any opinions or interpretations which are offered. (Ideally, staff should record factual information and avoid the offering of opinions, insofar as that is possible. For children with communication difficulties, or who use alternative/ augmentative communication systems, opinion and interpretation will be crucial; be prepared to be asked about the basis for it and to possibly have its validity questioned if the matter goes to court.).

Minimal Prompts and Body Language

Think carefully about where you listen to children / young people.

Think about how you use your body to make them feel safe / reassured, listened to, believed (e.g. think about eye contact, touch (with care), nods etc.).

Useful prompts which avoid closed questions include: “go on, you’re doing really well.... tell me what you remember about that What else do you want to tell me

Key Personnel Training

Training	Key Personnel	Training date
Designated Safeguarding Lead (DSL)	Gail Beaton	20.6.17
Deputy Designated Safeguarding Lead	Katy Higham	24.5.2016
	Laura Hall	6.12.2016
PREVENT	Gail Beaton	30.8.17
	Katy Higham	28.7.17
FGM	Gail Beaton	11/9/17
Online Safety	Gail Beaton	Jan 2017
	Amanda Howarth	Jan 2017
	Joan Parkin	Jan 2017
Safer recruitment	Gail Beaton	Oct 2014
	Katy Higham	Jan 2016
	Amanda Howarth	Oct 2014
	Joan Parkin	Oct 2014

Useful Contacts

LCC Schools Safeguarding Officer	Andrea Glynn Andrea.glynn@lancashire.gov.uk	01772 531196
Local Authority Designated Officer (LADO)	Tim Booth Tim.booth@lancashire.gov.uk	01772 536694
Education Early Support Co-ordinators	Jenny Ashton Jennifer.ashton@lancashire.gov.uk	01772 531643
	Matt Chipchase Matt.chipchase@lancashire.gov.uk	01254 220989
Lancashire’s Children’s Social Care	cypreferrals@lancashire.gov.uk	0300 1236720
Whistleblowing	whistleblowingcomplaints@lancashire.gov.uk	01772 532500

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