



Safeguarding Policy

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Introduction

Children and young people have a right to be safely cared for and parents and carers need to have confidence that the organisations to which they entrust their children and young people will provide safe care. Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles.

The **Local Safeguarding Children Board (LSCB)** is the key statutory mechanism for agreeing how relevant organisations will co-operate to safeguard and promote the welfare of children and ensure the effectiveness of what they do.

This document is an overview of safeguarding work in schools. In the case of any serious incident schools should always make reference to formal LSCB guidance.

Procedures

1. Safeguarding legislation and government guidance says that safeguarding means: -
 - Protecting children from maltreatment.
 - Preventing impairment of children's health or development.
 - Ensuring that children growing up in circumstances consistent with the provision of safe and effective care.
 - Taking action to enable all children to have the best outcomes.

(Working Together to Safeguard Children, March 2015)

2. The Safeguarding Policy is part of a range of policies and procedures that an organisation needs in order to safeguard and promote the welfare of children and young people. By having a set of comprehensive policies and procedures in place, we can demonstrate that our organisation aims to:
 - Safeguard and promote the welfare of children.
 - Enable staff and volunteers to have a clear understanding of what to do if they have concerns about a child or young person.
 - Explain how allegations against staff and volunteers will be dealt with.

Awareness and Prevention

- **Doddinghurst Infant School Safeguarding Children Statement**
Doddinghurst Infant School fully recognises its responsibilities for safeguarding and promoting the health and well-being of all the children in its care. Our designated safeguarding representative for the

school is Ingrid Nicholson and the deputy designated representatives are

- Helen Gutteridge – Deputy Head
- Nikki Walker - Wellbeing Mentor
- Jacqui Cunningham – Operational SENCo
- Sarah Palmer – EYFS Leader
- Michelle Morgan – School Governor

This policy aims to ensure that:

- the welfare of the child is paramount;
- all children without exception have the right to protection from abuse;
- regardless of gender, ethnicity, disability, sexuality or beliefs;
- the policy is approved and endorsed by the school governing body;
- the policy applies to all staff and volunteers;
- children, young people, parents and carers are informed of the policy and procedures as appropriate;
- all concerns, and allegations of abuse will be taken seriously by all parties and responded to appropriately - this may require a referral to children's services and in emergencies, the Police;
- a commitment to safer recruitment, selection and vetting;
- reference to principles, legislation and guidance that underpin the policy;
- arrangements for policy and procedures review;
- reference to all associated policies and procedures which promote children's and young people's safety and welfare e.g. health and safety, anti-bullying, protection of children online, (including mobile technology and social media) and photography.

1. We are aware that because of the day-to-day contact with the children, school staff are well placed to observe the outward signs of harm. We, therefore, work hard to: -
 - 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.

Support for Pupils who may have Suffered Abuse and Neglect

We are aware that children who are significantly harmed or at risk of significant harm or who 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 children through: -

- The content of the curriculum.
- Supporting the appropriate assessment of their needs.
- The school ethos, which promotes a positive, supportive and secure environment and gives children a sense of being valued.
- The School Behaviour Policy, which is aimed at supporting vulnerable children in the school. The school will ensure that the child knows that some behaviour is unacceptable but they are valued and not blamed for any harm, which has occurred.
- The school Anti-Bullying Policy is also aimed at protecting vulnerable pupils who may have been victims of abuse.
- Liaison with other agencies that support the child such as Children and Family Services, Child and Adolescent Mental Health Service, Education Welfare Service and Educational Psychology Service.

Guidance should also be sought from the SETT procedures September 2017 and Keeping Children Safe in Education September 2016. All staff receive a copy of the Keeping Safe guidance, and the SETT procedures can be accessed on the shared area and on the school website.

The Health and Safety Policy

- The school has a Health and Safety Policy, which is monitored each term by the relevant committee of the school governors. A copy of this policy can be viewed by arrangement at the school office. In addition to the Health and Safety Policy there are policies regarding food and hygiene. These determine safe practices in school and the Kitchen/Dining Room.
- The Local Authority (LA) produces a monitoring checklist, which has to be completed on a yearly basis. The headteacher, the member of staff with responsibility for health and safety and the governors with responsibility for health and safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the site supervisor carries out an initial examination, assessing what remedial action needs to take place. A subcommittee of governors monitor the school's Health and Safety procedures and practices termly with the headteacher and site manager. A report is then provided to the full governing body.
- Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.
- Risk Assessment is undertaken for activities, visits and trips. This information is stored on the EVOLVE site.

First Aid

1. In school most staff members are trained first aiders, 6 members are paediatric trained and 6 of the staff have had basic defibrillator training. There are a number of first aid kits situated around the school. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:
 - A person trained in first aid is consulted.
 - The incident is logged in the accident book.
 - For head injuries parents are informed and the child wears a wrist band to indicate a head injury has occurred.
 - If there is any doubt at all a parent/carer is contacted. In rare circumstances the appropriate emergency service will be contacted as a matter of urgency before the parent.

For guidance around giving pupils medicine please see separate Administering Medicines Policy.

2. For matters of an intimate nature, staff are informed to deal with a child with utmost sensitivity; ensuring they have another member of staff with them and always to seek guidance from the headteacher or deputy head teacher. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters.

Site Security

Doddinghurst Infant School provides a secure site, which is controlled by precise management directives to which everyone on site must adhere. Laxity can cause potential problems to safeguarding.

Therefore:

- Doors should be locked to prevent intrusion but to facilitate smooth exits.
- Visitors, volunteers and students must only enter through the main entrance and after signing in at the office window.
- Children will only be allowed home with adults with parental responsibility or confirmed permission



- Empty classrooms should have closed windows and doors.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, signed out, with the reason for their departure recorded.

Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police will be informed of the circumstances.

Attendance

- Excellent attendance is expected of all children. When children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts.
- The school works closely with the Local Authority's (LA) Education Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are collated each term and reported termly to the governing body. Positive measures are in place to encourage children to attend regularly and punctually and the school has a duty to report such issues to the LA and the LA has a duty to consider investigating the issues and in some cases to instigate legal action.
NB Be aware that absence can be an indicator of other issues including those around safeguarding.

Children Missing from School

There is a duty on local authorities to establish the identities of children missing from education in their area. The school must comply with 'The Missing Education and Child Employment Service (MECE)'. The school will explore why children are not in school and report as per the MECB procedure to the Education Welfare Service. Relevant staff will be trained on understanding the additional vulnerabilities that missing children may have. The Missing Education and Child Employment Service (MECE)

Safer Recruitment, Volunteers and Visitors

Recruitment and Selection Policy Statement

1. The governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The governing body recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and

implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. The following pre-employment checks will be required:

- receipt of at least two satisfactory references* ;
- verification of the candidate's identity;
- a satisfactory DBS disclosure if undertaking Regulated Activity;
- verification of the candidate's medical fitness;
- verification of qualifications;
- verification of professional status where required e.g. QTS status;
- the production of evidence of the right to work in the UK;
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- staff disqualification by association form.

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the Department for Education (DfE) requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

- Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service
- The governing body is committed to ensuring that people, who have convictions/cautions/reprimands on their record, are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case
 - The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
 - How long ago did the incident(s) occur?
 - Whether it was a one-off incident or part of a repeat history/pattern.
 - The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
 - The country where the offence/caution occurred.
 - Whether the individual shows or has shown genuine remorse.
 - If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).
- When making a recruitment decision, the governing body will disregard any filtered convictions/cautions/reprimands which were disclosed in error.
- A previously issued Disclosure and Barring Service Certificate will only be accepted in certain

restricted circumstances or where you subscribe to the DBS update service and the appropriate checks have been satisfactory.

- The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This governing body is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of disclosure information.
- A copy of our Recruitment Procedure is available upon request.

The Child Protection Policy, Training and Procedures

1. The designated adult for child protection is Ingrid Nicholson. The DCP undertakes training every year. The designated governor responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations being made against the headteacher is the Chair of Governors, with an additional safeguarding governor Michelle Morgan. There is a detailed Child Protection Policy. It is the governing body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate child protection training, which is updated annually or at least every 2 years.
2. The Child Protection Policy includes a statement on positive handling. This school follows DCSF guidelines which asserts that positive handling 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. (See Physical Intervention Policy and Guidance.)
3. Staff training and written advice for staff and volunteers clarifies a description of what child abuse is and the procedures for how to respond to concerns about a child's safety or welfare. Training explains:
 - Child abuse may constitute neglect, physical abuse, sexual abuse or emotional abuse.
 - An understanding of Child Sexual Exploitation, recognising its signs and symptoms and the referral process to raise concerns.
 - Honour based abuse, female genital mutilation, forced marriage and child abuse linked to belief in spirit possession
4. A clear message is to share any concerns with the designated child protection person or in her absence the deputy. Please complete a log of concern form. All concerns regarding children at risk of significant harm will be dealt with following the ESCB Procedures via the schools Child Protection Coordinator.
5. The Child Protection board in the staff room has key information, policies and procedures. The DCP person holds key information and records in the Child Protection file held in a locked cupboard in the headteacher's office.

Curriculum and the Extra Curriculum Agenda

- The curriculum deals with safeguarding in two ways. Firstly, the curriculum within Personal, Social, Health and Emotional (PSHE) where relevant issues are discussed with the children. Topics include such themes as medicines and drugs, personal safety, rules, people who help us, the NSPCC PANTS logo, friendships and dealing with emotional situations. Children are encouraged to explore and reflect upon these issues. Children and young people with good self-esteem value and seek to protect themselves and others.
- Secondly, the curriculum is designed so that safety issues within the subject are discussed, and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taken out of school, appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the EVOLVE lead and headteacher.

Visiting speakers, with correct clearance, are always welcome into school so that they can give specialist knowledge to the children.

Internet Safety

- Children should be encouraged to use the internet as much as is possible, but, at all times, in a safe way. Parents are asked each year if they agree to their child using the internet. Pupils must never be left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child, the issue should be reported to the headteacher without delay.
- The school will operate in compliance with the agreed Acceptable Use Policy.
- Our E-Safety Policy and procedures are followed and staff have regular training. Our e-safety link, Mrs Palmer, is an ambassador for keeping our children safe on line. Key information is shared on our website.

Diversity and Equality

- At Doddinghurst Infant School we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at Doddinghurst Infant School are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes.
- Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this.

Behaviour Policy

Good behaviour is essential in any community and at Doddinghurst Infant School we have high expectations for this. Our Behaviour Policy details the rewards and sanctions available to staff. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children e.g. stickers, showing another teacher good work, certificates, cups, celebration assemblies, house points, Lunch on the Top Table with the Headteacher. The sanctions range from: warnings and reminders, loss of playtime, reporting to a senior member of staff, behaviour monitoring slips, a letter home, and exclusion. Staff are discouraged from handling children, but when they deem it is safest to do so, guidance has been given on safe methods of restraining a child so that they do not harm either themselves or others.

Anti-Bullying Policy

The school agree with 'The Anti Bullying Alliance', that bullying falls into two categories:

- **emotionally harmful behaviours** such as taunting, spreading hurtful rumours and excluding people from groups; and
- **physically harmful behaviours** such as kicking, hitting, pushing or other forms of physical abuse.

and it is bullying if:

- It is repetitive, wilful or persistent;
- It is intentionally harmful, carried out by an individual or group;
- There is an imbalance of power leaving the person who is bullied feeling defenceless.

The school's response to this is unequivocal.

Adults must be informed immediately and action will take place.

Children are encouraged to 'TELL'. Although bullying in this school is rare the school always acts swiftly with a process of investigation, communication and action. Bullying will not be tolerated. We use the Support Group Approach. There is a more detailed Anti-bullying Policy that is available from the school office and on the school website.

Racial Tolerance

- In line with the Diversity Policy the school asserts that pupils will be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism.
If anyone ever feels unjustly treated then the school welcomes and values a response. It is in working together that we will make Doddinghurst Infant School even better.
- Racism is tackled in both the RE and in the PSHE curriculum. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children.

Record Keeping

We take account of guidance issued by the Department for Education (DfE)

- Keep written records of concerns about children, even where there is no need to refer immediately.
- Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- Ensure that, when a child on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Photographing and Videoing

At Doddinghurst Infant School we have taken a sensible, balanced approach to photographs and videoing in school and schools activities outside the school.

- The school will seek individual permission from parents/guardian to photograph the individual child; this may be done upon entry to the school at the beginning of the school year. For group activities permission will be sought from all parents/guardians. If an individual parent does not agree to the photographing or videoing of their child in the group activity this may prohibit photographing or videoing the group activity or it will be done sensitively without including the specific child in the photographs or video.
- The school will operate within the above guidelines, which allows parents to photograph or video.
- School photographs that are for use outside school are anonymous unless specific permission has been received from parents/guardian.

Whistleblowing or Allegations against a Member of Staff

Any member of staff or visitor to the school who has concerns about people working with children and their suitability, whether they work in a paid or unpaid capacity has a responsibility to follow the ESCB Managing Allegations Against People who work with Children Procedures. All concerns reported will be appropriately recorded and information treated according to the school Confidentiality Policy. For any complaints about the headteacher the Chair of Governors should be contacted directly. The Whistleblowing Policy is in the Staff Code of Conduct Policy.

DBS Procedures

It was agreed at the Summer term Full Governing Body meeting 2016 that:

- All current staff have recent enhanced DBS disclosures (within the last 3 years). It has been agreed by governors that existing staff need to be checked every 3 years.
- All new staff and governors will be DBS checked through the school regardless of whether they bring with them a recent disclosure through Essex County Council.
- All new volunteers will be DBS checked according to the ECC guidelines.

- Volunteers and governors who have been in post at the school for 3 years will be risk assessed to determine whether renewal is necessary and this assessment will be based on time alone spent with children.

Related Policies

This policy should be read in conjunction with the:

- Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy
- Staff Recruitment
- Health and Safety Policy
- Equalities Policy
- The Annual Safeguarding Report to the governing body.
- Annual ECC Safeguarding Audit
- SET Child Protection Procedures 2017
- Working Together to safeguard and Promote the Welfare of Children
- Keeping Children Safe in Education 2016
- What to do if you are worried that a child is being abused
- Effective Support for Children and Families in Essex
- Support for Disabled Children and Young People and their Families in Essex