**PERRYFIELDS INFANT SCHOOL**



***Helping each other to learn and grow***

**SAFEGUARDING POLICY**

***APPROVED BY GOVERNORS 26TH SEPTEMBER 2016***

***POLICY TO BE REVIEWED SEPTEMBER 2017***

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| **DESIGNATED SAFEGUARDING LEAD:** | Mrs Amanda ReidHeadteacher |
| **DEPUTY DESIGNATED SAFEGUARDING LEAD:** | Mrs Cathy ChampionActing Deputy Head |
| **DESIGNATED SAFEGUARDING GOVERNOR:** | Dr Stephen Hill |

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**1/ Introduction**

All the governors and staff at Perryfields Infant School share an objective to helpkeep the children safe by contributing to:

* Providing a safe environment for them to learn
* Identifying children who are suffering or likely to suffer significant harm and taking appropriate action, with the aim of making sure that they are kept safe both at home and in the education setting.

To achieve this objective, we:

* Aim to prevent unsuitable people from working with the children
* Promote safe practice and challenge any poor or unsafe practice
* Identify instances where there are grounds for concern about a child’s welfare and initiate or take appropriate action to keep them safe
* Contribute to effective partnership working between all those involved in providing services for our children

Within the five key areas from the “Every Child Matters” agenda which were deemed essential in the complete development of each and every child our school has a duty to ensure that each child:

* Stays safe
* Is healthy
* Is able to enjoy and achieve
* Is able to achieve economic well-being
* Makes a positive contribution

The Department for Education has published a document “Keeping Children Safe in Education” (DFE 2016) which has also been used in formulating this school’s safeguarding statement.

**2/ Perryfields Infant School Safeguarding Children Statement**

At Perryfields Infant School the health and safety of all children is of paramount importance. Children have a right to be safe at home, at school and in the community and helping to keep children safe is everyone’s responsibility. The school has a commitment to safeguarding and we aim to create a culture of vigilance and we will always work in the best interests of the child. In order to do this a wide range of measures are in place in school.

**3/ What is safeguarding all about?**



**4/ Listening to and responding to children**

This school acknowledges that empowering young people to talk freely to adults whom they trust and ensuring that these individuals respond appropriately, is the most effective way of keeping children safe. This school has developed strategies to ensure that its pupils have a range of adults with whom to share their concerns.

**5/ The Designated Safeguarding Lead (and Deputy)**

The designated safeguarding lead in school takes lead responsibility for managing child protection referrals, safeguarding training and raising awareness of all child protection policies and procedures. They ensure that everyone in school (including temporary staff, volunteers and contractors) is aware of these procedures and that they are followed at all times. They act as a source of advice and support for other staff (on child protection matters) and ensure that timely referrals to Essex Children’s Social Care (Family Operations Hub) are made in accordance with current SET procedures.  They work with the local authority and other agencies as required.

If for any reason the designated safeguarding lead is unavailable, the deputy designated safeguarding lead will act in their absence*.*

**6/ Record keeping procedure**

* Any member of staff who has concerns about the welfare of a child must share this information, without delay with the Headteacher (Designated Safeguarding Lead) or Deputy Headteacher in their absence. This should be written down on a pink safeguarding concern sheet located on the safeguarding board in the staff room kitchen.
* All verbal conversations should be promptly recorded in writing.
* These records must be stored securely and the information shared with staff only on a ‘need to know basis’
* The child protection record must be transferred to the Safeguarding Lead of the admitting school should the child change schools.

**7/ Confidentiality**

* All matters relating to child protection are confidential
* The Headteacher will disclose any information regarding 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 make a promise to a child to keep secrets

**8/ Referral and procedures**

The Headteacher (Safeguarding Lead) should assess all information available to the school concerning a child and refer the child to Social Care if appropriate and confirm this referral in writing by completing a Referral Form (Family Operations Request for Support Form Feb 2016).

All action is taken in accordance with the following guidance;

* Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2016)
* Keeping Children Safe in Education (DfE, 2016)
* Working Together to Safeguard Children (DfE, 2015)
* ‘Effective Support for Children and Families in Essex’ (ESCB, 2015)
* PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)

When referring we will contact the Family Operations Hub (FOH) by calling **0345 603 7627** and asking for the Family Operations Hub. We will then specify whether we want:

1. The FOH Priority Referral line (for urgent referrals if a child needs immediate protection) or
2. The FOH Referral line (for non-urgent referrals)
3. The FOH Advice/Guidance line

All telephone referrals should be followed up by using the Family Operations Request for Support form (FORS). Unless there is immediate risk, the FORS form may be used to make a referral (instead of by phone). The form is sent (password protected) to FOH by email, fax, or post.

When new staff, volunteers or regular visitors join our school they are informed through an induction process of the safeguarding arrangements in place and the name of the designated safeguarding lead (and deputy) and how to share concerns with them. During this induction time and the regular safeguarding training the following documents are read by all staff:

* Keeping Children Safe in Education (2016) (Part One and Annex A)
* School’s Code of conduct
* School’s Safeguarding Policy
* School’s Child Protection Policy
* The Prevent Duty (HMG, 2015)

In addition each class has a regularly updated safeguarding folder which contains further safeguarding information for all staff to be familiar with:

* What to do if you’re worried a child is being abused (March 2015)
* Effective Support for Children and Families in Essex

**9/ Health and Safety Policy**

The school has a Health and Safety Policy which is monitored and reviewed regularly by governors. The Headteacher, Office Manager and Governors oversee the policy. Any concerns from staff are reported to any of the above who will then carry out an initial examination, assessing what remedial action is needed. Each term the school undertakes a fire drill to practice efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment and fire equipment is checked annually. The school regularly reviews the critical incidents plan that details what staff and parents should do in the case of emergencies.

**10/ Medical Procedures**

All LSAs and MDAs are trained in First Aid. When a child is unwell or has suffered an accident in school or on the playground there is a protocol for staff to follow:

* A trained first aider is consulted
* The incident is logged in the accident book
* For head injuries a ‘Bumps and Scrapes’ letter is issued
* If there is any doubt at all a parent is contacted
* Children under 5 will always be accompanied on a visit by a member of staff who has completed the Paediatric First Aid training course.

School policy is that members of staff will not give medicines to a child unless they are for chronic conditions (e.g. asthma) or emergency medication (e.g. portion, epipen) for an allergic reaction. Parents may come in to school to administer a medicine or may nominate a friend to do so. There will be an agreed protocol shared by all concerned for individual pupils’ personal needs as appropriate.

**11/ Site Security**

Perryfields Infant School shares a large site with Perryfields Junior School and The Boswells School but the site is only as secure as the people who use it, therefore all users must be alert to procedures.

* Internal and external gates should be closed/locked at 9.15 a.m. and opened at 3.00 p.m. for parents to access the site.
* Visitors must only enter through the main entrance and after signing in at the office window, they should obtain a badge on entry.
* Children will only be allowed home with adults with parental responsibility or confirmed permission.
* Children leaving school during school hours must be collected by an adult and signed out.
* Should a child leave the school premises without permission the staff will follow the risk assessment for a missing pupil.
* An adult will welcome the children in at the classroom door each morning and show the children out at the end of each day ensuring everyone is met by a known adult.

**12/ Attendance**

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone. If there is no notification, school has a policy of phoning home to ascertain each child’s whereabouts (First Day Contact). The Admin Assistant and Headteacher work closely with class teachers to monitor lateness or absence. School measures are put in place to improve attendance or punctuality and if they do not have an effect we inform the Missing Education and Child Employment Service. Attendance rates are reported each term to the LA, annually to the government and individual attendance to all parents. Positive measures are in place to encourage children to attend regularly and punctually and the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality.

**13/ Appointments of staff and induction of newly appointed staff and work placements**

This school operates vetting and safe recruitment practices. The school undertakes a DBS check for all newly appointed staff. The Headteacher sits on all appointment panels and has undertaken NCSL training on Safer Recruitment. The Deputy Headteacher has also undertaken Safer Recruitment training and sits on appointment panels. The Office Manager keeps a ‘Single Central Record’ of all staff. All newly appointed staff have an induction meeting into safeguarding practices which is carried out by the Designated Safeguarding Lead and they are assigned a mentor for their induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

**14/ Voluntary help**

Volunteers who come in to school regularly must also have Disclosure and Barring Service clearance. School volunteers initially meet with the headteacher (designated safeguarding lead) to discuss the expectations of voluntary roles including confidentiality and safeguarding procedures. All volunteers are given a copy of the schools Child Protection policy and an information sheet about Safeguarding procedures. Volunteers for a one off school visit will be subject to a List 99 check before the visit. All volunteers will be supported by a member of staff to guide them in any activities.

**15/ Visitors**

Visitors with a professional partnership role, i.e. the School Nurse, Sports Coaches or members of the police are required to bring and show evidence of DBS clearance and anyone entering without clearance will be accompanied.

**16/ Child Protection**

The designated adult for Child Protection and safeguarding is the Headteacher and the deputy designated adult for Child Protection in her absence is the Deputy Headteacher. There is also a designated Governor (Mr Stephen Hill). The Headteacher and Deputy attend Child Protection Level 3 training at least every two years. It is the Governing Body’s duty to ensure the Child Protection Policy is reviewed annually and any deficiencies with the policy addressed immediately. Governors and all staff have Level 2 training which is delivered by the Designated Lead at least once a year and any other safeguarding updates are disseminated when needed.

This school follows DfES guidelines 10/98 which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment. All allegations of abuse by or complaints about a member of staff will be dealt with following the agreed Local Authority Policy.

**17/ Types of abuse / specific safeguarding issues**

Keeping Children Safe in Education (DfE, 2016) defines abuse as the maltreatment of a child.

*“Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children”*

The four main types of abuse referred to in Keeping Children Safe in Education are:

* Physical
* Emotional
* Sexual
* Neglect

Our school is aware of the signs of abuse and neglect so we are able to identify children who may be in need of help or protection.

**18/ Peer on peer abuse**

Our school may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm.  Nevertheless, whilst at school, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children. Our school recognises that some children may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures.

Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), on-line abuse, gender-based abuse, ‘sexting’ or sexually harmful behaviour. We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs. We use lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Our school understands the different gender issues that can be prevalent when dealing with peer on peer abuse.

If any peer on peer abuse concerns arise all staff follow the SET procedures and inform the Designated Safeguarding Lead. Both sets of parents are informed of the incidents and together an action plan is agreed incorporating support, targets and consequences. Referrals will be made and advice sought according to individual situations. At this time we will refer to the schools Anti-bullying policy, Safeguarding policy, Promoting positive behaviour for learning policy, Keeping Children safe in education (DFE 2016) and the SET procedures.

**19/ Children with special educational needs and disabilities**

Our school understands that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. 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 disproportionally impacted by things like bullying- without outwardly showing any signs;

• communication barriers and difficulties in overcoming these barriers.

**20/ Children missing from education**

All children, regardless of their age, ability, aptitude and any special education needs they may have are entitled to a full-time education. Our school recognises that a child missing education is a potential indicator of abuse or neglect and will follow the school procedures for unauthorised absence and for children missing education. Parents should always inform us of the reason for any absence. Where contact is not made, a referral may be made to another appropriate agency (Missing Education and Child Employment Service, Social Care or Police).

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

**21/ Child Sexual Exploitation (CSE)**

CSE is a form of abuse where children are sexually exploited for money, power or status. It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. Our school is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The designated safeguarding lead is the named CSE Lead in school on these issues and will work with other agencies as appropriate.

**22/ Female Genital Mutilation (FGM)**

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal in the UK and a form of child abuse. As of October 2015, the Serious Crime Act 2015 (Home Office, 2015) introduced a duty on teachers (and other professionals) to notify the police of known cases of female genital mutilation where it appears to have been carried out on a girl under the age of 18. Our school will operate in accordance with the statutory requirements relating to this issue, and in line with existing local safeguarding procedures.

**23/ Honour-based Violence**

Honour Based Abuse is an international term used by many cultures for justification of abuse and violence. It is a crime or incident committed in order to protect or defend the family or community ‘honour’. Honour crimes and forced marriages are covered by the law, and can involve a range of criminal offences. Again our school will operate in accordance with the statutory requirements and SET procedures.

**24/ Forced marriage**

A forced marriage is one entered into without the full consent of one or both parties. It is where violence, threats or other forms of coercion is used and is a crime. Our staff understand how to report concerns where this may be an issue.

**25/ Private Fostering**

Private fostering describes an arrangement that lasts for 28 days or more, where a child is cared for by someone who is not a close relative. Close relative means a grandparents, uncle, aunt, step parent or older brother or sister. Private Fostering is usually when a child is living with a family friend or member of extended family. It is a legal requirement to notify the Essex Private Fostering Team if you are aware that a child is living in a Private Fostering arrangement. As a school we will operate in accordance with the statutory requirements and follow the SET procedures.

**26/ Prevention of radicalisation**

As of July 2015, the [Counter-Terrorism and Security Act (HMG, 2015)](http://www.legislation.gov.uk/ukpga/2015/6/contents) placed a new duty on schools and other education providers. Under section 26 of the Act, schools are required, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

It requires schools to:

* teach a broad and balanced curriculum which promotes spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion
* be safe spaces in which children / young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
* be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues

CHANNEL is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism. Our staff understand how to identify those who may benefit from this support and how to make a referral.

**27/ Curriculum**

The curriculum deals with safeguarding in two ways

As part of developing a healthy lifestyle children should be taught:

* To recognise and manage risks in different situations and then decide how to behave appropriately
* To judge what kind of physical contact is acceptable and unacceptable
* To recognise when pressure from others (including people they know) threatens their personal safety and develop effective ways of resisting pressure, including knowing where and when to get help and from whom
* To use assertiveness techniques to resist unhelpful pressure

Children should feel valued, respected and able to discuss any concerns they have. The curriculum is designed so that safety issues within subjects are discussed and safe practices taught, such as using equipment properly in all activities. At all times there are appropriate staffing levels both in school and when the curriculum is taken out of school. The lead adult always completes an individual risk assessment and all trips are finally authorised by the Headteacher (Educational Visits Co-ordinator).

**28/ Internet Safety**

Children should be encouraged to use the internet but always in a safe manner. Parents are asked to agree to their child using the internet and informed that the usage is filtered in school by the Local Authority. Pupils must never be left unattended whilst online and teachers ensure that this does not happen. If anyone is made aware of any misuse, either by an adult or child the issue should be reported to the Headteacher without delay. As Child Protection Lead, the Headteacher has overall responsibility for internet safety. E-safety is embedded into the school’s curriculum and the children receive regular E-safety lessons and assemblies. All staff receive E-safety training annually and parents are also regularly offered this training. The school regularly reviews internet safety policies.

**29/ Photographing and Videoing**

Parents are asked to inform us if they do **not** want their child to be photographed when at school. If children are photographed and the pictures used outside school specific permission is sought from parents if names are to be used with the photographs. Parents are asked not to use mobile phones for photographs and not to upload any images onto any social networking sites.

**30/ Whistleblowing**

All staff are made aware, as part of their induction that if they have any concerns about the behaviour or intentions of any person within the building, school grounds or within proximity of children, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school has a current Whistleblowing Policy which is made available to all staff. All new staff receive a copy of this policy and posters highlighting whistleblowing procedures are in the staff room.

Any concerns about the conduct of a member of staff will be referred to the Headteacher (or the Deputy Headteacher in their absence). This role is distinct from the designated safeguarding lead as the named person should have sufficient status and authority in the school to manage employment procedures. Staffing matters are confidential and the school must operate within statutory guidance around Data Protection.

Where the concern involves the headteacher, it should be reported direct to the Chair of Governors.

SET procedures (ESCB, 2016) require that, where an allegation against a member of staff is received, the headteacher, senior named person or the Chair of Governors must inform the duty Local Authority Designated Officer (LADO) in the Children’s Workforce Allegations Management Team on **03330 139 797** within one working day. However, wherever possible, contact with the LADO should be made immediately as they will then advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to pupils and parents and HR. The school does not carry out any investigation before speaking to the LADO.

**31/ Other policies that are linked to Safeguarding in school are:**

Equal Opportunities Physical Intervention

Child Protection Managing Medicines

Positive Behaviour Anti-Bullying

Race Equality Gender Equality

Disability Equality Complaints Procedure

Internet E-Safety Policy

Intimate Care First Aid

Code of Conduct Photography and Video

Attendance Sex and Relationships

Drugs and Substance Misuse Supporting Pupils with Medical Conditions

SIGNED BY CHAIR OF GOVERNORS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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