

PURPOSE

The purpose of Dussindale Primary School'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:

- protect our children from maltreatment;
- prevent impairment of our children's health or development;
- ensure that our children grow up in circumstances consistent with the provision of safe and effective care;
- undertake that role so as to enable our children to have optimum life chances and enter adulthood successfully.

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

INTRODUCTION

Dussindale Primary fully recognises the contribution it can make to protect children from harm and support and promote the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

ETHOS

Dussindale Primary will establish and maintain an ethos where all pupils feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff or regular visitor to the school if they are worried or concerned about something.

Dussindale will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

PROCEDURES

When new staff, volunteers or regular visitors join Dussindale they will be informed of the safeguarding arrangements in place. They will be given a copy of the school's safeguarding policy and Code of Conduct in the Staff Handbook and told who the Designated Safeguarding Lead is. They will also be shown the recording format, given information on how to complete it and who to pass it to.

Every new member of staff or volunteer 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.

When new pupils join our school, all parents and carers will be informed that we have a safeguarding policy. This will be offered to parents should they request a copy. 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.

TRAINING

Every member of staff undertakes appropriate annual safeguarding training. 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. At the training attendees will be reminded of their responsibility to safeguard all children and the remit of the role of the Senior Designated Professional. Staff will be asked to read the first section of *Keeping Children Safe in Education 2016* and Appendix A. At induction, all staff will also be provided with a copy of Part One of *'Keeping Children Safe in Education (2014)* and will be expected to read this.

The Designated Safeguarding Leads will attend *Safeguarding Children in Education* training every two years and multi-agency training every three years.

The governing body 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 Support Service. Dussindale actively encourages all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed on www.lscb.norfolk.gov.uk Staff can find the most up to date national safeguarding information on the department of Education website: www.education.gov.uk or reading *Keeping Children Safe in Education September 2016*.

The Headteacher or Deputy Head, who are Senior Designated People, should be used as a first point of contact for queries regarding any safeguarding concern in our school.

SIGNS AND SYMPTOMS OF ABUSE

All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the Designated Safeguarding Lead to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.



Together on a voyage of discovery...
raising standards and safeguarding children



PREVENT

Prevent is the Government's strategy to stop people becoming terrorists or supporting terrorism, in all its form. Prevent works at the pre-criminal stage by using early intervention to encourage individuals and communities to challenge extremist and terrorist ideology and behaviour. Any member of staff who believes that someone is vulnerable to being exploited or radicalised should report it to the Designated Safeguarding Lead who with either refer the case to Channel or the MASH team.

FEMALE GENITAL MUTILATION

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons and it is a form of child abuse and violence against women.

Section 5B of the FGM Act 2003 (as amended by the Serious Crime Act 2015) introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police.

'Known' cases are defined as those where a teacher:

- is informed by a girl under 18 that an act of FGM has been carried out on her; or
- observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth

The duty does not apply in suspected cases or if a teacher identifies a child at risk of FGM but these concerns should be reported to the Designated Safeguarding Lead within the school in any event.

The duty is a personal duty which requires the individual professional who becomes aware of the case to make a report; the responsibility cannot be transferred. The only exception to this is if you know that another individual from your profession has already made a report; there is no requirement to make a second.

Guidance from the Home Office on this reporting requirement advises that any professional making a report to the police does this orally by calling 101, the single non-emergency number. Where there is a risk to life or likelihood of serious immediate harm, professionals should report the case immediately to police, including dialling 999 if appropriate. If a member of staff needs to report a 'known' case of FGM to the police, they should also be advised to inform the Designated Safeguarding Lead in line with the school's safeguarding policy.

CHILD PROTECTION CONFERENCES

From time to time staff members may be asked to attend a child protection conference on behalf of the school in respect of individual children. Usually the person attending from school will be the Deputy Headteacher.



Together on a voyage of discovery...
raising standards and safeguarding children



A child protection conference will be convened if a referral has been made and following an investigation the findings have considered the child to be at risk of harm, or, if the child is already subject to a child protection plan, a review conference is held to monitor the safety of the child and the required reduction in risk.

Staff may be required to attend child protection conferences or core group meetings to represent the school.

All reports for child protection conference will be prepared in advance using the LSCB 1 form. The information contained in the report will be shared with parents either at the conference or before and will include information relating to the child's physical, emotional and intellectual development and how the child presents at school. A risk assessment relating to the continuing risk of harm to the child will also be included.

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.

SAFE STAFF

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.

The aim of Dussindale Primary is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for our children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with our children. We will always ensure that the Norfolk Safeguarding Children Board's protocol *Allegations against Staff, Carers and Volunteers* is adhered to.

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Local Authority Designated Officer (LADO)

Anyone who has an allegation to make against the Headteacher should report it to the Chair of our governing body who will liaise with the DO/LADO and school HR. The Chair can be contacted via the school office.



Together on a voyage of discovery...
raising standards and safeguarding children



RECORDS AND MONITORING

If an adult in school has a concern about a child they will record it on the proforma (appendix 1) and give it to the Headteacher or Deputy Head.

Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the Deputy Head and information will only be shared within school on a need to know basis for the protection of the child.

Any safeguarding information will be kept in the file and will be added to. Copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will have a chronology and contents front cover and will record significant events in the child's life.

Reports of a concern to the Deputy Head must be made in writing and signed and dated by the person with the concern.

If a child leaves Dussindale Primary the Designated Safeguarding Lead will make contact with the Designated Safeguarding Lead at the following school and the file will be forwarded.

ROLES AND RESPONSIBILITIES

At Dussindale Primary School the Headteacher is responsible for identifying a senior member of staff to be the Designated Safeguarding Lead. Through appropriate training, knowledge and experience Designated Safeguarding Lead will liaise with Children's Services and other agencies where necessary, and make referrals to Children's Services.

The governing body will ensure that our safeguarding policy is in place and reviewed annually. The content of our policy has been written following consultation with the Local Authority and the requirements of the Norfolk Safeguarding Children's Board Policies and Procedures. The governing body will receive a safeguarding report that will record training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify any individual pupil.

DESIGNATE STAFF AND GOVERNORS

For academic year 2017-18 the following designated staff are in post:

SENIOR DESIGNATED PROFESSIONAL: Mrs Sally Bailey

ALTERNATE SENIOR DESIGNATED PROFESSIONAL(S): Mrs Louise Norgate, Miss Sarah Dorling, Mrs Leonora Roberts

NAMED GOVERNOR: Mr Peter Harwood

SAFER RECRUITMENT

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed.



Together on a voyage of discovery...
raising standards and safeguarding children



Dussindale Primary School requires evidence of original academic certificates. Two references will be taken up prior to interview and no testimonials will be accepted. Application forms will be scrutinised and periods of unexplained employment questioned. Successful applicants will undertake enhanced DBS checks. We will use the recruitment and selection process to deter and reject unsuitable candidates.

This policy should be read in conjunction with all other school policies.

Review Date: September 2018



Together on a voyage of discovery...
raising standards and safeguarding children



Appendix 1 Recording Form For Safeguarding Concerns

Name of Pupil	Date of Birth	Class	Name and position of person completing form
<p>Nature of Concern e.g. disclosure, injury, change in behaviour, demeanor, appearance. Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.</p>			
Was there an injury? Yes / No		Did you see it? Yes / No	
Describe the injury and fill in a body plan to indicate the site and approximate size of the injury.			
Was anyone else with you? Who?			
Has this happened before?		Did you report any previous incident?	



Together on a voyage of discovery...
 raising standards and safeguarding children



Who are you passing this information to?

Name:

Date:

Position:

Date:

Your signature:

Date:

Action taken by Designated Safeguarding Lead

Referred to.....(circle)

Attendance
Improvement
Officer

Police

School
Nurse

Children's
Services

Parents

Other
(specify)

Parents informed? Yes No (If no state reason)

Feedback given to...?

Further Action Agreed:

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

Full name:

Designated Safeguarding Lead Signature:

Date:



Together on a voyage of discovery...
raising standards and safeguarding children

