

# BARTON PRIMARY SCHOOL AND EARLY YEARS CENTRE.



## SAFEGUARDING POLICY

DATE: October 2011

TO BE REVIEWED: October 2012

Signed.....Chair of Governors

Date.....



All adults working in educational settings should know the name of the schools designated teacher for Child Protection or the equivalent individual and know and follow the relevant child protection policy and procedures. All staff have a duty to report any child protection concerns to the designated person.

Designated Teacher: Mrs K Wales  
Deputy Designated Teacher: Mrs C Cunningham  
Designated Governor: Mrs M Norledge  
Deputy Designated Governor: Mrs A Dickson

If these staff are not available contact the agency needed directly e.g. the duty officer at Social Services 01983 525790  
Police 08450454545  
Family Resources 01983814370

Guidance on Child Protection Procedures is available on the **4LSCB** website. These are updated regularly and any printed out information is only valid for 72 Hours. Local Contact details are in the Safeguarding Policy File.

#### TRAINING

Level 1 (all staff) 3<sup>rd</sup> November 2009  
Level 2 Designated Child Protection Staff and Governors 3<sup>rd</sup> November 2009  
Level 3 Designated Child Protection for key Staff 8 & 9<sup>th</sup> November 2011  
Safer Recruitment: Alison Dickson and K Wales training in progress online

Please also see the Safeguarding File for related policies

Introduction:

Barton Primary School and Early Years Centre fully recognises its responsibilities for child protection and safeguarding children.

Our policy applies to all staff, governors and volunteers working in the school. There are six main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers who work with children
- Ensuring that all adults in our school who have access to children have been checked as to their suitability. This includes other community users of our facilities.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.

- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

Responsibilities:

- Ensure we have a designated senior person and deputy for child protection who has received Level 3 training and support for this role.
- Ensure we have a nominated governor and deputy responsible for child protection.
- Ensure every member of staff, volunteer and governor has up to date Level 1 training in Safeguarding Children.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated teacher responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus, school website and the Safeguarding Policy.
- Notify social services if there is an unexpected absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Ensure mobile phones are only used in accordance with the Computer and Internet Use agreement which all adults in school must sign.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Ensure contractors follow our safeguarding good practice, using mobiles only when necessary for the job they are undertaking. No photo may be taken without the express permission of the Headteacher.

## Supporting Children:

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and education psychology service.
- Ensure that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

## Confidentiality

- We recognise that all matters relating to Child Protection are confidential.
- The Headteacher or designated person will disclose personal information on a need to know basis only. However all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff are made aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.
- We will always undertake to share our intention to refer a child to Social Services with their parents/ carers unless to do so could put the child at greater risk of harm or impede criminal investigation. If in doubt we will consult with the Education Welfare Service/ Social Services or the police.

## Supporting Staff

- We recognise that staff working in the school who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find

the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the Designated person and to seek further support i.e. Occupational Health, Council's Counselling service etc.

- Staff will have access to advice on the boundaries of appropriate behaviour. (see appendix 1)
- Staff are to use the correct documentation for reporting incidents, signing and dating and passing to the appropriate member of staff.

#### Allegations against staff:

- All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- All mobile phones and personal technologies must only be used in accordance with the Computer and Internet Use Policy.
- All staff should be aware of the school's behaviour policy.
- If an allegation is made against a member of staff, the member of staff receiving the allegation will immediately inform the designated person. If the allegation is against the designated person the designated governor should be informed.
- The school will follow the DfE procedures (appendix 2) for managing allegations against staff. Rosie Rae [01983 821000] is the Local Authority Designated Officer to support this process.
- 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 other colleagues.

#### **Additional Information**

##### Integrated Services

We recognise that as a school with Extended Schools services extra precautions must be in place and adhered to.

- All visitors to the main school sign in at the office and collect a visitor's badge.
- Visitors without CRB checks are accompanied through the building at all times.
- Staff supervise children at all times.
- Staff question without hesitation any unknown persons found in the building or on the premises.
- Gates are closed and the bottom playground gate and the gate into the Early Years playground are locked.
- Doors are not accessible from outside.
- Families who are walking through the school building are always accompanied.

## Appendices

Appendix 1: *Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings*

Appendix 2: *Safeguarding Children in Education: dealing with allegations of abuse against teachers and other staff.*

Appendix 3: *Child Protection Form*

Appendix 4: *Whistle blowing at Work*

Appendix 5: *Use of physical restraint*

Appendix 6: *Towards a safer workforce*

Appendix 7: *Preventing unsuitable people from working with children and young persons*