



## Broadfield Primary School Safeguarding Policy

Approved Date DRAFT 14/06/2018
Approved By Reviewed Full Governing Body meeting 14/06/2018
Review Date November 2019

### KEY CONTACTS WITHIN THE SCHOOL

**SENIOR DESIGNATED PERSON FOR SAFEGUARDING:**

Name: Patricia Stennett

Contact Number: 0161 665 3030

**DEPUTY DESIGNATED PERSON FOR SAFEGUARDING:**

Name: Carol Walker

Contact Number: 0161 665 3030

**NOMINATED GOVERNOR FOR SAFEGUARDING:**

Name: Lorna Philips

### KEY CONTACTS WITHIN THE LOCAL AUTHORITY

**REFERRAL TO STATUTORY SERVICES**

Where schools have concerns for the safety and welfare of a child or young person during office hours telephone **0161 770 3790/3791**.

To make referrals out of hours telephone **0161 770 6936**.

**Multi agency Safeguarding Hub (MASH)-770 7777**

**Prevent Officer (David Bull)-770 4196**

The **SAFEGUARDING ADVISER FOR SCHOOLS** is able to provide advice and consultancy (including training).

**Contact Number:** 0161 770 8868

**Email:** [david.devane@oldham.gov.uk](mailto:david.devane@oldham.gov.uk)

**Broadfield Primary School**

**Safeguarding Policy**

This policy should be provided to all staff-including temporary staff and volunteers-on induction.

We will ensure that all staff read at least Part one of DfE guidance 'Keeping Children Safe in Education' September 2018 and sign an acknowledgement form and that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one.

The purpose of the policy is to:

- Identify the names of responsible persons at Broadfield and explain the purpose of their role;
- Describe what should be done if anyone at Broadfield has a concern about the safety and welfare of a child who attends the school;
- Identify the particular attention that should be paid to those children who fall into a category that might be deemed 'vulnerable';
- Set out expectations in respect of training;
- Introduce appropriate work within the curriculum;
- Ensure that those responsible for recruitment are aware of how to apply safeguarding principles in employing staff;
- Outline how complaints against staff will be handled;
- Set out expectations regarding record keeping

This policy has been developed in accordance with key government documents:

Keeping Children Safe in Education September 2018

Working Together to Safeguard Children HM Govt 2015

What to do if you're worried a child is being abused, DfE (March 2015)

The Education Act 2002

Information Sharing: Advice for practitioners HM Governmentt 2015

The Children's Act 1989

## **1. Introduction:**

Safeguarding is defined 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 life chances

This policy ensures that all staff in our school are clear about the actions necessary with regard to a child protection issue. Its aims are:

- To raise awareness of all staff and identify responsibility in reporting possible cases of abuse.
- To ensure effective communication between all staff when dealing with child protection issues.
- To ensure that correct procedures are in place when there are Child Protection issues.
- The school recognises it is an agent of referral and not of investigation.

## **2 Safeguarding Policy Statement**

- The policy applies to all staff at Broadfield Primary School, full time and part time staff, governors, students, volunteers, agency staff or anyone working on behalf of the organisation.
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- The policy shows a commitment to protecting and safeguarding children against potential harm or actual harm.  
Broadfield is committed to developing effective links with relevant agencies and is committed to taking an active role in multi- agency meetings and attendance and providing written reports to child protection case conferences and core group meetings.
- The school will be proactive in identifying concerns at an early stage and make referrals into early help.
- The policy demonstrates a commitment to acting promptly whenever a concern is raised about a child or about the behaviour of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary
- We will endeavour to safeguard children by:  
Valuing them, listening to and respecting them  
Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers  
Recruiting staff and volunteers safely ensuring all necessary checks are made  
Sharing information about child protection and good practice with children, parents, staff and volunteers  
Sharing information about concerns with agencies who need to know, and involving parents and children appropriately

### **3. Roles and responsibilities**

All adults working with or on behalf of children have a responsibility to protect children. Our school procedures for safeguarding children will be in line with Oldham LA and Oldham LSCB policies and procedures.

The link is [www.oldham.gov/LSCB](http://www.oldham.gov/LSCB)

The names of those carrying out key responsibilities in school for the current year are listed in the key contacts section on page 1 of this document.

#### **Designated Safeguarding Lead**

Governing bodies should appoint an appropriate senior member of staff from the school leadership team to the role of designated safeguarding person/lead. The designated safeguarding person/lead should take lead responsibility for safeguarding and child protection. This should be explicit in the role-holder's job description; in our case-Ms Patricia Stennett, headteacher.

This person should have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child

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welfare and child protection matters, to take part in strategy discussions and interagency meetings-and/or to support other staff to do so-and to contribute to the assessment of children.

It is a matter for individual schools and colleges as to whether they choose to have one or more deputy designated safeguarding lead. At Broadfield, Carol Walker, the school's Deputy Headteacher, takes this role.

The role of the Designated Safeguarding Lead is to:

To lead in facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the School /Setting, ensuring that the Child Protection Policy is reviewed annually by the Governing Body/Management Group/Boards of Trustees or Academy sponsors.

- Take the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the school/setting.
- To maintain confidentiality at all times.
- To undertake appropriate Safeguarding and Child Protection Training at least every 2 years as a minimum with annual updates in order to:
  - a. Understand the assessment process for providing “Early Help” and intervention, through locally agreed common and shared assessment processes.
  - b. Have a working knowledge of how Local Authorities conduct Child Protection Case Conferences and be able to attend these as required.
- To contribute to staff development, including responsibility of the delivery of new staff induction package and arrangements for all staff training on safeguarding and Child Protection issues.
- Ensure each member of staff whether they be teaching staff or support staff, full time, part time, N.Q.T. or supply has **access** to and **understands** the school's Child Protection Policy and Procedures.
- Ensure there is evidence to support that all staff mentioned above have read **Part One** of “Keeping Children Safe” September 2018 and signed an acknowledgement form and there are “mechanisms in place to assist staff to understand and discharge their role and responsibilities”.
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- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection. Ensuring that all records are forwarded to any new school the child may attend.
- To receive and coordinate referrals, arranging action and reviewing services for children and families.
- To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children to prevent children becoming looked after and/or suffering significant harm.
- To support the care of children (including Local Authority placements).  
To provide support and guidance to carers as part of agreed interventions for children.

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- To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned by intervention meetings are successfully carried out and monitored.
- To liaise with Head Teacher/Principal to inform of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations covered by Counter-Terrorism and Security Act 2015.
- To act as a source of support, advice and expertise to staff on matters of safety and safeguarding particularly on referral issues.
- To Liaise regularly with the SENCO re vulnerable children at risk
- To ensure that the school/setting is always presented positively.

#### **Designated Children Looked After Lead**

Governing bodies of maintained schools and proprietor of academy schools must appoint a designated teacher to promote the educational achievement of children who are looked after to ensure that this person has appropriate training.

The Designated Children Looked After Lead needs to work in partnership with the Designated Safeguarding Lead and Virtual School Head to ensure the safeguarding vulnerabilities for Children Looked After are appropriately met. In addition the Virtual School Head receives pupil premium plus additional funding based on the latest published numbers of children looked after in the authority. In maintained schools and academies the Children Looked After Designated Lead should work with the Virtual Head to discuss how the funding can be best used to support the progress of looked after children in the school and meet the identified needs identified in the children's personal educational plan.

#### **The Role of the Governing Body**

The Governing Body of our school will undertake appropriate training to ensure that they are clear about their role and the parameters of their responsibilities as Governors, including their statutory safeguarding duties.

The Governing Body will ensure that:

- Broadfield has a safeguarding policy in accordance with the procedures of Oldham Safeguarding Board;
- Safer Recruitment procedures are adhered to and that appropriate checks are carried out on all new staff and relevant volunteers;
- A member of Broadfield's leadership team is the Designated Safeguarding Lead;
- The Designated Safeguarding Lead attends appropriate refresher training every two years;

- In addition to their formal training, the knowledge and skills of the DSL should be updated at regular intervals (for example via Safeguarding Forum Events and LA Safeguarding Lead emails)
- The Deputy DSL attends appropriate refresher training every two years;

The Governing Body of our school will support the ethos and values of our school and will support the school in tackling extremism and radicalisation. Details of our Governing Body will be published on our school website to promote transparency. In line with the provisions set out in the DfE guidance 'Keeping Children Safe in Education' the governing body will challenge the school's senior management team on the delivery of this policy and monitor its effectiveness.

Governors will review this policy annually and may amend and adopt it at any time in accordance with any new legislation or guidance or in response to any overall safeguarding arrangements made.

### **Named Governor for Safeguarding**

The Nominated Governor for Safeguarding at Broadfield is Ms Lorna Philip. The role of the role of the Nominated Governor is:

The lead person who understands the safeguarding requirement;

Support the work of the designated safeguarding lead;

Meet regularly with the designated safeguarding lead and any other relevant other staff;

Report back to the governing body about his/her activities to inform them in order to facilitate scrutiny and impact of safeguarding; and ensure compliance with statutory duties;

Ensure that safeguarding deficiencies are brought to the governing body;

Ensure that the safeguarding and child protection policy is being followed in practice; and to be involved in any policy review

Report to the governing body so that they can ensure resources are effectively allocated or where changes might be required;

Ensure that the training programme for staff reflects the needs of the school and statutory regulations;

Ensure that the governing body are kept aware of the safeguarding risks to young people in the school;

Ensure that records are kept securely and in one place;

Ensure that there is appropriate monitoring and tracking in place for vulnerable students;

Ensure that there are appropriate safeguards in place for students placed with Alternative Providers;

Ensure that there is a consistent approach to safeguarding and child protection across the school;

### **Types of child abuse and neglect**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

The following may be indicators of physical abuse (this is not designed to be used as a checklist)

- Multiple bruises in clusters, or of uniform
- Bruises that carry an imprint, such as hand or a belt
- Bite marks
- Multiple burn marks and burns on unusual areas of the body such as the back, shoulders and the buttocks
- An injury that isn't consistent with the account given
- Changing or different accounts of how an injury occurred
- Fear of changing for PE
- Fear of going home or parents being contacted
- Inexplicable fear of adults or over-compliance
- Withdrawn behaviour
- Running away from home
- Isolation from peers

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate. It may involve seeing or hearing the illtreatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Changes in behaviour or presentation which can indicate emotional abuse include:**

- Depression, aggression, extreme anxiety, changes or regression in mood or behaviour, particularly where a child withdraws or become clingy
- Neurotic behaviour e.g. sulking, hair twisting, rocking
- Obsessions or phobias
- Sudden underachievement or lack of concentration
- Seeking adult attention and not mixing well with other children
- Sleep or speech disorders
- Negative statements about self
- Extreme shyness or passivity
- Running away, stealing and lying
- Being unable to play
- Fear of making mistakes
- Sudden speech disorders
- Self-harm
- Fear of parent being approached regarding their behaviour
- Developmental delay in terms of emotional progress
- Reporting parental violence or discord (i.e. exposure to domestic violence)

**Sexual abuse: involves:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The following may be indicators of sexual abuse (this is not designed to be used as a checklist)

- Sexually explicit play or behavior or age-inappropriate knowledge
- Reluctance to go home
- Inability to concentrate, tiredness
- Refusal to communicate
- Reluctance to undress for PE or swimming
- Eating problems such as overeating or anorexia
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Bedwetting
- Substance or drug abuse
- Sexual activity through drawings, language or play

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**The physical signs of neglect may include:**

- Constant or frequent hunger sometimes stealing food
- Constantly dirty or smelly
- Loss of weight or constantly underweight
- Inappropriate clothing for the conditions
- Frequent diarrhea
- Untreated illnesses, injuries or physical complaints

Changes in behaviour or presentation which can indicate neglect may include:

- Frequent tiredness
- Overeating
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning being left alone or unsupervised

**Abuse by Children and Young People**

Members of staff should be aware that children and young people are vulnerable to physical, sexual and emotional bullying by their peers. Any incidents of abuse by children or young people should be taken as seriously as abuse perpetrated by an adult, and reported to the designated safeguarding lead or other nominated

designated safeguarding staff immediately. Staff should be alert to the possibility that a child or young person who has harmed another may also be a victim and therefore have unmet needs themselves. However, the interests of the victim must always be the paramount consideration and staff should be alert to the fact that there is likely to be a risk to children other than the current victim.

### **Children and Families New to the UK**

We recognise that Oldham has experienced a significant increase in children and young people for whom English is not the first language and therefore there is an increased risk of needs going unmet because of language barriers.

Where English is not the first language and/or a child is considered to be vulnerable, efforts should always be made by staff to actively engage with them by talking directly to them about their wishes and feelings, if necessary through the regular use of an interpreter.

In addition to these types of abuse and neglect, members of staff will also be alert to following safeguarding issues:

### **Child Sexual Exploitation (CSE)**

CSE is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may be groomed online. Some indicators of children being sexually exploited are: going missing for periods of time or regularly coming home late; regularly missing school or education or not taking part in education; appearing with unexplained gifts or new possessions; associating with other young people involved in exploitation; having older boyfriends or girlfriends; suffering from sexually transmitted infections; mood swings or changes in emotional wellbeing; drug and alcohol misuse and displaying inappropriate sexualised behaviour. A child under the age of 13 is not legally capable of consenting to sex (it is statutory rape) or any other type of sexual touching. Sexual activity with a child under the age of 16 is also an offence. It is an offence for a person to have a sexual relationship with a 16 or 17-year-old if that person holds a position of trust or authority in relation to the young person. Non consensual sex is rape whatever the age of the victim. If the victim is incapacitated through drink or drugs, or the victim or his family has been subject to violence or the threat of it, they cannot be considered to have given true consent and therefore offences may have been committed. Child sexual exploitation is therefore potentially a child protection issue for all children under the age of 18.

The following may be indicators that a child may be being sexually exploited (this is not designed to be used as a checklist)

### **Appearance and Behaviour**

- Evidence of drug, alcohol or substance misuse;
- Volatile behavior/mood swings/use of abusive language;
- Truancy/disengagement with education or change in performance at school;
- Low self-image, low self-esteem, self-harming behavior, e.g. cutting
- Physical aggression to others;
- Change in appearance

### **Female Genital Mutilation (FGM)**

Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. It has no health benefits and harms girls and women in many ways. It involves removing and damaging healthy and normal female genital tissue, and hence interferes with the natural function of girls' and women's bodies. FGM causes severe pain and has several immediate and long term health consequences, including difficulties in childbirth also causing dangers to the child. It is practised by families for a variety of complex reasons but often in the belief that it is beneficial for the girl or woman. FGM is practised in 28 African countries as well as in parts of the Middle East and Asia.

The practice is illegal in the UK. It has been estimated that approximately 60,000 girls aged 0-14 were born in England and Wales to mothers who had undergone FGM and approximately 103,000 women aged 15-49 and approximately 24,000 women aged 50 and over who have migrated to England and Wales are living with the consequences of FGM. In addition, approximately 10,000 girls aged under 15 who have migrated to England and Wales are likely to have undergone FGM. The girls may be taken to their countries of origin so that FGM can be carried out during the summer holidays, allowing them to "heal" before they return to school. Some girls may have FGM performed in the UK. FGM is child abuse and a form of violence against women and girls.

From October 2015 there has been a mandatory duty on teachers, social workers and health workers to report FGM to the police either through disclosure by the victim or visual evidence. However, it will be rare for teachers to see visual evidence and they should not be examining pupils.

Further information on this duty can be found in the document 'Mandatory Reporting of Female Genital Mutilation-procedural information'.

### **Forced Marriage**

This is an entirely separate issue from arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other indicators may be detected by changes in adolescent behaviours.

There have been occasions when women have presented with less common warning signs such as cut or shaved hair as a form of punishment for disobeying or perhaps 'dishonouring' her family. In certain communities, it is considered important that women undergo female genital mutilation (FGM) before being able to marry- usually this will be performed during childhood, but there have been reports of young girls or young women undergoing FGM just before a forced marriage  
Never attempt to intervene directly as a school or through a third party.

### **Preventing Radicalisation**

The Counter-Terrorism and Security Act 2015 places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism (the Prevent Duty). Young people can be exposed to extremist influences or prejudiced views, in particular those via the internet and other social media.

Broadfield Primary School seeks to protect children and young people against the messages of all violent extremism, including, but not restricted to those linked to Islamist ideology, or Far Right/Neo Nazi/White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups and extremist Animal Rights movements. Schools can help to protect children from extremist and violent views in the same ways that they help to safeguard children from drugs, gang violence or alcohol. Schools have a statutory duty in the following areas with the aim of safeguarding pupils from radicalisation, extremism and terrorism:

- Demonstrating that robust safeguarding policies are in place to identify children at risk, and intervening as appropriate (by referring pupils to Channel).
- Ensuring that clear protocols in place so that any visiting speakers are suitable and appropriately supervised within school.
- Ensuring that fundamental British values are promoted within the curriculum and extra-curricular activities are reflected in the general conduct of the school.
- Training staff to give them the knowledge and confidence to identify children at risk of being drawn into terrorism and challenge extremist ideas.  
Prevention work and reductions of risk will include the RE curriculum, SEND policy, integration of pupils by gender and SEN and the anti-bullying policy.

There is no such thing as a 'typical extremist'. Those who become involved in extremist actions come from a range of social, personal and environmental factors. It is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that Broadfield staff are able to recognise those children who could be potentially vulnerable. Indicators of vulnerability include:



- Identity crisis – the child is distanced from their cultural/religious heritage and experiences discomfort about their place in society;
- Personal crisis – the child may be experiencing family tensions; a sense of isolation; and low self-esteem, they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Special Educational Need – children may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

If the school has a concern that a child or adult is vulnerable to radicalisation this should be reported through MASH (Multi Agency Safeguarding Hub. School should also make Channel panel referrals.

**Channel** is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism that uses existing collaboration between local authorities, the police, statutory partners (such as the education sector and social services) and the local community.

### **Children missing from education**

All schools must inform their local authority of any pupil who is going to be off rolled from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or
- Have been permanently excluded.

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

### **Private Fostering**

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who isn't their parent or a 'close relative'. This is a private

arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or by marriage). Great grandparents, great aunts, great uncles and cousins are not registered as close relatives.

School should notify the Local Authority if anyone is looking after someone else's child for 28 days or more

### **Sharing concerns**

If a child makes a disclosure

- React calmly.
- Reassure the child that they were right to tell and they are not to blame.
- Take what the child says seriously.
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask about explicit details.
- Reassure but do not promise confidentiality.
- Inform the child/young person what you will do next.
- Make a full and written record of what has been said/heard as soon as possible using CPOMS.
- Do not delay in passing on the information to the designated person if possible.

**The written report** will include the following:

- The nature of the allegation, including dates and times.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries.
- Details of any witnesses to the incidents.
- The child's account, if it can be given, of what has happened.

Any observations or concerns should be logged on CPOMS immediately

**Any child protection concern must be reported to the named person.**

**The Designated Safeguarding Lead is: Patricia Stennett- Headteacher.**

**The Deputy Designated Safeguarding Lead is: Carol Walker, Deputy Head/SENCO**

**The Designated Safeguarding Lead** will decide whether or not an incident should be reported to other agencies as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, advice will be sought from the MASH team. Cases of suspected abuse or allegation will be reported to the Children Assessment Team (CAT) on 770 3790. A telephone referral should be followed by a written record of the referral which will be faxed/posted/emailed to social care using the multi-agency referral form) as soon as possible and within the school day.

**The Designated Safeguarding Lead** is also the first point of contact for external agencies that are pursuing Child Protection investigations and co-ordinates the

In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the CP referral process should not delay the administration of first aid or emergency medical assistance. If a pupil is thought to be at immediate risk because of parental violence, intoxication, substance abuse, mental illness or threats to remove the child during the school day, for example, urgent Police intervention will be requested.

Where a child sustains a physical injury or is distressed as a result of reported chastisement, or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for investigation.

All parents applying for places at this school will be informed of our safeguarding responsibilities and the existence of this policy. In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the school, parents will be notified of this as soon as possible.

Broadfield Primary School recognises the need to be alert to the risks posed by strangers or others (including the parents or carers of other pupils) who may wish to harm children in school or pupils travelling to and from school and will take all reasonable steps to lessen such risks.

### **Vulnerable Pupils**

Particular vigilance will be exercised in respect of pupils who are subject to a Child Protection Plan and any incidents or concerns involving these children will be reported immediately to the allocated Social Worker (and confirmed in writing; copied to the School's Designated Safeguarding Lead). If the pupil in question is a Child Looked After, this will also be brought to the notice of the Designated Safeguarding Lead.

We acknowledge that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. We are aware that additional barriers can exist when recognising abuse and neglect in this group of children. This can include assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration; children with SEN and disabilities can be disproportionately impacted by things like bullying-without outwardly showing any signs; and communication barriers and difficulties in overcoming these barriers.

If a pupil discloses that they have witnessed domestic abuse or is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated Safeguarding Lead as a safeguarding issue.

The school also acknowledges the additional need for support and protection of children who are vulnerable by virtue of refugee/asylum seeker status, the effects of substance misuse within the family, mid-year admissions and pupils where English is an additional language.

The school has a strong commitment to an anti-bullying policy and will consider all coercive acts and peer on peer abuse within a Child Protection context. We recognise that some pupils will sometimes negatively affect the learning and wellbeing of other pupils and their behaviour will be dealt with under the school's behaviour policy. As a school we will minimise the risk of allegations against other pupils by providing a developmentally appropriate PSHE syllabus which develops pupils' understanding of acceptable behaviour and keeping themselves safe, having systems in place for any pupil to raise concerns with staff, knowing that they will be listened to, believed and valued, delivering targeted work on assertiveness and keeping safe to those pupils identified as being at risk and providing targeted work for pupils identified as being a potential risk to other pupils.

### **Peer on Peer Abuse**

Occasionally allegation may be of a peer on peer abuse nature, which may include physical abuse (violence, particularly pre-planned, forcing other children to use drugs or alcohol), emotional abuse (blackmail or extortion, threats and intimidation), sexual abuse (indecent exposure, indecent touching or serious sexual assaults, forcing other children to watch pornography or take part in sexting) and sexual exploitation (encouraging other children to engage in inappropriate sexual behaviour, having an older boyfriend/girlfriend, associating with unknown adults or other sexually exploited children, staying out overnight, photographing or videoing other children performing indecent acts). Any possible peer on peer abuse case will be shared with the designated safeguarding lead with a view to referring to other agencies following the referral procedures.

### **Sexting**

Sexting is when someone sends or receives a sexually explicit text, image or video. This includes sending 'nude photos', rude photos or nude selfies. Any form of sexting will not be tolerated by the school. Parents/carers will be informed as well as other appropriate agencies.

We will always ascertain the views and feelings of all children. We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, school work or other children.

### **Involving Parents/Carers**

In general, we will discuss any child protection concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the Designated Safeguarding Lead. However, there may be occasions when the school will contact another agency before informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child.

### **Early Help**

All staff should be prepared to identify children who may benefit from early help. Early Help means providing support as soon as a problem emerges. In the first instance staff should discuss early help requirements with the Designated Safeguarding Lead. Staff may be required to support other agencies and professionals in an early help assessment. If early help is appropriate the Designated Safeguarding Lead should support the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate. If early help and other support is appropriate the case will be kept under constant review.

### **Training and support**

The Head teacher and all other staff who work with children will undertake appropriate child protection/safeguarding awareness training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at three year intervals. The school will ensure that the Designated Persons undertake inter-agency working and training (level 3 LSCB approved multiagency training course) at two yearly intervals to keep knowledge and skills up to date.

All staff (including governors) and volunteers who are in regular contact with children will receive basic Level 1 child protection/safeguarding training.

All newly recruited staff (teaching and non-teaching) and governors will be made aware of this policy.

We recognise that staff working in school who may have become involved with a child who has suffered harm or appears likely to suffer harm may find the situation upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the Designated Person and to seek further support if required.

### **Professional confidentiality**

Rules of confidentiality mean that it may not always be possible or appropriate to feedback to staff who report concerns to them.

We recognise that all matters relating to child protection are confidential. The Headteacher or Designated Person will disclose personal information about a pupil to other members of staff on a 'need to know' basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of any other.

### **Recruitment**

Broadfield Primary School is committed to safer recruitment and the suitability of all staff at the school. The following people have undertaken The Children's Workforce Development Council (CWDC) Safer recruitment training in line with government requirements.

Name	Role
Patricia Stennett	Headteacher/ Designated Safeguarding Lead
Carol Walker	DeputyHead/Deputy Designated Safeguarding Lead
Gina Andrewes	Chair of Governors
Elisabeth Farrand	Governor
Peter Forshaw	Governor
Catherine Charnock	School Business Manager
Taryn Chambers	School Administrator
Lorna Philip	Governor

As such the recruitment procedures will help to deter, reject or identify people who might abuse children. Safer recruitment processes are followed and all staff recruited to the school will be subject to appropriate identity, qualification and health checks. References will be verified and appropriate criminal record checks (Disclosure and Barring Service checks), barred list checks and prohibition checks will be undertaken. The level of DBS check required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work in the school, as outlined in Part 3 of the DfE guidance "Keeping children safe in education. We will also have regard to DfE's statutory guidance for schools about the employment of staff disqualified from childcare "Disqualification under the Childcare Act 2006", which also contains information about disqualification by association'. Please make further reference to the Recruitment and Selection Policy and the following link: - <http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>

## **Volunteers**

Any person engaged by the school to work in a voluntary capacity with pupils will be subjected to all reasonable vetting procedures and criminal record check. There is no legal requirement to obtain a DBS certificate for volunteers who are not in regulated activity and who are supervised regularly and ongoing day to day basis by a person who is in regulated activity, but an enhanced DBS check without a barred list check may be requested following a risk assessment. Volunteers will be subject to the same code of conduct as paid employees of the school.

## **Staff Code of Conduct**

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the behaviour policy. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Headteacher and parents. Any physical restraint used will comply with DfE and LA guidance.

Except in cases of emergency, first aid will only be administered by qualified First Aiders. Children requiring regular medication or therapies for long-term medical conditions will be made the subject of a Medical Plan that has been agreed with the parents and health authority.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Other than in formal teaching situations; for example, the door to the room in which 1:1 coaching is taking place should be left open or the teacher should ensure that they and the child are clearly visible e.g. the use of the conservatory. All rooms that are used for the teaching or counselling of pupils will have clear and unobstructed glass panels in the doors.

Home visits to pupils (which should be undertaken with another member of staff) or private tuition of pupils should only take place with the knowledge and approval of the Headteacher.

Staff supervising off-site activities or school journeys will be provided with a school mobile telephone as a point of contact for parents and/or parents will be contacted by school.

Staff should only use the school's digital technology resources and systems for professional purposes. Staff will only use the approved school email or other school approved communication systems with pupil or parent/carers and only

communicate with them on appropriate school business and will not disclose their personal telephone numbers and email addresses to pupils or parent/carers. Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of pupils or staff without permission and will not store images at home. Personal mobile phones should not be in the classroom and mobile phones with cameras should not be in areas where children are vulnerable to any invasion of their privacy.

All staff should sign to say that they have read and understood the The Safer Working Practice Guidance and Keeping Children Safe in Education Part One September 2018.

### **Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. Concerns should be raised with the Headteacher or the Deputy Designated person. It should be shared with the Chair of Governors if it relates to the Headteacher.

### **Allegations against staff**

There is an LA procedure (LSCB) for investigating allegations of professional abuse. Issues of concerns should be reported to the Headteacher or the Deputy Designated member of staff who should contact the Local Authority Designated Officer (LADO) TEL: 0161 770 8870.

For the purpose of this procedure an allegation is used in respect of all cases in which it is alleged that a person who works with children has: -

- Behaved in a way that has harmed or may have harmed, a child.
- Possibly committed a criminal offence against, or related to, a child: or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

In connection with his/her employment or voluntary, or where

- Concerns arise about the person's behaviour with regard to his/her own children
- Concerns arise about his/her behaviour in the private or community life of a partner, member of the family or other household member.

This procedure should be read in line with Oldham Local Safeguarding Children Board procedures which can be accessed on the internet at <http://www.oldham.gov.uk/child> protection.



- **The Headteacher** is responsible for undertaking the investigation about the allegation and if appropriate reporting the allegation to the Local Authorities Designated Officer.
- **The Headteacher** is responsible for ensuring that procedures are in place and are in line with Working Together to Safeguard Children 2016.
- **The Local Authority Designated Officer Colette Morris 0161-770-8870** is responsible for the management and oversight of all allegations within their authority from all organisations that offer a service to children.
- Allegations made regarding a volunteer should be reported to the Headteacher immediately, unless that person is subject to the allegation, in which case it should be reported to the Deputy Headteacher.
- If the allegation meets any of the criteria discussed previously it should be reported to the Local Authority Designated Officer.
- The LADO will discuss the allegation with the Headteacher and where necessary, obtain further details of the allegation and the circumstance in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded.
- If the allegation is not patently false and there is cause to suspect that a child is suffering, or is likely to suffer, significant harm, the LADO will immediately refer to the Children's Assessment Team and ask for the Strategy discussion be convened straightaway. The strategy discussion should include the LADO and the Headteacher.
- If there is no cause to suspect that 'significant harm' is an issue, but a criminal offence might have been committed, the LADO should immediately contact and inform the police and decide whether a police investigation is needed. That discussion should also involve the Headteacher
- The possible risk of harm to children posed by an accused person needs to be evaluated and managed effectively – in respect of the child(ren) involved in the allegations and any other children in the individual's home, work or community life. In some cases, this requires the organisation to consider suspending the person.
- Suspension should be considered in any case where there is cause to suspect a child is at risk of significant harm, or the allegation warrants investigation from the police, or so serious that it might be grounds for dismissal.
- People must not be suspended without careful thought. The power to suspend is vested in the employer alone. However, the employer will discuss this line of action with either/and the police, social care or the LADO.
- Where the evaluation decides that the allegation does not involve a possible criminal offence, it is dealt with by the organisation. In such cases, if the nature of the allegation does not require formal disciplinary action, appropriate action should be instituted within **three working days**. If a

disciplinary hearing is required and can be held without further investigation the hearing should be held within **15 working days**.

- Where further investigation is required to inform consideration of disciplinary action the Headteacher should discuss who should undertake this with the LADO. The investigation officer should aim to provide a report to the employer within **10 working days**.
- On receipt of the report of the disciplinary investigation the employer should decide whether a disciplinary hearing is needed within **two working days**, and if a hearing is needed it should be held within **fifteen working days**.
- In any case where social care has undertaken enquiries to determine whether the child or children are in need of protection, the employer should take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.
- The LADO should continue to liaise with the employer to monitor progress of the case and provide advice/ support when required or requested.
- If criminal investigation is required, the police will aim to complete their enquiries as quickly as possible, consistent with a fair and thorough investigation, and will keep the progress of the case under review. They should at the outset, set a target date for reviewing the progress of the case under review. They should at the outset, set a target date for reviewing progress of the investigation and consulting the Crown Prosecution Service about whether to proceed with the investigation, charge the individual with an offence or close the case. Wherever possible that review should **take place no later than four weeks** after the initial evaluation and if the decision is to continue to investigate the allegation, dates for subsequent review should be set at that point.
- If the police and or Crown Prosecution Service decide not to charge the individual with an offence, or decide to administer a caution, or the person is acquitted by a court, the police should pass all information they have which may be relevant to a disciplinary case to the organisation without delay. In these circumstances the employer and the LADO should proceed as described earlier.
- If the person is convicted of an offence, the police should also inform the employer straightaway so that appropriate action can be taken.
- If the allegation is substantiated, and on conclusion of the case the employer dismisses the person or ceases to use the person's services, or the person ceases to provide his/her services, the employer should consult the LADO about whether a referral, to the Protection of Children Act or DfES list. If a referral is appropriate, the report should be made within **one month**.
- If the person is subject to registration by a professional body or regulator-e.g. by the General Social Care Council, General Medical Council, OSTED etc. –the LADO should advise on whether a referral to that body is appropriate.

- If it is decided on conclusion of the case that a person who has been suspended can return to work, the employer should consider how best to facilitate that. Most people will benefit from some help and support to return to work after a very stressful experience. Depending on an individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. The organisation should also consider how the person's contact with the child or children who made the allegation can best be managed if they are still in the workplace.
- Organisations should keep a clear and comprehensive summary of any allegation made, details of how the allegation were followed up and resolved, and any action taken and decisions reached. These should be kept in a person's confidential personnel file and a copy should be given to the individual. Such information should be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age, or for 10 years if that is longer.
- The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where a future DBS reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation of allegations re-surface after a period of time.
- The LADO should regularly monitor the progress of cases, either via review strategy discussions, or by liaising with the police and/ or children's social care colleagues or the organisation, as appropriate.
- Reviews should be conducted at fortnightly or monthly intervals, depending on the complexity of the case.
- If the strategy discussion or initial evaluation decides that a police investigation is required the police should set a target date for reviewing the progress of the investigation and consulting the Crown Prosecution Service to consider whether to charge the individual, continue to investigate, or close the investigation. Wherever possible, that review should take place not later than **four weeks** after the initial action meeting. Dates for subsequent reviews, at fortnightly or monthly intervals should be set at the meeting if the investigation continues.
- It is extremely important that when an allegation is made, every effort is made to maintain confidentiality and guard against any unwanted publicity while an allegation is being investigated or considered.

### **Complaints against staff –by parents**

General complaints should go to the Headteacher. The Local Authority Complaints Officer is where parents can go to seek independent advice.

### **Use of school premises by other organisations**

Where services or activities are provided separately by another body, using the school premises, the Governing Body will seek assurances that the body concerned has appropriate policies and procedures in place in regard to safeguarding children.

### **Records and monitoring**

Any members of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible on an incident report noting what was said or seen, putting the event in context, and saving the date, time and location. All records must be signed and will include the action taken. All records are kept confidentially and securely and separate from pupil records. If a pupil transfers from the school those files will be copied and forwarded as soon as possible to the pupil's new school marked confidential and for the attention of the receiving school's Senior Designated Person for Child Protection.

### **Serious Case Reviews**

Oldham LSCB has a legal requirement to carry out a serious case review (SCR) when a child has been seriously harmed or has died, and abuse or neglect is suspected or known to be a factor in the child's death. The purpose of the SCR is for agencies and for individual agency professionals to improve the way in which they work to safeguard and promote the welfare of children.

The school (via the Senior Designated Person for Child Protection) will make a referral to Oldham LSCB serious case review panel (via the Safeguarding Adviser for Schools) If we have any concerns about a child and believe that the above criteria for a SCR may be met.

### **Safety at Broadfield**

Entry to School will be controlled by doors that are secured physically. Authorised visitors to the school will be logged in and out of the premises and will be asked to wear their identity badge or be issued with school visitor badges. Unidentified visitors will be challenged by staff or reported to the Headteacher or school office. Carelessness in closing any controlled entrance will be challenged. The presence of intruders and suspicious strangers seen loitering near the school or approaching pupils will be reported to the Police and alert other schools through appropriate systems.

Parents, carers or visitors may take video photographic images of pupils in school or on school organised activities with the prior consent of the school. Images taken must be private use only. Recording and/or photographing other than for private use would require the consent of the parents whose children may be captured on film. Without this consent the Data Protection legislation would be breached. If

parents do not wish their children to be photographed or filmed they should contact the school.

Appropriate lockdown systems are in development to enhance current safety arrangements.

## **Curriculum**

Broadfield Primary School acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our pupils for the responsibilities of adult life and citizenship. All curriculum co-ordinators will consider the opportunities that exist in their area of responsibility for promoting the welfare and safety of pupils.

The school will use a blocking system to ensure that access to the internet is safe and Internet safety rules in line with our Online Safety Policy will be applied.

## **Healthy Schools**

Broadfield Primary School will work with partners to ensure that our curriculum promotes a whole healthy school approach with the aim of:

- Developing a school ethos, culture, spiritual, moral, social and cultural (SMSC) development provision and environment which encourages a healthy lifestyle for all pupils, including the vulnerable;
- Ensuring that food and drink available across the school day reinforce the healthy lifestyle message;
- Providing high quality PSHE including sex and relationship education (SRE) as part of Personal Development;
- Providing high quality Physical Education (PE) and sport to promote physical activity;
- Working in partnership with parents/carers, local communities, external agencies and volunteers to support health and wellbeing of all pupils including the vulnerable.

## **Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

### **Policy, Adoption, Monitoring and Review**

This policy was considered and adopted by the Governing body in line with their overall duty to safeguard and promote the welfare of pupils as set out in the DfE guidance 'Keeping Children Safe in Education' (September 2018), the "CounterTerrorism and Security Act" (2015) and the "Prevent Duty" guidance (June 2015)

Parents will be issued with a hard copy of this policy on request.

In our school the Designated Safeguarding Lead will actively evaluate the effectiveness of this policy by monitoring all staff and their understanding and application of the procedures within this policy as their overall duty to safeguard pupils.

The policy, in line with updated DfE and Local Authority guidance, will be reviewed on an annual basis.

### **Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

<b>What ?</b>	<b>Probable Content</b>	<b>Why ?</b>	<b>Who ?</b>	<b>Where ?</b>	<b>When ?</b>
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Medical records	Personal Identification Data	Legally Required To manage the child's specific needs	Head teacher and governing body	Initially Completed On Paper	Held On File for 25 years
Personal contact details		Keeping Children Safe in Education	Passed on to Police / Ambulance service/external agencies if appropriate		
Child Protection Records		Communication			
		Government Legislation			

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		x

## **APPENDIX**

### Appendix 1 - In-School Child Protection Procedures Flowchart



# IN-SCHOOL CHILD PROTECTION PROCEDURES FLOWCHART





