

Grand Avenue Primary and Nursery School
Safeguarding Policy

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Introduction

The Governors and staff at Grand Avenue Primary and Nursery School fully recognise the contribution they make to safeguarding the children in our care. We acknowledge the part that all staff, including volunteers and students, have a full an active part to play in protecting our pupils from harm.

Our school will provide a caring, safe and stimulating environment which promotes the social, physical, moral and emotional development of each child.

This policy, and those connected to it, will be readily available to all stakeholders via our website. This policy also forms part of new staff induction procedures. The policy and procedures within will be reviewed in accordance with policy review cycle as agreed by Governors.

The aims of the policy are to ;

- To support each child's development in ways that will foster security, confidence and independence
- To raise awareness to all staff of the need to safeguard children and the responsibilities in identifying and reporting possible cases of abuse
- To provide a means of monitoring children who are known to be or thought to be at risk
- To emphasise the need for good levels of communication between all members of school community
- To provide a structured approach which will be followed in cases of suspected abuse
- To develop and promote effective working relationships with outside agencies, especially the Police and Social services
- To ensure that all adults within our school who have access to children have been checked with regard to their suitability
- To raise awareness of safeguarding amongst our pupils and equip them with the life skills to keep them safe.

Procedures

Our school procedures for safeguarding children will always be in line with Local Authority and Local safeguarding Children Board procedures. We will ensure that;

- We have a designated safeguarding member of staff who undertakes regular training (every 2 years from September 2015)

- We have a member of staff who will act in the absence of the designated teacher
- Training will be given every three years to all staff with regards to safeguarding procedures and to develop understanding of the signs and indicators of abuse.
- All members of staff and regular visitors know how to respond to a pupil who discloses abuse
- All parents are aware of procedures and responsibilities of staff with regard to child protection.

Responsibilities

The designated teacher is responsible for

- Adhering to the procedures set out by the Local Safeguarding Children Board, the Local Authority and the London Safeguarding board regarding the referral of possible abuse of a child.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral
- Ensuring all such records are kept confidentially, securely and are separate from pupil records
- Ensuring that an indication of further record keeping is marked on pupil records
- Ensuring that any pupil currently on the Child Protection register who is absent without explanation for two days is referred to Social Services

Supporting children

We recognise that a child who is abused or a witness to abuse may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may blame themselves and feel helpless and humiliated. We acknowledge that the school may provide the only stability in the lives of these children. We remain vigilant in our relationships with children in noticing any type of behaviour or changes in behaviour which may indicate abuse.

Our school will support all pupils by

- Encouraging self esteem and assertiveness and not accepting aggression or bullying
- Promoting a caring, safe and positive environment within school where pupils know what to do if they feel uncomfortable or need someone to talk to.
- Liaising and working together with all support services

- Notifying Social Services as soon as there is a significant concern (via designated teacher)
- Providing continual emotional support for pupils about whom there is a concern and ensure staff are trained to recognise signs of mental health issues in children
- Planning curriculum opportunities which equip the children with the skills they need to stay safe eg PSHE , circle time

Pupil safeguarding is embedded into our curriculum in a number of different ways; for example, assemblies, informal conversation, e-safety lessons, stranger danger sessions, posters.

Confidentiality

We know that all matters relating to Child Protection are confidential. The headteacher will disclose any information about a pupil to other members of staff on a need to know basis only. All staff and regular visitors to school sign a confidentiality contract indicating the need to keep all information about children confidential. Staff know and understand procedures to follow should a child disclose an incident to them, including making it clear to the child about not keeping secrets.

Training and support

The Headteacher and all other staff who work with children will undertake appropriate child protection awareness training at least every three years. This training will equip them to carry out their responsibilities for child protection effectively.

The designated child protection teacher will undertake at least level 3 child protection training and attend Local Authority recognised training every two years.

Temporary staff and volunteers who work with children in school are made aware of child protection procedures at induction

Supporting staff

Staff who become involved with a child who has suffered harm or is at risk of being harmed may find the situation stressful and upsetting. In such cases appropriate support will be offered to the member of staff including an opportunity to talk through their anxieties with the designated officer for child protection.

Safer Recruitment

The school carries out specified recruitment and vetting checks on intended new appointees, in particular; proof of identity, teaching qualifications, DBS checks, barred list checks and rights to work in England checks. The Governing Body is responsible for ensuring that safe recruitment checks are carried out in line with

statutory requirements. The school also obtains written assurances that appropriate child protection checks and procedures have been undertaken for all staff employed by another organisation who work within our school. (eg extra curricular clubs, lunchtime staff)

When interviewing at least one member of the interview panel will have undertaken recognised safe recruitment training and has been awarded a certificate. The school does not employ an individual who has been barred from working with children. In regard to volunteers, the school only accepts individuals who have a clear DBS check. Any DBS is rechecked every 3 years. The school maintains a single central record of all recruitment checks. This clearly shows the nature of the checks made, the date on which they were made and the identity of the member of staff entering the details onto the record.

The school refers to the Independent Safeguarding Authority details of anyone who is permanently removed from working or volunteering in school for allegedly causing harm or posing a risk of harm. This also applies should the individual leave the school whilst under investigation.

Allegations against adults working in school, including volunteers

We understand that a pupil may make an allegation against a member of staff or other adults working with children. If such an allegation is made, the member of staff receiving the allegation will immediately inform the designated teacher or, if not available, the headteacher. The designated teacher will discuss the content of the allegation with the Local authority Designated Officer for Managing Allegations Against Adults Working with Children (LADO) If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult the LADO.

The school will then follow the guidelines as set out in the Local Authority safeguarding procedures.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should refer to the school Whistle blowing policy and be fully aware of their duty to raise concerns about the attitude or actions of colleagues.

Physical Intervention

All staff should refer to the school Restraint policy and only use physical intervention as a last resort and at all times it must be minimal force necessary to prevent injury.

It is also acknowledged that physical intervention of a nature which causes injury or distress may be subject to Child Protection or Disciplinary procedures.

Bullying

All staff should refer to the school Anti-bullying and Harrassment policy. Furthermore the school acknowledges that to allow or condone bullying may lead to LA consideration under the child protection procedures.

Racist Incidents

All staff should refer to the school policy on Racist Incidents. Staff should be aware that repeated racist incidents or a single serious incident may led to the Local Authority following child protection procedures.

Child protection (See Child protection policy for further details)

All staff to follow Child protection procedures if they are in any way concerned about the wellbeing of a child.

Female genital mutilation Staff need to be vigilant and be aware of possible indicators that FGM may be about to take place. A child may be from a community where FGM is socially accepted and therefore may;

- Mention or talk about a special holiday to a country where the procedure is prevalent
 - May confide that she is about to have a special procedure or celebration
 - May refer to a celebration or occasion to 'become a woman'
- Staff also need to take account of the following which May indicate that FGM has already taken place. The child may;
- Spend long periods of time away from class with bladder or menstrual problems
 - Have prolonged absence from school and on return displays a change in behaviour
 - Want to be excused for Physical Education without a GP note
 - Have difficulty in walking, standing or siting down.

Child Sex Exploitation Staff need to remain vigilant to the possibility of CSE, building good relationships with the children in their care and ensuring time is made to listen carefully and immediately report any concerns.

Staff need to be aware of the following indicators ; unexplained items, money, self harming, changes to appearance or behaviour, poor academic progress

Radicalisation Staff need to remain vigilant to the possibility of Radicalisation , building good relationships with the children in their care and ensuring time is made to listen carefully and immediately report any concerns.

Advice from DfES in June 2015 states

‘There is no single way of identifying an individual who is likely to be susceptible to terrorist ideology. Staff should be alert to changes in children’s behaviour which could indicate they need help or protection’

The school works closely with outside agencies eg Met Prevent team, to ensure training and awareness is a priority. (Training for staff took place in Autumn 2015)

Children Missing in Education

The school recognises it’s role with regards children missing in education. Our procedures are;

- When a family informs school they intend to leave Grand Avenue we ask for details of the receiving school
- After the child has left we contact the receiving school to ensure the child is registered and attending the new school
- If a family gives no details of a receiving school we contact the local authority informing them if this.(this notification is in writing)
- If after 10 days of notifying the authority regarding a child potentially missing in Education, there is no response from the authority the school will contact the authority again.

Health and Safety

Our Health and safety policy and on site risk assessment document sets out the consideration we give to the protection of our pupils within the school environment.

Before taking children off site a risk assessment is undertaken and shared with all adults accompanying the children to ensure any potential risk is kept to a minimum.

Application, monitoring and review of this policy

This policy applies to all staff, governors, outside providers and visitors to our school. It will form part of the induction process for all new staff. We recognise that we need to remain vigilant in all aspects of child protection. This policy will be monitored regularly by the Senior Leadership team in line with school policy review cycle. Parents and other stakeholders will be made aware of this policy by publishing it on our school website.

Appendix 1 Grand Avenue Primary and Nursery School -Safeguarding Principles/Useful documents

At Grand Avenue Primary and Nursery School we are committed to safeguarding and promoting the welfare of all our students. We expect all staff employed, commissioned or contracted to work with pupils together with volunteers and governors to adhere to the following principles

- The welfare of students is paramount and we take their views seriously.
- Every effort will be made to help children to keep themselves safe
- If parents raise concerns they will be listened to and responded to promptly
- Adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Adults should work and be seen to work, in an open and transparent way
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- Adults should continually monitor and review their practice and ensure they follow the guidance contained in the policies listed below.

Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.

- Records should be made of any such incident and of decisions made/further action agreed, in accordance with the school policy for keeping and maintaining records.
- All staff should know the name of the senior designated person for child protection, be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children and young people.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

The following policies and documents are all pertinent to safeguarding children:

- Child protection
- Complaints procedure
- Data protection
- Dealing with allegations made against staff
- Drug and substance misuse
- Educational visits
- E-safety
- Harassment and discrimination
- Health and safety

- Intimate care (where appropriate)
- Meeting the needs of pupils with medical conditions
- Appraisal
- First aid
- Pupil discipline and anti-bullying including cyber bullying
- Register of attendance
- Safer recruitment policy and procedures
- Safeguarding policy
- Sex education policy
- Single central record
- Use of physical intervention
- Whistle blowing

The statutory policies and documents are on the school website and accessible to all staff and parents.

Also part of our overall strategy

- Racist incidents monitoring log
- Risk assessments
- Arrangements for site security
- Working with students on issues specific to our local area or population (e.g. gang activity, extremism etc)
- Confidential Child protection documentation

Key Safeguarding documents

Link to Grand Avenue primary School Policies – Child protection and Safeguarding

<http://www.grandavenue.kingston.sch.uk/policies/policydoc.php>

What to do if you're worried a child is being abused - summary

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused-summary>

Guidance for Safer Working Practice

<http://www.childrenengland.org.uk/upload/Guidance%20.pdf>

Working Together to Safeguard Children

<http://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf>

Information regarding FGM

<http://www.safeguardingschools.co.uk/fgm>

<https://www.pshe-association.org.uk/content.aspx?CategoryID=1193>

<http://www.nhs.uk/Conditions/female-genital-mutilation/pages/Introduction.aspx>

Kingston and Richmond LSCB FGM prevention guidelines

<http://kingstonandrichmondscb.org.uk/media/upload/fck/file/Policies%20and%20Procedures/Richmond%20and%20Kingston%20LSCB%20FGM%20Policy%20Final%202016.pdf>

Information about CSE and a CSE checklist

<http://kingstonandrichmondscb.org.uk/practitioners/child-sexual-exploitation-132.php>

Kingston and Richmond LSCB Child Sexual Exploitation Strategy, Referral Form and Guidance

http://kingstonandrichmondscb.org.uk/media/upload/fck/file/CSE/CSE%20Strategy%20%20LSCB%20K&R%2020_1_2016.pdf

Appendix 2 _ See also CP policy

Other specific safeguarding issues: Advice on the following list of safeguarding issues can be found on <https://www.gov.uk/> which the school will use as the need arises:

- Child sexual exploitation (CSE) - see below
- Domestic violence (It is important to recognise that many children will be living (or may have lived) in families where Domestic Abuse is a factor, and that these situations have a harmful impact on children emotionally, as well as placing them at risk of physical harm. The definition of Domestic abuse is: Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM) — see below
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Mental health
- Private fostering
- Radicalisation
- Sexting
- Self harming
- Teenage relationship abuse

Trafficking Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of abuse.

Female Genital Mutilation (FGM): professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. The Multi-Agency Guidance on FGM gives the following advice to schools:

Staff should be aware that any of the following might indicate FGM:

- Girls being withdrawn from PSHE; they may be at risk as a result of the parents wishing to keep them uninformed about her body and rights;
- A girl may confide that she is to have a 'special procedure' or to attend a special occasion to 'become a woman'.

Appendix 3 – Key members of staff

Role	Name and contact details
DSL Responsible for implementing policies and procedures; allocating resources to the safeguarding team and addressing staff safeguarding concerns; liaising with the local authority and working with other agencies	Shona Pitcher 0208 399 5344
DSL – in absence of DSL Responsible for implementing policies and procedures; allocating resources to the safeguarding team and addressing staff safeguarding concerns; liaising with the local authority and working with other agencies	Margaret Barrington 0208 399 5344
Special Needs Co-ordinator Provides advice, liaison and support for school staff and other agencies working with pupils with SEND and their parents/carers.	Carrie White 0208 399 5344
Attendance and Welfare Officer Addresses difficulties preventing a child from attending school, achievement concerns, punctuality, safeguarding issues	Alison Bolster 0208 547 5272
Deputyhead ; learning and teaching lead Works alongside EWO, addresses difficulties or concerns regarding attendance, punctuality and home learning, and develops strategies to overcome these barriers	Anna McKenna 0208 399 5344
Chair of Governors Takes the lead in dealing with allegations of abuse made against the headteacher, liaises with local authority, plays a role in safe recruitment during appointment of senior posts	Jenny Gresson
Child Protection Governor Ensures there are appropriate safeguarding policies and procedures in place, monitors whether they are followed and (with rest of GB) remedies deficiencies	Cath Tanner

LADO – Viv Rimmer 0208 831 6008 v.rimmer@richmond.gov.uk

Appendix 4

Recruitment and Appointment checklist

All documents to be kept on file

Documentation	Checked/comments	Signed /date
Application form		
Notes from interview		
Offer letter		
Bank details		
Pension form		
Work health questionnaire	To Borough	
Business interests		
List 99 check		
DBS check		
New appointment form	To Borough	
P45 or P46	To Borough	
Confidentiality agreement		
Proof of right to work in UK	Passport	
Proof of identity	Drivers licence	
Proof of address		
Proof of qualifications		
Safeguarding agreement		
Safe working practice	To Employee	
Copy of teachers check		
X2 references		
Business interests form		
School action for new employee		
Add to SCR		
Set up on SIMs		
Add to budget sheet		
Issue key fob and gate codes		
Issue log in and email details		
Send staff handbook		
Send induction policy		
Take ICE details		

Name _____ Role _____