

Ewanrigg Junior School



'At our school the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We therefore, have to ensure that this expectation becomes reality.'

At EJS our Safeguarding Team is:-

Designated Safeguarding Lead (DSL): Yvonne Craig

Deputy DSLs: Shelley McGlasson (Asst. Head)

Senior Learning Mentor: Kay Dawson

Business Manager: Eileen Ditchburn

Nominated Governor: David Porthouse and Deborah Adams

Designated Teacher for

Children Looked After: Miss Yvonne Craig

Head Teacher: Miss Yvonne Craig



This policy should be read in conjunction with those listed on p.11.

Purpose of this policy

The purpose of this policy is to provide staff and other bodies' with clear direction about the expected codes of conduct to deal with child protection and safeguarding issues. This policy makes explicit the schools commitment to the development of good practice and sound internal procedures. This will ensure that child protection concerns and referrals are handled sensitively, professionally and in ways that support and protect the needs of all children.

Introduction

Ewanrigg Junior School is committed to providing a safe, caring and open ethos where children can explore, discover and be all they can be by making sure they look, listen, learn, love and laugh every day. All staff, parents, volunteers and outside agencies involved in our school are fully aware of our commitment to ensure that all children have a safe and caring place to learn by acting in the child's best interest at all times and that safeguarding is everyone's responsibility.

The aim of this policy is to ensure that all staff, parents, and other agencies are fully aware of their responsibility to promote pupils welfare, safety, health and guidance by creating an honest, open, caring and supportive school environment where pupil's welfare is of paramount importance and they have a voice.

As a school we feel that there are four main elements to ensuring the safety and protection of our children.

Prevention

Protection

Support

Action

Our goal is to achieve all of the above by having a positive school atmosphere, high quality teaching and pastoral support and by following agreed procedures; ensuring staff are appropriately recruited, trained and supported to respond appropriately and sensitively to safeguarding concerns. Staff understand the difference between a 'concern' and 'immediate danger or risk of harm' and will respond accordingly. Through relevant training and support all adults working in our school make informed, timely and relevant decisions and take appropriate action to ensure all children are safe and have the best outcomes. Staff will identify emerging problems and liaise with the designated safeguarding lead so children get help as early as possible in line with Cumbria's multi-agency threshold guidance - see Appendix 2, page 19 of this policy. By providing appropriate support to children and staff who have or are being abused, we believe that we are meeting these four elements and providing a safe and secure environment for staff and children to flourish.

Our Safeguarding policy applies to all pupils, staff, teaching and non-teaching, Students, Visitors, Volunteers and Governors.

School commitment

At our school the health, safety and well-being of all children and adults is of paramount importance. Parents send their children to school each day with the expectation that school

provides a secure environment in which their children can flourish. We therefore, have to ensure that this expectation becomes reality.

We Must:

Maintain an ethos where children feel safe and secure and are encouraged to talk and are listened to. This is achieved through a broad and varied curriculum which challenges many issues and discusses complex situations with children using a sensible and informative approach. We also follow the SEAL and Kidsafe programmes which helps children explore issues which they might not have been faced with before. Children, adults and parents also have the opportunity for 1:1 or small group guidance from a variety of trusted adults in school, including the Senior Learning Mentor, Mrs Kay Dawson; Teaching Assistant, Yvonne Birkett; Senior Teaching assistant, Rose Hampson; the Designated Safeguarding Lead/Head Teacher, Miss Yvonne Craig and the Deputy Safeguarding Lead/Assistant Head, Shelley McGlasson.

Ensure that children are able to discuss with a member of staff when they feel they may be in danger or if something has happened that they are not happy about. We constantly remind children that if they are ever anxious or need to talk to a member of staff that this is always available. Worry Boxes are available in each classroom and staff are available for discussion and support for children and families in Mrs Dawson's Room.

We ensure that where possible parents are continuously kept informed through letter, Teachers 2 Parents texts, Facebook, www.ewanrigg.cumbria.sch.uk website, Our Schools App or face to face discussions as to the events and any issues which have taken place in school. Mrs Kay Dawson, Senior Learning Mentor is on "gate duty" each day to deal with any parental concerns or to pass on any messages from staff to parents and vice-versa. The school phone has an answer machine for parents to use before 8.45 should they need to pass on absence information or concerns/worries. Barnardos Breakfast Club staff, who run their club in school, also pass on any information or concerns from parents and pass on any worries about the children during Breakfast Club to school staff to ensure a smooth transition takes place for the children. The Head Teacher, Miss Craig, who is Designated Safeguarding Lead investigates any incidents staff refer to her on any of the three information collection sheets; "Confidential" for safeguarding worries, "Minor Incident Sheet" and "Major Incident Sheet" for behavioural issues, which may of course, have manifested because of a child's anxious state.

Framework

As a school we understand that there are many agencies available to help us in meeting the needs of our children and that schools do not operate in isolation. The welfare of children is a corporate responsibility of the entire local authority, working in partnership with other public agencies, the voluntary sector and service users and carers. All local authority services have an impact on the lives of children and families, and local authorities have a particular responsibility towards children and families most at risk of social exclusion. Ewanrigg Junior School works with many partners including:

- Cumbria Safeguarding Hub - Children's Services Social Care
- Specialist Teacher Services
- Educational Psychologist
- Youth Offending Team YOTS
- Foster Carers Association FCA
- Barnardos
- School Nurse
- Young Carers
- NSPCC
- Housing Associations
- Children and Adult Mental Health Services CAMHS
- Team Around the Child TAC

Keeping Children Safe in Education, September 2016 states:

"Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating.

All school staff have a responsibility to:

- provide a safe environment in which children can learn.
- identify children who may be in need of extra help or who are suffering or likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed."

We recognise that safeguarding is the responsibility of all adults especially those working with children. This policy draws upon good practice as reflected in the Cumbria Local Safeguarding Children Board (LSCB) procedures, which are commensurate with Working Together to Safeguard Children, 2015.

All education settings must have in place systems designed to:

- Prevent unsuitable people working with, or coming into contact with, children and young people within the setting
- Promote safe practice and challenge poor or unsafe practice
- Identify instances in which there are grounds for concern about a child/young person's welfare and take appropriate action to keep children/young people safe
- Contribute to effective partnership working between all those involved with providing services for children

Working Together to Safeguard Children March 2015

Safeguarding is everyone's responsibility.

'No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.'

Safeguarding and Promoting the welfare of Children is defined for the purposes of this guidance as:

- protecting children from maltreatment;

- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best life chances.

All policies and procedures can be found on Cumbria LSCB website (www.cumbrialscb.com) and staff should refer to this and the above guidance which is also located there. The Local Safeguarding Children's Board represents and coordinates the work of statutory sector agencies and partners in the voluntary sector to safeguard and promote the welfare of children in Cumbria.

Roles and responsibilities

In line with section 175 of the 2002 Education act we recognise that all adults be it staff, Governors, parents or volunteers etc, working with or on behalf of children have a shared responsibility to safeguard and promote the welfare of children. There are, however, key people within our school and the LA who have specific responsibilities under safeguarding procedures. The names of our safeguarding team are listed on the cover sheet of this document. Dates of their training (to Level 3) are reflected in our training plan.

Designated Safeguarding Lead: Miss Yvonne Craig

Deputy Designated Safeguarding Leads: Mrs Shelley McGlasson

Senior Learning Mentor: Mrs Kay Dawson

Business Manager: Mrs Eileen Ditchburn

Yvonne Craig and Shelley McGlasson's role is to act as a source of advice and support within our school and provide the point of contact for staff that have concerns or information that a child or young person may be suffering abuse; they will make any necessary referrals to children's services; ensure our school contributes fully to the child protection process e.g. by the provision of reports and attendance at conferences or meetings when needed; ensure that all staff, both teaching and non-teaching are aware of and have access to our school's child protection/safeguarding policy and Cumbria's policies and procedures which can be found on the LSCB website (www.cumbrialscb.com); disseminate child protection information gained from training and other sources to all staff in our school. See Appendix 1, Role of the DSL, pages 16-18 of this policy. Through induction they will ensure that newly appointed staff are aware of their child protection responsibilities, all staff are given and asked to read and sign, Part 1 of the current Keeping Children Safe in Education, Sept 2016, as identified on the front cover of this policy, the Safer Working practice guidance and the allegations management procedures (see Appendix 4, page 21 of this policy).

Governing Body

The Governing body have a 'collective responsibility' for Safeguarding and David and Deborah as Nominated Governor ensures that our school has a safeguarding children policy in place; that the policy is reviewed at least annually and regularly updated in order to ensure its effectiveness; that designated leads and other staff have the opportunity to attend appropriate training; that our school brochure contains a section on the child protection policy to make parents aware of our child protection responsibilities. All Governors are aware of their safeguarding responsibilities in line with Parts 2 and 3 - Keeping Children Safe in Education, 2016. David and Deborah promotes our

Safeguarding Leaflet for parents and ensures that Yvonne Craig leads annual refresher training for all staff, including the reading of this policy. This is planned to take place on the first INSET day every September. David and Deborah will also ensure that safeguarding is a standard agenda item and that Yvonne Craig gives an update on safeguarding at every Full Governors Meeting; children's names are kept confidential from the Governing Body, the details of which will be recorded in closed minutes. Janet Butler, Chair of Health, Safety and Wellbeing Governor Committee will ensure that Yvonne Craig gives an update on safeguarding at every Health, Safety, Wellbeing Meeting, the details of which will be recorded in closed minutes; Mrs Janet Butler, Chair of Teaching and Learning Governor Committee will mirror this, as will Miss David and Deborah as Chair of Finance Governor Committee. Mrs Julie Hodgson, as Clerk to Governors, will be responsible for the production and storage of these closed minutes.

Mrs Shelley McGlasson, in her role as Assistant Head will ensure that Yvonne Craig always includes a safeguarding update at any staff meeting and shall take notes of these in the Staff Meeting Minute Book.

Procedures

When it is believed that a child is suffering from, or is at risk of, significant harm, we will follow the Safeguarding Manual Procedures as stated on the Cumbria Local Safeguarding Children Board Website (www.cumbrialscb.com)

Staff- School staff will always where necessary on a need to know basis be informed of any child protection issues which involve children in our school this will be done through informal and formal meetings dependant on the situation. Staff will then be continually kept up to date with the development of the situation through small staff discussions. Confidentiality is expected and will always be taken into consideration when information is shared.

School - All staff, volunteers, parents and other adults entering school should be asked to read our child protection leaflet which gives details of our procedures and who they should contact in school if they have a concern.

Parents-Parents are informed about the schools child protection policy through the school brochure which contains a copy of this policy.

All parents are issued with a child protection leaflet at the start of each academic year to keep parents informed about the procedures we have in place in school

Referral- All staff are aware of the online referral form and procedures for referring a child. All Staff are aware of the Cumbria Safeguarding Hub, Cumbria LSCB and Multi-Agency Threshold guidance. Whole Staff meetings are carried out annually in September of each year to refresh staff on the current policies and procedures.

Training and support

At our school we will ensure that all staff attend the appropriate training to keep them up to date and familiar with their role.

It is our aim that all staff will have access to safeguarding training, which is recorded on our training plan, relevant and appropriate to their role. This includes training in procedures to follow, early help, signs to note, and appropriate record keeping. It is extremely important that all staff,

whether paid or unpaid, have access to appropriate training in order that they are able to react appropriately if an incident should occur. All staff members will receive appropriate safeguarding/child protection training which is regularly updated. In addition all staff members will receive safeguarding and child protection updates via email, e-bulletins, and staff meetings, as required, but at least annually for all staff, but bi-annually for designated staff. In addition to the formal training, the DSL's and Deputies knowledge and skills should be refreshed via e-bulletins, meeting other designated leads at regular intervals, as required but at least annually.

The demands and difficulties associated with working in this very sensitive area cannot be ignored, and staff must receive training and appropriate support to help them to safeguard and promote the welfare of the children and young people with whom they work.

All new staff will receive upon induction (or earlier) the following documents to read/sign:

Child Protection Policy/leaflet, Code of conduct, Part 1 Keeping Children Safe in Education 2016 with evidence that they have read and understood this document, Summary Flowchart - Allegations Management Procedures (Appendix 4)

Safer Recruitment

Staff and governors with recruitment responsibility are appropriately trained and mindful of the importance of Safeguarding Children. In Ewanrigg Juniors - 'no interview panel to appoint staff working in school is convened without at least one member being appropriately trained in Safer Recruitment.

Safer Recruitment trained staff/governors are: Mrs Helen Chilton (Lower School Assistant Head), Mrs Shelley McGlasson (Upper School Assistant Head), Miss Yvonne Craig (Head), Mrs Eileen Ditchburn (Business Manager), Miss David and Deborah (Safeguarding Governor) and Mrs Angela O'Donnell (Chair of Governors).

All staff at Ewanrigg Junior School are trained to recognise and respond to situations where a child may be considered to be at risk. As a school we have nominated Miss Yvonne Craig who is responsible for the implementation of appropriate procedures in our establishment. Mrs Shelley McGlasson will act as deputy-designated safeguarding lead to assist in this responsibility who is trained to the same level as the DSL. Head Teachers/Managers and Governing Bodies must ensure that these staff members have appropriate time and resources made available to them to enable them to fulfil their duties in this very sensitive area.

All staff in our school will be trained to at least Level 1 in safeguarding, and are given a briefing at the start of the Autumn term and are updated regularly as necessary. All staff operate open lines of communication to parents, children and other members of staff which works really well in our school as concerns can be aired in confidence with any staff member. Most parents contact our Senior Learning Mentor, Mrs Kay Dawson first and she, like all other members of staff then pass on the information to Miss Yvonne Craig or, in Yvonne Craig's absence to Mrs Shelley McGlasson. Mrs Shelley McGlasson will then either contact Miss Yvonne Craig, or share the situation with Helen Chilton, the other Assistant Head or Safeguarding Team. The expertise of the Chair of Governors, Mrs Angela O'Donnell without identifying the child/ren may then be called upon if deemed necessary.

Professional confidentiality

At Ewanrigg Junior School we see confidentiality as an important issue and understand the complications which can occur as a result of it. We see confidentiality as a key component in

protecting children within our care and as a school spread the message through our school community that confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of Safeguarding. The only purpose of confidentiality in this respect is to benefit the child' as reflected in Part 1 of Keeping Children Safe in Education, 2016.

We understand that professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. Any disclosure of personal information to others, [including to social care departments], must always, however, have regard to both common and statute law.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (*Data Protection Act 1998, European Convention on Human Rights, Article 8*).

Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, obtaining consent may not be possible or in the best interest of the child. Information should always be shared if the safety and welfare of the child necessitates it.

The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

At our school staff are aware that they **must never promise confidentiality** to a child; staff know they need to share information to help address what is happening. All information concerning a safeguarding issue must be recorded by a member of staff and filed under the relevant section in the Safeguarding File kept in the Head teacher's office separate to all other files.

Staff cannot keep confidential a disclosure of abuse and must refer the matter onto the designated teacher. All referrals should be made with the knowledge that during any subsequent investigation the source (i.e. School) will be made known to the family. Other staff may need to be alerted to concerns about a child or young person, possibly in order to monitor the concern or to gather further evidence prior to a referral being made, or to assist in providing appropriate support to a child or young person once a referral has been made. Information should only be shared on a strict need to know basis.

Staff should always refer any safeguarding/child protection concerns!

Records and monitoring

We understand that well-kept records are essential to good child protection practice. Our school is clear about the need to record any concerns held about a child or children within our school, the status of such records and when these records should be passed over to other agencies.

The designated safeguarding leads will ensure that:

- A chronological record of concerns about a child is maintained even if there is no need to make an immediate referral.
- All such records are kept confidentially and secure and are separate from pupil records
- Copies of child protection referrals and child protection conference minutes are kept confidentially and securely and separate from pupil records.

- That an indication of further record keeping is marked on the pupil records
- Where a child transfers to another school, their child protection file is copied for any new school but transferred separately from the main pupil file without delay and given or sent to the receiving designated safeguarding lead with receipt.

Attendance at Child Protection Conferences

A child protection conference is convened after Section 47 enquiries have been initiated and it is believed that a child is, may or will be at risk of significant harm, the conference brings together agencies involved with the family, and family members to share available information and a decision will be made to have the child/ren subject to a child protection plan or not. The conference is chaired by an independent person. Ewanrigg is committed to working together with other agencies and attending at Child protection conferences/core groups. The most appropriate person will attend from the school as directed by the designated safeguarding leads Miss Craig, Mrs. Dawson or Mrs McGlasson.

Appropriate staff who attend conferences receive Level 3 training (Multiagency - Case conferences and Core Groups) will produce a report which is relevant, concise, up to date and professional. When we have child/ren who are subject to a child protection plan, we are committed to supporting them in school.

Supporting pupils at risk

Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self worth and to view the world in a positive way. This school may be the only stable, secure and predictable element in the lives of children at risk. Whilst at school, their behaviour may still be challenging and defiant and there may even be moves to consider exclusion from school. Wherever possible it is vital that all attempts to support and safeguard the child in school are considered and appropriate external, specialist advice sought from Children's Services.

It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support in accordance with his/her agreed child protection plan. Our school will act to support vulnerable groups/children in need, including children who are disadvantaged, have SEN, and are disabled or Looked After.

Our Designated Teacher for Children Looked After is the Headteacher: Miss Yvonne Craig as reflected on the cover of this policy. They have the relevant training to enable them to carry out this role.

Our staff have read and understand Part 1 of Keeping Children Safe in Education 2016 and have an awareness of the current specific safeguarding issues.

Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily

engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Children Missing Education (CME)

A child going missing from education is a potential indicator of abuse or neglect. We have procedures in place for Children Missing Education and who to contact as outlined in the Children's Services Access and Inclusion, Missing Pupil Procedure (Hard copy to be found in our safeguarding file). All staff will inform the DSL if they have any concerns about a child's attendance.

Prevent

Our school will assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology by working in partnership with other agencies and Cumbria LSCB.

We have robust IT policies in place and our Designated Safeguarding Lead and deputies have all undertaken Channel awareness training and will access any other training necessary when available.

Our curriculum promotes British Values and freedoms of expression, encouraging children to know their views count, value each other's views and values and provide them with opportunities to talk about their opinions and feelings.

So-called 'honour based' violence (HBV)

So called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt, staff should speak to the designated safeguarding lead.

Female Genital Mutilation (FGM)

The Designated Safeguarding Lead is aware of the guidance that is available in respect of female genital mutilation (FGM) and is vigilant to the risk of it being practised.

School staff are also aware of possible signs that a child has been subject to female genital mutilation or is at risk of being abused through it. Teachers understand the mandatory duty to report any cases of FGM. A copy of the multi-agency practice guidance can be found at:

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

Peer on Peer Abuse

All staff should be aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Ewanrigg Junior School does not tolerate any type of peer on peer abuse and all concerns should be reported to the DSL and action taken.

**REMEMBER THAT BEHAVIOUR IS A MANIFESTATION
OF EMOTION!**

This school will endeavour to support pupils and give them a voice through:

- The curriculum, to encourage self-esteem and self-motivation
- Safe access to the internet ensuring appropriate filters and monitoring systems are in place to protect learners from harmful materials
- The school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected, valued and listened to.
- The implementation of school behaviour management policies
- A consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the school setting
- Regular liaison with other professionals and agencies that support the pupils and their families
- A commitment to develop productive, supportive relationships with parents, whenever it is in the child's interests to do so
- The development and support of a responsive and knowledgeable staff group trained to recognise the difference between a concern and abuse/risk and respond appropriately in safeguarding/child protection situations.
- Regular update and team discussions on children with relating issues as to the most appropriate support strategies including early help in line with Cumbria's thresholds (p.19).
- Time for children, adults and families with Mrs Kay Dawson, the Senior Learning Mentor
- Time for children for offload and pastoral support with individual issues - Mrs Yvonne Birkett and Mrs Rose Hampson - Learning to Get Along (socialisation), Anger Management, Bereavement Support, loss, attachment etc.
- Highly differentiated personalised learning.
- Regular "Safer Handling Training" with as many staff as possible trained and an experienced "On Call" team available - Yvonne Craig, Shelley McGlasson, Helen Chilton, Allison Lancaster and Nigel Hope.

Peer-on-peer abuse is taken seriously at Ewanrigg Junior School and will be dealt with accordingly: Any member of staff who feels that a child has abused another child should notify the designated safeguarding lead immediately, including if the incident of abuse takes place off the school premises, although any member can make a referral to a children's social care.

If the concern indicates that a potential crime has taken place or that with safeguarding implications, it may be necessary to call children's social care or the police.

The concern will be recorded in the school's safeguarding files, along with any further details or will be made in accordance with the referral threshold set by the Local Safeguarding Children Board.

This policy should be read in conjunction with other related policies and procedures in school.

These include

- Safer Recruitment and Selection
- Anti/Cyber Bullying
- Physical Intervention/Positive Handling
- Special Educational Needs
- Health and Safety
- Sex and Relationship Policy
- Administration of Medicine/Education Health Care Plans
- Attendance/Children Missing Education (CME)
- Whistle Blowing/NSPCC Helpline

- First Aid/Intimate Care
- Images of Children/Media
- Crisis Incident and Recovery Plan
- Risk assessments
- Behaviour Management
- DBS/Disclosure Policy & procedures
- E-safety/Acceptable Use
- Equality Opportunities/Diversity
- SEN & Vulnerable Children
- Curriculum/PHSCE/SEAL
- Safer Working Practice/Staff Code of Conduct
- School Premises/Lettings Policy

We recognise that, statistically, children with SEN, who are Looked After, have behavioural difficulties and disabilities are most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse and how they can keep these vulnerable groups safe.

It must also be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, mental health issues, children may also be vulnerable and in need of support or protection.

Safe school safe staff

In Ewanrigg Junior School we have a single central record (SCR) which is in line with Ofsted, safer recruitment and Keeping Children Safe in Education 2016 Guidance. Relevant checks are undertaken including enhanced DBS checks for governors appropriately recorded on the Single Central Record.

We have a recruitment and selection policy and a whistle blowing policy as we believe that a 'Safe School' is paramount for the children in our care. All staff are aware of the NSPCC whistle blowing helpline as referred to on page 15. During interview and selection of new staff there will always be at least one panel member who is trained in Safer Recruitment and References and DBS checks/references will always be completed before work in school with our children starts.

The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the DO/Designated Officer and/or HR.

The Childcare Act 2006/Childcare (Disqualification) Regulations 2009, places separate and additional requirements on schools. At the point that an individual is convicted of, or cautioned for, a criminal offence of a specified type or category, or where they meet other disqualification criteria set out in the Regulations.

In order to ensure that staff working in school are not disqualified from working with the relevant pupils, the Governing Body require that where appropriate, prior to appointment, an individual is

required to complete a self-declaration form. In addition to seeking a declaration about their own convictions, cautions, reprimands or warnings, potential staff will be asked to declare that they are not living in the same household where another person who is disqualified lives or works (disqualification 'by association'). **All 'relevant' staff are required to complete a self-declaration.** This forms part of our induction procedures with the information recorded on our Single Central Record.

During induction, teachers are made aware of the potential difficulties of one-to-one working and the importance of maintaining a professional distance from pupils. Staff are made aware of situations which would leave them open to allegations being made against them.

The school promotes the Safer Working Practice guidelines and is clear on how it expects all staff to behave. All staff in school are required to adhere to this code of conduct in line with Local Authority guidance

Staff are aware that there are procedures to be followed if an allegation is made against a member of staff or the Headteacher and these will be followed in line with page 21 of this policy.

We recognise that staff working in our school that have become involved with a child who has suffered, or is at risk of suffering harm, may find the situation stressful and upsetting. We will support such staff by providing the opportunity to talk through their anxieties with the designated safeguarding lead and to seek further support as required. This is a very important aspect of our work, as adults involved will need support and time to "off load." Many valuable lessons can also be learnt about which strategies to use with a child during such debriefing sessions.

Cumbria Safeguarding Hub Single Contact Form

This online referral form can be completed at:

<https://secure3.cumbria.gov.uk/SingleContact/DataProtection.aspx>

The referral should be completed following a consultation with the duty social worker and/or where an assessment of the situation identifies that a referral to Cumbria Safeguarding Hub is necessary to safeguard or protect the welfare of the child. This referral may initially be by telephone to Cumbria Safeguarding Hub but must be followed up in writing within 48 hours.

In these circumstances, (where appropriate) we may have records detailing what work has been undertaken by our school to support the child and family and why we believe that the involvement of Children's Services is required and the expected outcome. This information will provide the basis for the completion of the online Single Contact Form with additional information being sent if necessary. On advice from the Hub, the request to access support from Children's Services for a family should always be discussed with parents **unless to do so would place the child or others at risk of harm.**

This form will be completed online by the designated safeguarding lead in conjunction with the member of staff, parent, volunteer etc disclosing information about a child in our care. This will be treated with the upmost confidentiality and information will be shared on a need to know basis only.

Cumbria Safeguarding Hub contact number – 0333 240 1727

(see Appendix 3 – page 20 of this policy)

Cumbria Safeguarding Hub (Penrith) has a single telephone number day or night where concerns can be shared. They can provide advice (consultation) and if necessary undertake an assessment of need. Child protection referrals must meet the threshold for intervention in line with Cumbria's Multi-Agency Threshold Guidance.

E-mail: cumbriasafeguardinghub.fax@cumbria.gov.uk

Children's Services Emergency Duty Team (out of hours) Tel: 0333 240 1727

Postal Address: Children's Services, Skirsgill Depot, Penrith, CA10 2BQ.

Calls during office hours between 9am to 5pm Monday to Thursday and 9am to 4:30pm Friday will go direct to the Emergency Duty Team (EDT). Emergency calls during evenings and weekends will be answered by the emergency duty team that can be contacted on the same number.

Procedures to follow if a member of staff is concerned about the welfare or safety of a child

1. Concern no matter how big or small to be reported to designated safeguarding leads persons Miss Yvonne Craig or Mrs Shelley McGlasson.
2. Member of staff should record Date of concern, Concern and who has been informed, using "Confidential Sheet."
3. Child should be informed that teacher cannot keep this information secret and that it will have to be passed on to the appropriate person (designated safeguarding lead).
4. Designated safeguarding lead to agree what action (if any) is required and this is recorded and countersigned on the confidential sheet including any contact with Cumbria Safeguarding Hub.
5. No parents will be informed where the child will be put at risk under a safeguarding issue of abuse.
6. Issues which do not involve abuse but where for example neglect has taken place parents will be informed that a referral has been made.

Procedures to follow when the designated safeguarding lead is notified of the concern about the welfare or safety of a child.

1. In the absence of Miss Yvonne Craig the designated safeguarding lead, Mrs Shelley McGlasson will act as her Deputy who may confer with others if deemed necessary.
2. The referrer will be supported by the appropriate staff members/safeguarding team.

3. All adults in the school have a shared responsibility to safeguard and promote the welfare of all children. Initial contact and support should ideally be through the designated safeguarding lead or deputy. Should views differ; any member of staff can refer to Cumbria Safeguarding Hub directly or seek a consultation themselves.

Procedures to follow if an allegation is made against a member of staff.

We understand that a pupil may make an allegation against a member of our staff and if such allegation is made, the member of staff receiving the allegation will immediately inform Yvonne Craig, the Head Teacher who will contact the Designated Officer/DO in Cumbria.

If the allegation is against the Head Teacher then Mrs Angela O'Donnell, Chair of the Governing Body (or vice chair in their absence) will be informed who will contact the DO direct. Our school will follow the Local Authority procedures for managing allegations against staff - see Allegation against Staff/Procedure on the Cumbria LSCB website and page 18 of this policy.

All allegations against people who work with children (including foster carers and volunteers) must be reported to the DO by the head of the school or his/her deputy/COG within one working day.

The DO will record all concerns, including allegations or offences emanating from outside of work. They will provide advice and guidance and help determine that the allegation sits within the scope of the procedure.

To report a concern to the DO use the Allegation Notification Form available from the LSCB website. Send completed forms to the Cumbria Safeguarding Hub, using any of the following methods: Fax: 01768 812090 EFax: DO@cumbria.gov.uk
Post: DO, Cumbria Safeguarding Hub, Skirsgill Depot, Penrith, Cumbria, CA10 2BQ

Please note if you are worried that a child is at **risk of immediate harm** contact the Cumbrian Safeguarding Hub on: **0333 240 1727**

To speak to a Designated Officer (DO) for advice please contact the Multi-Agency Business Support Team in the Safeguarding Hub who will take your details and ensure a DO returns your call: Phone **01768 812267** or you can email: DO@cumbria.gov.uk

DO working hours are Monday to Thursday 9am to 5pm and Friday 9am to 4.30pm. In case of emergency outside of the above hours please contact **Emergency Duty Team** on **0333 240 1727**.

Mrs Angela O'Donnell (COG) - Contact Details - 07884311992

See Appendix 4 - Summary of Allegations Management Procedures page 21.

Whistle Blowing

We have a Whistle blowing policy in school but if staff feel unable to raise an issue with the head or Chair of Governors or feels that their genuine concerns are not being addressed, other Whistleblowing channels may be open to them.

The NSPCC Whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: **0800 028 0285** - line is available from 8:00 AM to 8:00 PM, Monday to Friday. Email: help@nspcc.org.uk

Review and monitoring

The governors will review this policy at least annually with regular updates and ensure any changes are shared with all staff. Safeguarding is a standing agenda item and is reported on at all full Governing Body meetings.

Date Policy Adopted:

DO Signed :-

Head Teacher signed:-

Chair of Governors

As reflected in the full Governors minutes dated: _____

Annex B: Role of the designated safeguarding lead (Appendix 1)

Governing bodies, proprietors and management committees should appoint an appropriate **senior member** of staff, from the school or college leadership team, to the role of designated safeguarding lead. The designated safeguarding lead should take **lead responsibility** for safeguarding and child protection. This should be explicit in the role holder's job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and interagency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

Deputy designated safeguarding leads

It is a matter for individual schools and colleges as to whether they choose to have one or more deputy designated safeguarding lead(s). Any deputies should be trained to the same standard as the designated safeguarding lead.

Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for child protection, as set out above, remains with the designated safeguarding lead; this **lead responsibility** should not be delegated.

Manage referrals

The designated safeguarding lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to local authority children's social care;
- Refer cases to the Channel programme where there is a radicalisation concern as required;

- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

Work with others

The designated safeguarding lead is expected to:

- Liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the “case manager” (as per Part four) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member); and
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Undertake training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of staff has access to and understands the school’s or college’s child protection policy and procedures, especially new and part time staff;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;

- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Obtain access to resources and attend any relevant or refresher training courses; and
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

The designated safeguarding lead should:

- Ensure the school or college's child protection policies are known, understood and used appropriately;
- Ensure the school or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Child protection file

- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Availability

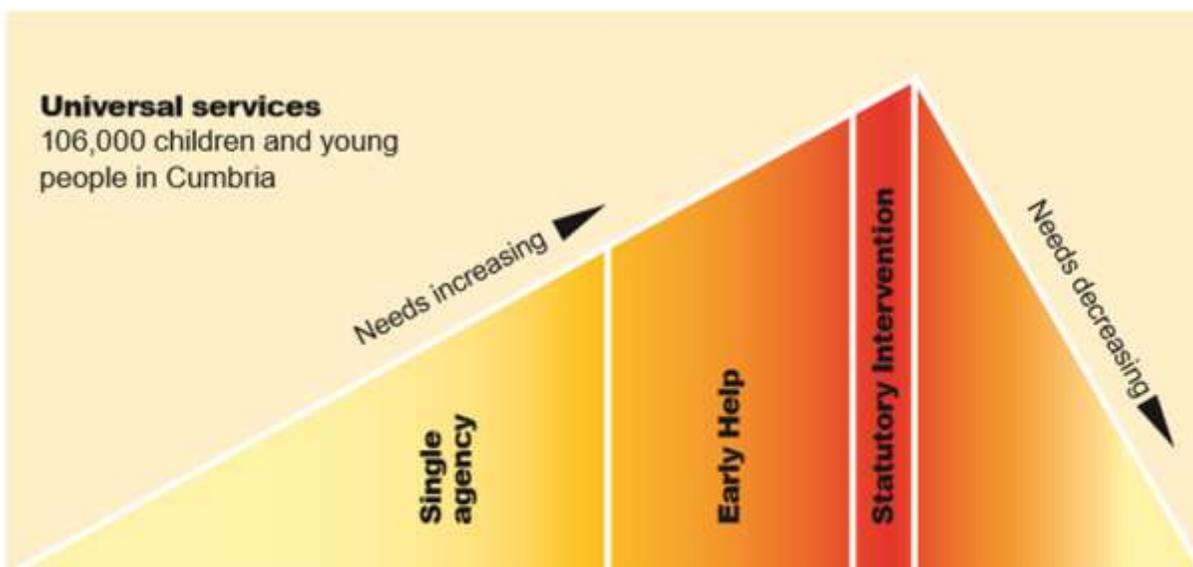
- During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the designated safeguarding lead, to define what "available" means and whether in exceptional circumstances availability via phone and or Skype or other such mediums is acceptable.

- It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Extract from Keeping Children Safe in Education September 2016
(Annex B p 59-61)

Cumbria's Multi-Agency Thresholds (Appendix 2)

The Wedge Model of Need



Early Help Assessment completed when there is an emerging need or when needs decrease and the work can step down.

Level of need	Level of support to meet need
Universal services	Universal services are available to all children and young people. The most easily identifiable universal services that children and families will access are primary health and education.
Single agency	This is the first level of intervention after universal services. It is a single setting/single agency response based on a dialogue with the child/family. The needs of a child or young person can be met by additional support from one agency.
Early help	A professional seeking advice and input from other agencies in order to meet a child's unmet needs. Discussion would first take place with the child/family to identify needs and agree outcomes and actions. Early Help Assessment (EHA) and plan of work would be initiated at this stage. Intervention is aimed at preventing escalation to statutory intervention. Evidence of an Early Help Assessment and intervention will help support a referral for statutory intervention if required at a later date.
Statutory Intervention	The highest level of multi-agency intervention. Statutory intervention takes place in response to complex needs, involving multi-agency specialists where the consequences of non-intervention could lead to serious harm. These children may be at risk of becoming looked after or subject to a Child Protection plan. This level also includes children with severe disabilities or complex learning difficulties. Contact with the County Safeguarding Hub is appropriate.

Cumbria Safeguarding Hub: 0333 240 1727
West Early Help Officer - Karen Ross: 07885 405708

(Appendix 3)

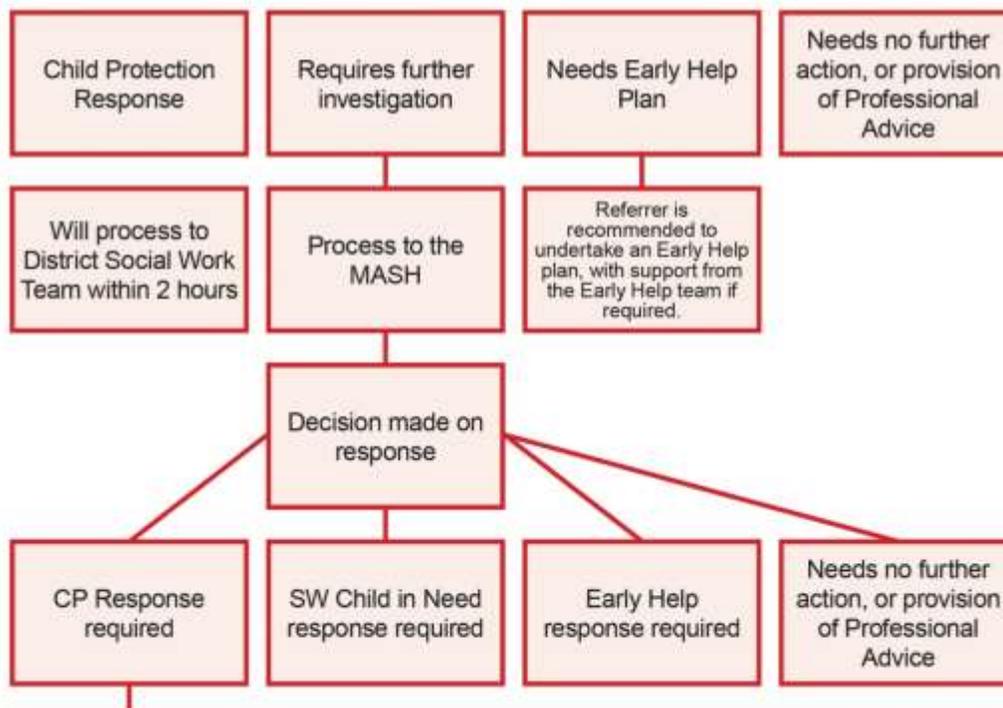
Contacting Cumbria Safeguarding Hub

Consider

Does this child need an immediate child protection response if so continue to report your concern to the Hub. **IF NOT:**

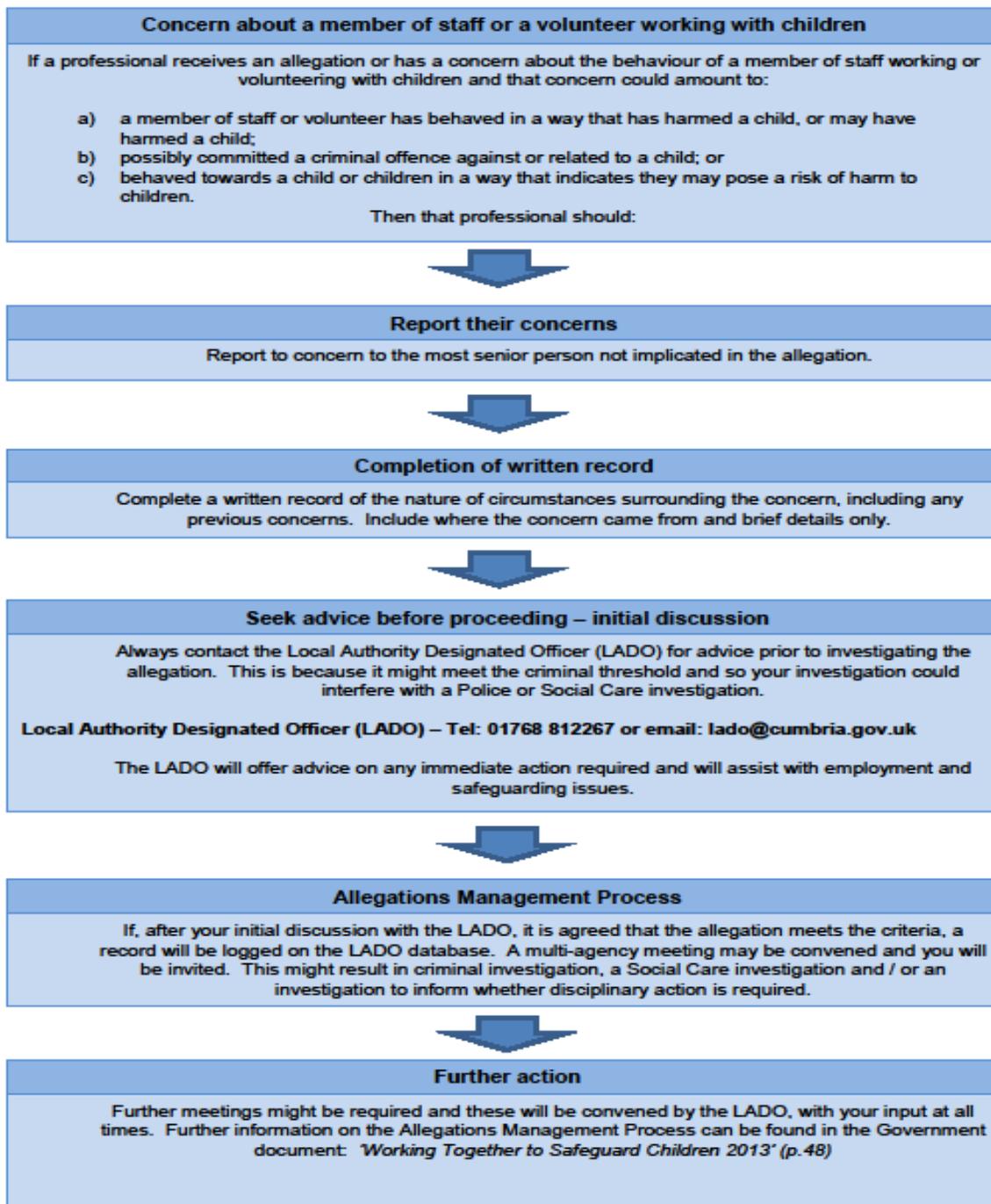
- Could this child be helped by an Early Help Plan?
- Can I identify other professionals to contribute to an Early Help Plan ?
- If so please seek support from your own service advisor or the Early Help Team to work with the family to prevent escalation of need.

Unless your contact requires an immediate child protection response the Hub will ask you about the recent Early Help Plan and Team around the child meetings and will make a decision about the level of vulnerability. This will be either:



We trust you will be part of an agreed outcome in line with the Cumbria Threshold Guidance. Where decision have been made following the Hub episode we will provide feedback on the destination of your contact via email or letter. However you are also responsible for knowing what has happened to your concern, so if you have not had any feedback within 72hrs you MUST contact the Hub and ask.

Summary of Allegations Management Procedures



Page 54 of the statutory guidance - Working Together to Safeguard Children (March 2015) & Keeping Children Safe in Education (September 2016) now refers to a 'Designated Officer' DO role instead of DO, which Cumbria still refers to.