

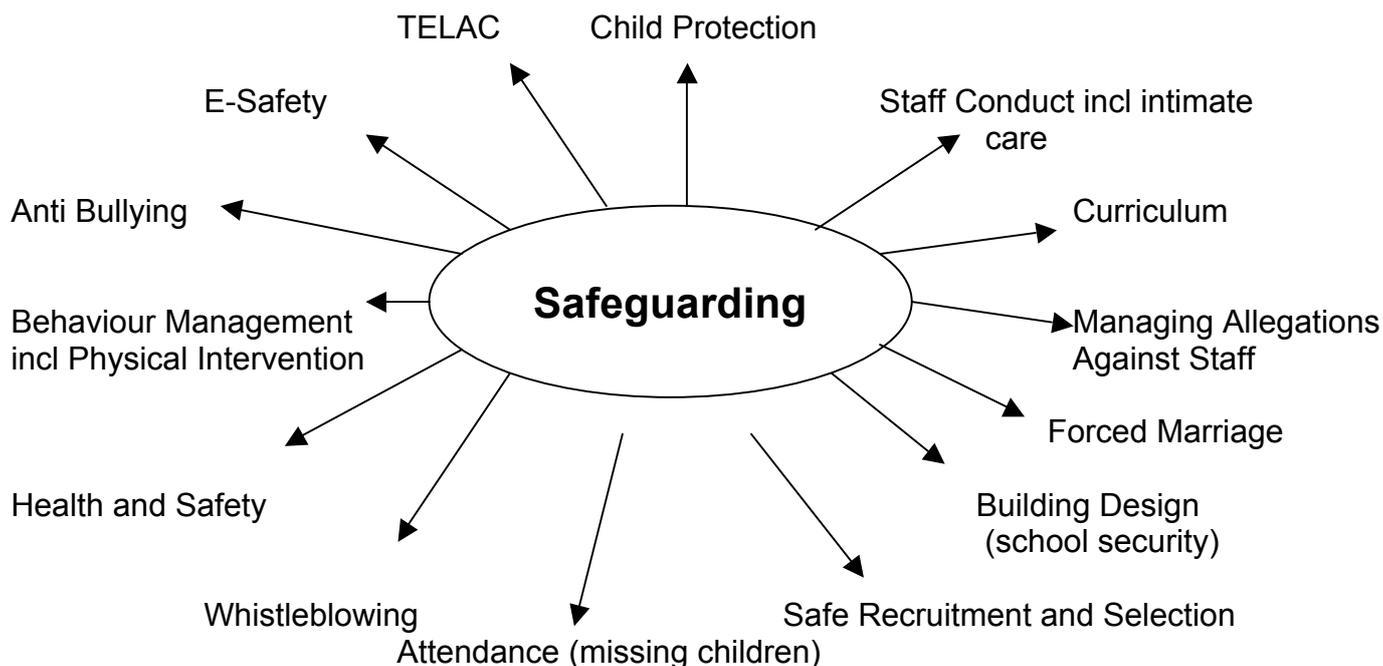
SAFEGUARDING Policy

1. Introduction

This policy set outs how Long Lawford Primary School discharges its statutory responsibilities under Section 175 of the Education Act 2002 relating to safeguarding and promoting the welfare of children who are pupils at the school.

2. Safeguarding

'Safeguarding' is the umbrella term now used and covers many more aspects than Child Protection (see diagram below).



3. What is Safeguarding?

Section 11 of the Children Act 2004 places a duty on agencies to ensure that their functions are discharged having regard to the need to safeguard children and promote their welfare; by safeguarding and promote welfare we mean:

- Protecting children from abuse or neglect;
- Preventing impairment of the child's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Creating opportunities to enable children to have optimum life chances in adulthood.

In our school the designated members of staff Mr Robert Morrissey (Head teacher) and Mrs Catherine Hallahan (Deputy Head teacher). The Safeguarding governor is Mrs Gerry White.

The following safeguarding areas are as follows:

4. Child Protection procedures are in place in our school. This includes a specified process to follow, guidance from the "Inter Agency Child Protection Procedures" (Sky Blue Book), and the policy being in place. This is kept accessible at all times in the staffroom. All adults in school are responsible for reporting anything they deem to be a child protection issue directly to the



designated members of staff. Children may feel more comfortable talking with a different member of staff and this should not be discouraged but one point needs to be quite clearly stated and that is that an adult cannot promise confidentiality. All adults at the school have received Child Protection Training within the last three years. The following policies and handbooks provide further advice and guidance:

Anti Bullying Policy
Attendance Policy
Teaching and Learning Policy
Child Protection Policy
Confidentiality Policy
Drugs in schools Policy
E Safety Policy
Equality Scheme
Health and Safety Policy
PSHE Policy
Visitors Policy
Whistle blowing Policy
Teacher's handbook
Teaching assistant's Handbook
Midday Supervisor's handbook
Site staff Handbook

5. Staff Conduct

All staff should be role models for children, dress appropriately and ensure they do not promote their own beliefs. They should also ensure they treat everyone with respect, children and adults alike. We have adopted the guidance – “Guidance for Safer Working practice for Adults who work with Children and Young people in Education Settings”.

6. Curriculum

The curriculum is designed to ensure children receive appropriate guidance regarding safety and how to act responsibly through programmes such as PSHE, SEAL, Taking Care Project and assemblies e.g. Alcohol, drugs, gangs, terrorism and racism. The curriculum also promotes equality of opportunity.

7. Managing Allegations Against Staff

Guidance on managing such allegations is available. A rule of thumb is never to be alone in a room with a child – always try to ensure another adult has sight of you. We have adopted the WES Guidance on managing allegations against staff.

8. Forced Marriage

There is a clear distinction between forced marriage and arranged marriage. In an arranged marriage the choice, whether or not to accept the arrangement remains with the perspective spouses. In forced marriage one or both spouses do not consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure. It is important that staff are made aware of these issues and are clear on what they are to do should a case arise. The school follows the multi-agency statutory guidance for dealing with forced marriage which can be downloaded at www.fco.gov.uk/forcedmarriage.



9. Building Design and school security

This should take account of areas where children can congregate unsupervised leading to possibilities of bullying etc. Staff also need to be aware of areas where younger children could be unsafe (gates, car park, sheds and tree area). Staff must ensure that they do not work alone with children in remote areas of school, such as the DT / Art room or ICT suite. If this is unavoidable, doors must remain open and another member of staff should be advised of the location and the name of the pupil accompanying.

10. Safe Recruitment and Selection

Specific LA guidance is in place and is adhered to stringently. This ensures all checks are completed especially when looking at the job history of candidates to make sure there are no 'gaps'. The Head teacher, Chair of governors and Safeguarding governor have all received Safer Recruitment training.

11. Whistle blowing

The school has adopted the WES Whistle Blowing Procedure and Confidential Reporting Code. The policy is in place and is there to remind everyone working in school (voluntary or paid) that they have a responsibility to report anything they deem to be untoward to the Head Teacher (or in the case of the Head Teacher – to the Governing Body via the Chair of governors).

12. Health and Safety

Regular inspections take place and the Resources Committee report to the full Governing Body on Health and Safety. Governors walk the premises at regular intervals to ensure they are aware of any health and safety issues. We have adopted the WCC Health and Safety Policy.

13. Behaviour Management

Behaviour Policy in place and procedures for dealing with poor behaviour are transparent to staff and children. Please see the full behaviour policy at the [*back of this procedure booklet*].

14. Attendance

Attendance is monitored closely and Education Social Worker informed if attendance becomes an issue – i.e. persistent absence. Patterns of absence are also monitored to see if children regularly have certain days off school (usually Mondays or Fridays). Holiday requests are also monitored very closely and the LA calculator is used – if a parent is requesting more than the maximum the Head Teacher is allowed to authorise, it is refused. In exceptional circumstances, the matter may be referred to the Chair of Governors. See *Attendance Policy*.

15. Anti-Bullying

An Anti Bullying policy is in place. Zero tolerance of bullying. Anti-Bullying Week takes place in November every year, SEAL materials are used and frequent use is made of assemblies throughout the year to ensure the anti-bullying message is put across. See *Anti-bullying policy*.

16. E-Safety

E Safety is essential in order to monitor websites children are using and to prevent 'grooming', especially on chat room sites. Filters are in place in school to prevent children accessing certain sites and also key words will prevent access. All e-traffic is monitored by Policy Central at County level and they inform the school if a computer has shown an attempt to enter a prohibited site. Another safeguard recently put in place via the LA is the free use for 2 years of Cybersentinel for parents to install at home to restrict site access and also monitor usage. This has been made available to parents of all Warwickshire children.



17. TELAC (The Education of Looked After Children)

Regular Review meetings take place involving multi agencies. In addition, the carers, Teaching Staff and Social Worker meet to complete a PEP (Personal Educational Plan). This is complemented by school IEPs/ IBPs.

18. Additional Requirements

Single Central Register – It is a requirement from the Secretary of State that a Single Central Register be kept of all adults working in school, be it on a paid or a voluntary basis.

The register requires you to show:

- Identity – Name, Address, Date of Birth, Evidenced & date
- Qualifications – Qualifications required and Evidenced
- List 99 check – evidenced and date
- CRB check – evidenced and date
- Right to work in the UK - evidenced and date
- Overseas checks – Checks required / Checks carried out

Colleagues who regularly visit the school/college/children's centre are required to be included on the register. Details are name, CRB Date and Number.

Visitors who come in on a one-off basis (eg Mad Science) will almost certainly be able to show you a CRB but will not need a new one for your establishment. Good practice would be they should not be left unsupervised with the children.

19. Record Keeping

Always ensure records are factual accounts of what has been reported or observed taking place. Be wary about third party evidence or being too anecdotal. Make sure professional notes are backed up by evidence, and complete written accounts on the same day.

Try to always use the agreed systems for recording incidents / concerns so we have consistency of approach. The LA proforma will be used when a referral is made.

CAF Common Assessment Framework

This is an early intervention process that encourages multi agencies to work together to support children and families. The following members of staff have been trained as lead professionals in the CAF:

Mrs Collette Dennis (SENCO).

Many of our CAFs are lead by EIS (the Early Intervention Service) and in particular Mrs Helen Lord who works very closely with children and families in the school.



This guidance was ratified: June 2011

and will be reviewed on: June 2013