



# **Safeguarding & Child Protection Policy 2020-21**



## SAFEGUARDING POLICY

Wilbraham Primary School		
The Principal who has the ultimate responsibility for safeguarding is Steve Wheeldon		
In their absence, the authorised member of staff is Andrew Marchant ,Vice Principal		
<b>KEY SCHOOL STAFF &amp; ROLES</b>		
Name	Role	Location and/or Contact Phone Number
Sarah Ikin	SENco. Deputy DSL	Wilbraham 0161224 3900
Carrie Godwin	Deputy DSL	Wilbraham 0161 224 3900
Ann-Marie Nelson	Deputy DSL	Wilbraham 0161 224 3900
<b>NAMED GOVERNOR for Safeguarding &amp; Prevent</b>	Contact Phone Number/Email	
<b>DIANE GRAY-STEPHENSON</b>	0161 224 3900 d.graystephenson@wilbrahamprimry.com	

Our procedure if there is a concern about child welfare or safeguarding is:-

- . Staff know where the Designated Safeguarding Leads(s) are located with school and I concerns will be verbally discussed. The member of staff with the initial concerns will follow up by writing up CPOMS under welfare categories, DSL(s) will action accordingly and follow Safeguarding/ Early Help procedures when required.
  - :- Voluntary staff/ Visitors are given a booklet/leaflet on arrival that explains procedures and who and where to contact DSL(s). They also have the option to email [welfare@wilbrahmprimary.com](mailto:welfare@wilbrahmprimary.com) with any concerns if they cannot locate a member of staff
- Early Help Hubs: North 0161 234 1973, Central 0161 234 1975, South 0161 234 1977
  - Social Care Advice & Guidance Service: 0161 234 5001
  - Complex Safeguarding Hub Advice Line: 0161 226 4196
  - MCC Safeguarding in Education Team: 0161 245 7171

Our procedure if there is an allegation that an adult has harmed a child, or that a child is a risk from a named adult is;

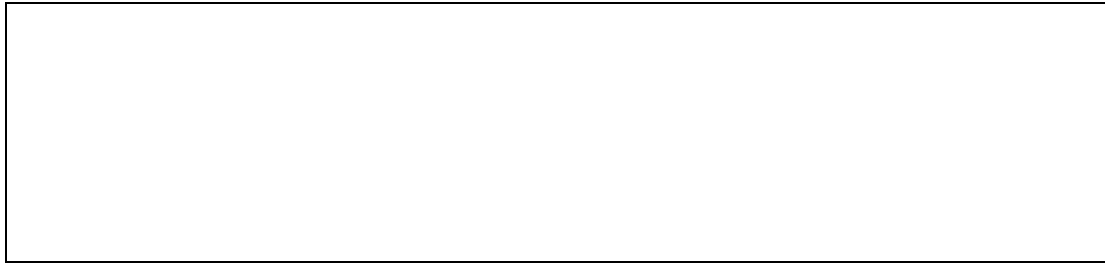
**This is in line with the Aspire Educational Trust Allegations of Abuse Policy.**

- . Any incidents involving an allegation against a staff member will go directly to the Principal, Steve Wheeldon. Information will be recorded and will be reported to HR who will notify to the LADO.
  - If the complaint is against The Principal or a Senior Leader of the Trust then the CEO Kevin Simpson must be informed
- Manchester LADO (sometimes known as DOLA or LA Designated Officer): 0161 234 1214

Our procedure for whistleblowing if there is an urgent concern about child welfare or safeguarding that cannot be dealt with through our usual systems is:-

**This is in line with the Aspire Trust Whistleblowing Policy.**

- . Copies of policies are on our website [www.wilbrahamprimary.com](http://www.wilbrahamprimary.com)  
Also, within the whistleblowing policy gives useful phone numbers  
NSPCC Whistleblowing Advice line: 0800 028 0285 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
Also [www.protect.advice.org.uk](http://www.protect.advice.org.uk) tel: 020 31172520



**This policy will be reviewed at annually unless an incident or new legislation or guidance suggests the need for an interim review**

Review Date	Changes made	By whom
September 2021	Updates where needed	Carrie Godwin

#### **Ratification by Governing Body**

Academic year	Date of ratification	Chair of Governors
2020/2021	September 2020	Steven Boyd

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### **1. INTRODUCTION**

Through this policy we aim to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously.

This policy has been developed to ensure that all adults in our school, including regular staff, supply staff, volunteers and visitors, are working together to safeguard and promote the welfare of children and young people and to identify and address any safeguarding concerns and to ensure consistent good practice.

Our approach is child-centred.

**'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.'** (KCSIE, Part 1, p 5)

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. The aims of this

policy are in accordance with both our Mission Statement and our Equal Opportunities Policy and it is an integral part of all of our activities and functions.

**‘Safeguarding and promoting the welfare of children is defined ... as:-**

- **protecting children from maltreatment;**
- **preventing impairment of children’s mental health or development;**
- **ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and**
- **taking action to enable all children to have the best outcomes.’**

**(KCSIE, p 5)**

Wilbraham Primary school is part of The Aspire Trust. The aim of the trust is simple: to give children and young people from all backgrounds an outstanding education. In so doing, they will acquire the values, skills, knowledge and understanding to prepare them for life beyond the classroom and subsequently succeed.

- 1.1 Under the Education Act 2002, schools/settings/colleges have a duty to safeguard and promote the welfare of their pupils and are committed to the guidance set out in ‘Working Together to Safeguard Children 2018’ and ‘Keeping Children Safe in Education September 2020’ Our policy ensures that we comply with our Statutory Duties (Appendices A & B)
- 1.2 Our policy takes account of non-statutory guidance issued by the DfE and other relevant organisations (Appendix C)
- 1.3 Our policy ensures that we work in partnership with other organisations, where appropriate, to identify any concerns about child welfare and take action to address them and that we comply with local policies, procedures and arrangements (Appendices D & F)
- 1.4 Our policy complements and supports other relevant school policies (Appendix E).
- 1.5 Our policy is regularly reviewed and we are responsive to new guidance and legislation and to promoting the safety of our staff and pupils in crisis situations, including Covid-19.

## **2. ROLES & RESPONSIBILITIES**

### **LEADERSHIP & MANAGEMENT**

#### **2.1 OUR PRINCIPAL**

Our Principal, Steve Wheeldon is fully aware of our role in multi-agency safeguarding arrangements, of the new Safeguarding Partnership (MSP) arrangements and of the Child Death Review partnership arrangements. We

will ensure that we work together with appropriate relevant agencies to safeguard and promote the welfare of local children, identifying and responding to their needs, including:-

**‘providing a co-ordinated offer of early help when additional needs of children are identified, and contributing to inter-agency plans to provide additional support to children subject to child protection plans. All schools and colleges should allow access for children’s social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.’ (KCSIE, 2.81)**

Our Principal is fully aware of statutory guidance in KCSIE and will ensure that:-

- The policies and procedures adopted by the Governing Body to safeguard and promote the welfare of pupils are fully implemented and followed by all staff, including supply teachers and volunteers and that they are regularly updated in response to local practice or national changes in legislation.
- All staff, including supply teachers and volunteers, understand and comply with our Code of Conduct.
- We evaluate our safeguarding policies & procedures at least on an annual basis and return our completed Safeguarding Self Evaluation (SEF) using the online tool to the LA as requested
- We work with the LA to ensure that our policies and procedures are in line with DFE and LA guidance.
- A senior member of staff, known as the DSL, is appointed with a clear job description. He/she has lead responsibility for Child Protection and Safeguarding and receives appropriate on-going training, supervision and support as well as sufficient time and resources to enable them to discharge their responsibilities.
- Parents/carers are aware of and have an understanding of our responsibilities to promote the safety and welfare of our pupils by making our statutory obligations clear in our prospectus.
- The Safeguarding and Child Protection policy is available on our website and is included in the staff handbook and volunteers’ handbook.
- Child friendly information of how to raise a concern/make a disclosure has been developed through promoting to the children when asking for help, there are designated posters throughout school identifying designated staff and where to locate them and is accessible to all children. There is a safeguarding section on the website where children can report issues in school.
- We co-operate fully with MCC and MSP multi-agency safeguarding procedures and arrangements are in place to monitor the quality of referrals and interventions and the processes for escalation of concerns

- On the school website we have clear signposting to ensure that members of our safeguarding team can be contacted during the school holidays. During school holidays each member of the safeguarding team works on a rota basis so that there is always a member of staff available via email for any safeguarding incidents
- We create a culture whereby all staff, volunteers and visitors feel confident and have knowledge of how to raise a concern about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns are addressed sensitively and effectively.
- All staff have access to our reporting system CPOMS, either via their line manager or individual logins.
- Any staff who are carrying out regulated activities commissioned from external agencies/ organisations have been DBS checked and their employing organisations have safeguarding policies in place, including safer recruitment and annual safeguarding training appropriate to roles.
- We ensure a risk assessment takes place to establish that the appropriate checks take place on volunteers.
- We have appropriate procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils and staff. Posters are visible through school that encourages staff and children to report extremist views. Staff will speak to the DSL or in his absence the Deputy DSL(s) who will then follow guidance and procedures

## ● 2.2 OUR GOVERNING BODY

Our Governing Body are fully aware of our role in multi-agency safeguarding arrangements, of the new Safeguarding Partnership (MSP) arrangements and of the Child Death Review partnership arrangements and will ensure that we work together with appropriate relevant agencies to safeguard and promote the welfare of local children, including identifying and responding to their needs.

We will ensure that:-

- All policies, procedures and training in our school are effective, taking account of LA and DFE guidance and comply with the law at all times
- A named member is identified as the designated governor for Safeguarding and receives appropriate training.
- The identified governor will provide the governing body with appropriate information about safeguarding and will liaise with the designated member of staff. Governors receive safeguarding training and the named Governor



with Safeguarding responsibility meets with DSL to ensure all matters are dealt with effectively, this is then reported back to the Governing Body.

- Our safeguarding policy and our staff Code of Conduct are reviewed at least annually and staff are given opportunities to contribute to and shape our safeguarding arrangements and policies. Addenda or appendices may be added during periods of crisis to reflect changes of circumstance. Policies are on The School Bus and designated staff Sarah Ikin and Andrew Marchant have responsibility to keep policies up to date and a log of staff that have read the policies.
- We operate safe recruitment and selection practices, including appropriate use of references and checks on new staff and volunteers including overseas checks where relevant This is monitored by the Schools Business Manager (SBM) and DBS checks are done and information kept of A Single Central Record (SCR).
- We have procedures in place for dealing with allegations of abuse against members of staff, including supply teachers and volunteers and these are in line with KCSIE and Local Authority procedures. We will work with the LADO and other relevant agencies to support any investigations.
- All staff and volunteers who have regular contact with children and young people receive appropriate training and information about the safeguarding processes. INSET days for Safeguarding training and online training. Staff are regularly updated when new challenges arise (ie Covid-19)
- There is appropriate challenge and quality assurance of the safeguarding policies and procedures. Describe arrangements
- Our governors are able to challenge that online safety and online education duties are fulfilled.

### **2.3 OUR DESIGNATED SAFEGUARDING LEAD (DSL)**

The DSL is a member of our Senior Leadership Team and has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people. He/she takes lead responsibility for Early Help, safeguarding and child protection, although some activities may be delegated as appropriate.

The DSL, together with Deputy DSL(s) will:

- Act as the first point of contact with regards to all safeguarding matters.
- Work closely with the school's lead for mental health
- Help promote educational outcomes by working closely with their teachers and sharing information about their welfare, safeguarding and child protection concerns.
- Attend specialist DSL training every two years.
- Keep up to date with changes in local policy and procedures and be aware of any guidance issued by the DfE, MSP and LA concerning Safeguarding, eg through DSL Networks, Safeguarding Newsletters and Circular Letters

- Provide support and training for staff and volunteers DSL(s) meet regularly within school to discuss, implement or rectify changes where necessary which is then disseminated to staff.
- Liaise with the three safeguarding partners and work with other agencies in line with 'Working Together to Safeguard Children'
- Ensure that all referrals made to Children's Services are effective and in line with MSP procedures, and follow escalation process if necessary . All incidents are recorded on CPOMS and are in line with the MSCB procedures. Initially this will be done via telephone and followed up with a referral to social care from this will be sent securely via Egress.
- Ensure that all staff with specific responsibility for safeguarding children, including the named DSL, receive the appropriate funding, training, resources and support needed to undertake this role. Access to professional supervision is recommended practice. DSL(s) receive weekly emails and are kept up to date with training and support services to which they have access to and can disseminate to staff.
- Ensure that referrals to the police are timely and appropriate, following the National Police Chiefs' Guidance
- Ensure that all staff and volunteers understand and are aware of our reporting and recording procedures and are clear about what to do if they have a concern about a child.
- Help promote educational outcomes for vulnerable children, including those with a social worker, in conjunction with other appropriate colleagues
- Always be available during school/college/setting hours during term time, and at other times as designated by the Headteacher/Principal/Proprietor. The Deputy DSL(s) will attend arranged meetings outside of term time. Information is on the school website how to contact Designated Safeguarding Lead and Deputy Designated Safeguarding Lead(s) including emails and contact numbers.
- The safeguarding team comprises of the DSL and Deputy DSL'S – this includes the Inclusion Lead, Designated Person for Looked after Children

## **2.4 ALL STAFF**

All staff in the school, including supply staff and volunteers have responsibility for safeguarding, according to their roles and under the guidance of the DSL.

All staff will:-

- Follow our agreed Code of Conduct and 'Safer Working Practices' guidance
- Attend training sessions/briefings as required to ensure that they are aware of the signs of Abuse, Neglect, Complex Safeguarding Concerns

and key LA approaches including Early Help, Signs of Safety and Safe & Together

- Attend training sessions/briefings as required to ensure that they follow relevant policies eg Behaviour Management Policy/Physical Restraint Policy
- Provide a safe environment where children can learn
- Be aware of specific vulnerabilities of some children, including those with poor attendance and those with a Social Worker.
- Be approachable to children and respond appropriately to any disclosures
- Never promise a child that they will not tell anyone about an allegation, as this may not ultimately be in the best interest of the child
- Know what to do if they have a concern and follow our agreed procedures for recording concerns, sharing information and making referrals
- Attend multi-agency meetings as required, if appropriate to their role
- Contribute to the teaching of safeguarding in the curriculum as required, if appropriate to their role
- Provide targeted support for individual and groups of children as required, if appropriate to their role

Teaching staff have additional statutory duties, including to report any cases of known or suspected Female Genital Mutilation.

### **3. TRAINING AND AWARENESS RAISING**

- 3.1 In accordance with KCSIE, all new staff and regular volunteers will receive appropriate safeguarding information during induction and be made aware of the systems within the school/college which support safeguarding eg, the Behaviour Policy All staff are to read KCSIE part 1 by a specified date and this is logged on The School Bus. DSL and Deputy DSL(s) are familiar with the KCSIE document
- 3.2 All staff must ensure that they have read and understood 'Keeping Children Safe in Education: Part One' and all staff working directly with children should also read Annex A. Sarah Ikin and Andrew Marchant keep track of this via The School Bus
- 3.3 All staff will receive regular child protection training at least every 2 years which includes basic safeguarding information about our policies and procedures, signs and symptoms of abuse (emotional and physical), indicators of vulnerability to exploitation and radicalisation, how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child, with regular updates in relation to local and national changes. Staff receive this as additional training which usually runs over 2 INSET days so the group sizes are manageable

- 3.4 All staff need to understand the impact mental health problems may have on all aspects of safeguarding including the relevance of Adverse Childhood Experiences (ACEs) – all staff completed training in ACE during 2020.
- 3.5 All staff members will receive regular safeguarding and child protection training and updates, as required, providing them with relevant skills and knowledge to safeguard children effectively. Staff receive training via INSET days in addition to on-line training
- 3.6 All interview panels will include at least 1 member that has completed up to date Safer Recruitment training within the last 3 years.

## **4. SAFEGUARDING/CHILD PROTECTION POLICY & PROCEDURES**

### **4.1 PUPIL VOICE**

Children are encouraged to contribute to the development of policies and share their views. This will be done via P4C sessions and pupil voice sessions throughout the year.

### **4.2 POOR ATTENDANCE**

- 4.2.1 We view poor attendance as a safeguarding issue and in accordance with our Attendance Policy, absences are rigorously pursued and recorded. Any concerning patterns are reviewed. In partnership with the appropriate agencies, we take action to pursue and address all unauthorised absences in order to safeguard the welfare of children in our care.
- 4.2.2 Our Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important. In certain cases this may form part of an Early Help Assessment (EHA) or a Parenting Contract.
- 4.2.3 We implement the statutory and LA requirements in terms of monitoring and reporting children missing education (CME), part-time timetables and off-rolling and understand how important this practice is in safeguarding children and young people. Our Attendance Officer Becky Small is responsible for monitoring our pupil's attendance. All absences are followed up with a telephone call from reason(s) for absence and email notification via School Comms. Becky Small will complete all relevant documentation for CME procedures and Penalty Notices.

### **4.3 ALTERNATIVE PROVISION (AP)**

- 4.3.1 We will only place children in AP which is a registered provider and has been quality assured. MCC advise that schools should only use AP that has been judged by Ofsted to be Good or better.
- 4.3.2. Children who require access to AP will have a personalised learning plan designed to meet their needs. Their attendance will be monitored by us in accordance with the School Register Regulations (secondary schools only). Our DSL will work together with the DSL at the AP to ensure that any safeguarding concerns are followed up appropriately.

#### **4.4 EXCLUSIONS**

- 4.4.1. We comply with statutory regulations and with the LA Inclusion Policy (October 2019) and ASPIRE Exclusion Policy Autumn 2020
- 4.4.2. The DSL will be involved when a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered. If there is an open EH, CiN or CP, the EH Practitioner or Social Worker will be informed.
- 4.4.3. Where it is felt that a child or young person is likely to be permanently excluded a multi-agency assessment will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved

#### **4.5 VULNERABLE GROUPS**

- 4.5.1 We ensure that all key staff work together to safeguard vulnerable children. The DSL and Deputy DSL(s) meet regularly to discuss children who are a cause for concern (CCC). Any concerns will be logged on CPOMS and monitored weekly.
- 4.5.2 Any child may benefit from early help at times, but all staff will be particularly alert to the potential need for early help for a child who:
- Is disabled and has specific needs
  - Has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
  - Is a young carer
  - Has a social worker
  - Is showing signs of being drawn in to anti-social or criminal behavior, including gang involvement and association with organised crime groups
  - Is frequently missing/goes missing from care or from home

- Is at risk of modern slavery, trafficking or exploitation
  - Is at risk of being radicalised or exploited
  - Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
  - Is misusing drugs or alcohol themselves
  - Has returned home to their family from care
  - Is a privately fostered child
  - Is an international new arrival, refugee or asylum seekers
  - Is looked after, previously looked after or under a special guardianship order.
  - Requires mental health support
- 4.5.3. Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. All staff are aware that additional barriers can exist when recognising abuse and neglect in this group of children. These can include:-
- Assumptions that indicators of possible abuse such as behavior, mood and injury relate to the child's disability without further exploration
  - Being more prone to peer group isolation than other children
  - The potential for children with SEND being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs and
  - Communication barriers and difficulties in overcoming these barriers (KCSIE, Part 2, 126)
- 4.5.3 Children requiring mental health support can face additional safeguarding challenges. In some cases, mental health problems can be an indicator that a child has suffered, or is at risk of suffering abuse, neglect or exploitation. (KCSIE, Part 2, 114)
- 4.5.4. We ensure that staff consider the context in which incidents occur and whether and wider environmental factors (extra-familial harm) are present in a child's life that are a threat to their safety and/or welfare.
- 4.5.5. We ensure that appropriate staff have the information they need in relation to a child's looked after legal status and regarding a child who was previously looked after and we work with relevant social workers and the Virtual School.

## **5 . CASE MANAGEMENT, RECORD KEEPING & MULTI-AGENCY WORKING**

## **5.1 KEEPING RECORDS**

All incidents are logged on CPOMS. Children who are subject to Child Protection Plans, Looked After Children (LAC), Child in Need (CIN) and Early Help Assessment (EHA) have separate files. These files include minutes, epeps and will have an information sheet with contact details, and professionals who are involved with the families with telephone numbers and email addresses. All information is kept up to date at all times

5.1.1 We keep and maintain up to date information on children on the school roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The record will also include a chronology of any other significant event in a child's life and up to date contact details for adults who have day to day care of the child.

5.1.2 We keep copies of all referrals to Children and Families Services, the Early Help Hub and any other agencies related to safeguarding children.

5.1.3 We keep our safeguarding records secure.

5.1.4 We send a pupil's child protection or safeguarding file separately from the main file to a new establishment if they leave as soon as we are informed of the new school. We keep a copy of the file in accordance with our Records Policy (See Appendix E) and statutory and LA Guidance (See Appendices A, B & D).

## **5.2 RECORDING AND REPORTING CONCERNS**

5.2.1 All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously (Appendix A). If a concern arises all staff, volunteers and visitors must:

- Speak to the DSL or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- Record the concern using our safeguarding recording system

All staff are aware of how to report a concern and where the DSL or Deputy DSL(s) are located within school and that they need to follow up any concern by writing a CPOMS so this can be actioned by the DSL or Deputy DSL(s). Visitors are given a safeguarding information sheet when entering the school which clearly indicates who to report to. In the event that an incident is

reported in class then the visitor can report to the class teacher who will then notify the DSL or Deputy DSL(s).

### **5.3 WORKING WITH PARENTS/CARERS**

- 5.3.1 Our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers and would expect them to provide up-to-date contact details, including at least 2 emergency contacts.
- 5.3.2 In most cases parents/carers will be informed when concerns are raised about the safety and welfare of their child and given the opportunity to address any concerns raised.
- 5.3.3 We aim to engage with parents/carers through the LA Early Help processes, including holding strength-based conversations.
- 5.3.4 We will inform, and gain consent from parents/carers if possible, if a referral is to be made to Children's Social Care or any other agency **unless it is believed that by doing so would put the child at risk** eg in cases of suspected sexual abuse. We will record the reasons if consent is not gained.
- 5.3.5 In such cases the DSL or Headteacher will seek advice from Children's Social Care AGS.

### **5.4 MULTI-AGENCY WORKING**

- 5.4.1 We will develop effective links with other relevant agencies and co-operate as required with any enquiries regarding child protection issues.
- 5.4.2 We will develop effective links with the Early Help Hubs and carry out an Early Help Assessments (EHA), as appropriate.
- 5.4.3 We will notify the named Social Worker if:
  - A child subject to a child protection plan is at risk of permanent exclusion
  - There is an unexplained absence of a child who is subject to a child protection plan
  - It has been agreed as part of any child protection plan or core group plan.
- 5.4.4. We will regularly review and concerns if necessary, as detailed in KCSIE and will follow LA and MSP procedures if there is a need to re-refer or to escalate.

### **5.5 CONFIDENTIALITY & INFORMATION SHARING**



- 5.5.1 Staff will ensure that confidentiality protocols are followed and under no circumstances will they disclose any information about children outside of their professional role.
- 5.5.2 Information about children will only be shared with other members of staff on a need-to-know basis
- 5.5.3 All staff and volunteers understand that they have a professional responsibility to share information with other agencies, in the best interests of the child's safety, welfare and educational outcomes. This is a matter of routine.
- 5.5.4 We have arrangements in place that set out clearly the process and principles for sharing information within school and with the three safeguarding partners, other organisations, agencies and practitioners as required. This includes an agreed rationale for gaining consent, when and what to share, when and what not to share and systems for recording these decisions.
- 5.5.5 We comply with the Data Protection Act 2018 and GDPR in that we ensure that we process all personal information lawfully and keep it safe and secure, with appropriate retention schedules. CPOMS will be used to record parental consent/ withdrawn consent when it relates to their child. A covid-19 information sheet is given to visitors on entering the school. They are greeted at the door by the person(s) who the visitor wishes to meet. Their temperature is taken by a non-intrusive thermometer, their temperature is then recorded along with telephone and email address in the event of track and trace.

## **5.6 CHILD PROTECTION (CP), CHILD IN NEED (CiN) & TEAM AROUND THE CHILD/FAMILY MEETINGS AND CONFERENCES**

- 5.6.1 A child protection conference will be held by Social Care if it is considered that the child is suffering or at risk of significant harm.
- 5.6.2 We will attend and contribute to initial and review CP conferences, CiN conferences and relevant multi-agency meetings, including core groups. Deputy Designated Safeguarding Lead(s) will attend all meetings and prepare written reports. These reports are read and authorised by the Principal/ Designated Safeguarding Lead. In the event of absence, another Deputy Safeguarding Lead will attend.
- 5.6.3 Members of staff who are asked to attend a child protection conference or other core group meetings (either in person or virtually) about an individual pupil/family will need to have as much relevant updated

information about the child as possible and will send a report, using the most up-to-date proforma to the Chair within the required timescales, at least 48 hours before the meeting.

5.6.4 Our reports will always include the voice of the child, which is especially important where there may be barriers to communication.

5.6.2 We will discuss and share reports with the parents/carers before the conference.

5.6.3 All relevant staff will be confident in using the tools which are part of the Signs of Safety approach

## **5.7 CONCERNS/DISCLOSURES BY CHILDREN, STAFF & VOLUNTEERS**

5.7.1 Any concern, disclosure or expression of disquiet made by a child will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.

5.7.2 All staff and volunteers must be clear with children that they cannot promise to keep secrets.

5.7.3 We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint.

5.7.4 We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.

## **5.8 LEARNING FROM SERIOUS CASES**

5.8.1 The MSP will always undertake a child practice review or serious case review (SCR) when a child dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the SCR is to:

- Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people
- Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.
- Improve inter-agency working to better safeguard and promote the welfare of children and young people

5.8.2. If required we will provide an individual management report for a

SCR and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

- 5.8.3 Our DSL will keep up to date with the findings from SCRs and other learning reviews nationally and in Manchester, share the learning and review our safeguarding procedures if relevant.

## **6. THE CURRICULUM**

We are committed to promoting emotional health and wellbeing and to supporting the development of the skills needed to help keep children safe and healthy. This includes face to face teaching, blended learning and online learning as needed in response to any crisis situation that may arise.

- 6.1 All children have access to an appropriate curriculum, differentiated to meet their needs. They are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect and empathy for others.
- 6.2. This enables them to develop the necessary skills to build self-esteem, respect others, support those in need, resolve conflict without resorting to violence, questions and challenge and to make informed choices in later life.
- 6.3 Personal Social and Health Education (PSHE), Sex and Relationship Education (SRE), Citizenship and Religious Knowledge lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, family patterns, religious beliefs and practices and human rights issues. Our PSHE/SRE curriculum is displayed on the website for each year group
- 6.4 We take account of the latest advice and guidance provided to help address specific vulnerabilities and forms of grooming and exploitation e.g. Domestic Abuse, Child Sexual Exploitation, Peer on Peer/Child on Child Abuse, Radicalisation, 'Honour-based' Abuse, including Forced Marriage, Female Genital Mutilation & breast ironing, Modern Slavery and County Lines.
- 6.5 All children know that there are adults in our school/setting/college whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect. Children are encouraged to speak to adults in school. There are various posters around school which tells the children where non-teaching staff

are located. Any concerns will be recorded on CPOMS and if necessary discussed at Inclusion Team meetings. The school offers a 3 tiered system for supporting children with their mental health and access to adult support – this can Play Therapy, Counselling, Forest School groups, CBT groups, 1:1 Talk time, Confidence groups, Social Skills groups

- 6.6** Children are encouraged to contribute to the development of policies. This will be done via P4C sessions and pupil voice sessions throughout the year.

## **7 . ONLINE-SAFETY**

- 7.1 Online safety is a safeguarding issue not an ICT issue. The purpose of Internet use in our school/setting/college is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance our management information and business administration.
- 7.2 The Internet is an essential element in 21<sup>st</sup> century life for education, business and social interaction and we have a duty to provide children with quality access to it as part of their learning experience.
- 7.4 We will ensure that appropriate filtering methods (without ‘over-blocking’) are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material. The security gateway which filters internet webpages is Barracuda , this will report to the IT staff in school and procedures followed when necessary.
- 7.5 We will encourage children to use Social Media safely, including opportunities for them to think and discuss the issues and to check their sources of information.
- 7.6 We will ensure that children do not misuse their devices whilst in school. Barracuda will report any misuse of inappropriate webpages. Children are regularly reminded about safe use.
- 7.7 We have separate acceptable use policies (AUPs) for both staff and children. This covers the use of all technologies and platforms used, both on and offsite. All IT policies including Code of Conduct are on The School Bus. Sarah Ikin and Andrew Marchant are the staff ensuring that policies are kept up to date and sent to staff to read. The School Bus also keeps track of which staff have read the policies.

- 7.8 We follow the MSP guidelines ‘Safeguarding online guidelines for minimum standards’ and the advice on the UK Safer Internet Website. We are currently completing the 360 Audit via the ICT Lead and this will need to action plan being developed
- 7.9 We work with parents to promote good practice in keeping children safe online, including to support their children learning at home. Information for parents is on our website. We also follow the advice from Manchester Healthy Schools, where we have held workshops for parents around internet safety. Information also goes out to parents via school comms to encourage monitoring their children use at home.
- 7.10 We ensure that all staff adhere to safe and responsible online behaviours when providing home learning and communicating with families.  
Staff are not permitted to contact children or parents with the use of technology with camera/video access whilst at home. In the event of this being necessary the staff member must be in school and a child must not be on their own without a parent/ carer present.

## **8. SAFER RECRUITMENT & SELECTION OF STAFF**

- 8.1 Our recruitment and selection policies and processes adhere to the DfE guidance KCSIE and the LA model policy for Safer Recruitment (Appendices A & D)
- 8.2 At least one member of each recruitment panel will have attended safer recruitment training within the past 3 years
- 8.3 All relevant staff (involved in early years settings and/or before or after school care for children under eight) are made aware of the disqualification and disqualification by association legislation and their obligations to disclose relevant information to the school.  
All staff are made aware of legislation that may impact their role within school
- 8.4 The Headteacher and Governing body will ensure that all external staff and volunteers, including out of hours organisations using our school site have been recruited safely, including DBS checks as appropriate.
- 8.5 The school maintains a single central record of all recruitment checks undertaken.
- 8.6. Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained.

- 8.7 Written notification will be requested from any agency or third party organisation used by us to confirm that the organisation has carried out the statutory recruitment checks.
- 8.8 Risk assessments are carried out on all volunteer activities as required.

## **9. MANAGING ALLEGATIONS AND CONCERNS AGAINST STAFF AND VOLUNTEERS**

- 9.1 We follow the DfE guidance KCSIE, Section 4, when dealing with allegations made against staff and volunteers, including where they have behaved, or may have behaved in a way that indicates they may not be suitable to work with children (transferable risk). All matters of this nature are reported directly to the Principal who will follow procedures as in the KCSIE guidance.
- 9.2 All allegations made against a member of staff, including supply staff and volunteers, including contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.
- 9.3 Allegations will be referred to the LADO for investigation if they meet the threshold. (KCSIE). We will work with the LADO and other relevant agencies to support any investigations.
- 9.4 We ensure that all staff are aware of how to raise a concern, including anonymously as a whistleblower. The Whistleblowing policy is accessible to all staff via The School Bus – this policy clearly sets out the procedure for staff to follow if they want to raise a concern.
- 9.5 Historic allegations will be referred to the police.

## **10.SAFETY ON & OFF SITE**

- 10.1 Our site is secure with safeguards in place to prevent any unauthorised access and also to prevent children leaving the site unsupervised.
- 10.2 We have good up to date knowledge of our local area and any safeguarding risks to the wider community.
- 10.3 All visitors, including visiting speakers, are subject to our safeguarding protocols while on site and will be supervised at all times, if no checks

have been obtained. All visitors when entering the premises sign in on Inventory. The person(s) who are expecting visitors will be waiting for their arrival, go through the covid-19 risk assessment and they will take detail including telephones numbers in the event of track and trace, their temperature will also be taken on arrival and recorded. (current situation) Visitors without safety checks will be supervised at all times.

- 10.4 We will ensure that any contractor, or any employee of a contractor, who is to work in our school, has been subject to the appropriate level of DBS check. We are responsible for determining the appropriate level of supervision depending on the circumstances. We will always check the identities of contractors and their staff on arrival.
- 10.5 We operate a responsible booking protocol and will carry out appropriate checks on all organisations which request to hire our facilities. Wilbraham Primary School does not offer this facility.
- 10.6 We exercise due diligence to prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils or staff. There are posters throughout school which promotes reporting of extremist views and radicalization and children are given the opportunity to discuss through P4C.
- 10.7 We have a work experience placement policy and procedures in place. We will ensure that any person supervising a child on a placement has been subject to the appropriate level of DBS check.
- 10.8 All school visits are fully risk-assessed and no child will be taken off-site without parental permission.
- 10.9 For international exchanges, we will liaise with our partner schools abroad to establish a shared understanding of the arrangements in place both before and during the visit. We will ensure we are satisfied that these are appropriate and sufficient to safeguard effectively every child who will take part in the exchange. We may also feel it necessary to contact the relevant foreign embassy of High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside the UK.
- 10.10 We have a Health & Safety policy and a Critical Incident Policy eg for contacting parents and for reporting to the emergency services, including police and hospitals.

