

This Policy applies to the whole school including the EYFS



CHILD PROTECTION POLICY

IMPORTANT INFORMATION

Designated Safeguarding Lead : Mrs S. Fisher (Headmistress)

Nominated Lead : Prevent Strategy

Telephone Number: 01902 751088 or 07701017717

Deputy Designated Safeguarding Lead:

Mrs M. Shee (Deputy Head)

Deputy Designated Safeguarding Lead (EYFS) from March 2017:

Mrs S. Johnson (EYFS Coordinator)

Telephone Number: 01902 751088

Director with responsibility for Safeguarding:

HHJ H. Hughes

Telephone Number: 01902 751088

WOLVERHAMPTON SAFEGUARDING AND PREVENT CONTACTS

1. Concerned about an adult or a child / young person?

Duty and Assessment Team (Switchboard): 01902 555392

(Mon-Thurs 8:30am - 5pm {4:30pm on Fridays})

Emergency Duty Team: 01902 552999

(out of hours)

2. Concerned about inappropriate or harmful behaviour by someone in a Position of Trust? e.g. a colleague/manager/carer/trustee/governor

Wolverhampton's Local Authority Designated Officer : Paul Cooper

Tel: 01902 550661

Karen Samuels (Prevent - Head of Community Safety): 01902 551341

Anti-Terrorist Hotline: 0800 789 321 or 999

Tettenhall Police Station (Reporting FGM) - 0345 113 5000 or 999

Useful Organisations

Ofsted : 0300 123 1231

Childline: 0800 1111

NSPCC Helpline: 0808 800 5000

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 and email: help@nspcc.org.uk

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The Directors of Newbridge Preparatory School have a statutory responsibility to safeguard and promote the welfare of children who are pupils at the school.

This policy follows guidelines in Working Together to Safeguard Children 2015 (WT) Keeping Children Safe in Education September 2016 (KCSIE), and Prevent Duty Guidance in England and Wales 2015 and is in accordance with agreed inter-agency procedure with Wolverhampton Local Safeguarding Children Board. It is published on the school website: www.newbridgeprepschool.org.uk. Paper copies may also be requested from the school.

WHO THIS GUIDANCE IS FOR

This Policy is addressed to all members of staff, Directors and volunteers at the school. Adherence to this Policy is mandatory for **all** staff, Directors and volunteers and its use is not subject to discretion. This Policy applies whenever staff, Directors or volunteers are working with pupils including when this is away from school, for example at another institution, school visits and trips, sporting and cultural activities.

PURPOSE OF A CHILD PROTECTION POLICY

This Child Protection Policy is intended to provide clear direction about expected codes of behaviour in dealing with child protection issues. It makes explicit the school's commitment to the development of good practice and sound procedures. This ensures that child protection concerns and referrals may be handled sensitively, professionally and in ways which support the needs of the child.

All staff must be alert to any issues for concern in the child's life at home or elsewhere. Newbridge Preparatory School implements this policy and these procedures to safeguard children. This policy and procedures are in line with the guidance and procedures of Wolverhampton Local Safeguarding Children Board. This Child Protection policy and procedures includes an explanation of the action to be taken in the event of an allegation being made against a member of staff.

This Policy is available to all parents, Directors, staff and volunteers on the school's website. A paper copy of this Policy is also available to parents upon request from the school office.

Separate policies cover:

- Safeguarding Policy
- Safer Recruitment Policy
- Use of force to Control or Restrain Policy
- Anti-Bullying Policy
- Whistle Blowing Policy
- Health and Safety Policy
- Staff Code of Conduct and Staff Behaviour Policy
- Intimate Care Policy
- E-Safety Policy
- Use of Mobile Phones and Cameras Policy
- Children who Run Away and Go Missing Policy
- Peer on Peer Abuse Policy

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THE AIMS OF THE POLICY

The aims of this policy are:

- To raise awareness of individual responsibilities in identifying and reporting possible cases of abuse anywhere in the school from EYFS to Year Six
- To provide a systematic means of monitoring, recording and reporting concerns and cases
- To provide guidance on recognising and dealing with suspected child abuse
- To provide a framework for inter-agency communication and effective liaison
- To identify strategies and interventions available to support children at risk

INTRODUCTION

Our school fully recognises the contribution it can make to protect children and support pupils in school.

The core elements to our child protection policy are:

- Prevention (e.g. positive school atmosphere, teaching and pastoral care, support to pupils)
- Protection (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns)
- Support (to pupils and school staff and to children who may have been abused)

Everyone employed by Newbridge Preparatory School has a responsibility in relation to child protection from the EYFS to Year 6. In most cases this will be the referral of concerns to the Designated Safeguarding Lead. In day to day contact with children at risk members of staff have an opportunity to note concerns and to meet with parents and other associated adults. Colleagues are reminded that members of staff could possibly be involved in legal proceedings if matters of this nature are ignored or not dealt with in the appropriate matter. However, members of staff who report such matters in good faith will not be subject to disciplinary action if allegations are subsequently discovered to be unfounded.

Newbridge Preparatory School has a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care. This person is referred to as the Designated Safeguarding Lead (DSL).

The Designated Safeguarding Lead (DSL) is:

Mrs S. Fisher (Headmistress)

The nominated Safeguarding Director (Acting) is:

Mrs H. Hughes (Director)

The Deputy Designated Safeguarding Leads are:

Mrs M. Shee (Deputy Head) and Mrs S. Johnson (EYFS Coordinator)

DESIGNATED SAFEGUARDING LEAD (DSL)

This role includes the principal responsibility within the school for safeguarding including the review of safeguarding and child protection policies and providing updates to all full-time, part-time, voluntary and non-teaching staff as appropriate. This role is also known as the Designated Safeguarding Lead. A description of this role is attached to this document.

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The Headmistress, Mrs S.A. Fisher is the designated member of staff with responsibility for Child Protection throughout the school and the Early Years Setting (and in her absence, the Deputy Head, Mrs M. Shee or EYFS Coordinator, Mrs S. Johnson).

The Designated Safeguarding Lead will:

- Be responsible for ensuring that all cases of suspected or actual child protection concerns are dealt with in accordance with the guidance and regulations
- Refer cases of suspected abuse or allegations to Wolverhampton Duty and Assessment Team (Social Services) Department in accordance with their LSCB procedures
- Ensure that she is aware of the latest national and local guidance and requirements and will keep the Directors, staff and volunteers informed as appropriate
- Receive appropriate training in child protection matters and inter-agency working, to include both national and local bodies, at least every two years
- Ensure that the Directors, staff and volunteers have access to and understand their role as appropriate in the child protection procedures, including but not limited to part-time staff, supply staff, peripatetic staff, newly appointed staff, newly qualified staff, before/after school care staff, holiday club, volunteers, office staff, catering staff, cleaning staff and caretakers
- Act as a source of advice and support within the School and coordinate action regarding referrals in relation to both children and allegations against staff
- Undertake regular Prevent awareness training in order to provide advice and support to other members of staff on protecting children from the risk of radicalisation.

DIRECTOR WITH RESPONSIBILITY FOR SAFEGUARDING

The nominated Safeguarding Director, HHJ H. Hughes, conducts an annual review of the Child Protection Policies and Procedures. Her report is made annually to the Board of Directors who approves the annual review of the school's child protection policies and procedures and of the efficiency with which the related duties have been discharged.

WOLVERHAMPTON SAFEGUARDING CHILDREN BOARD (LSCB)

The school works closely with Wolverhampton Safeguarding Children Board and Wolverhampton City Council Children and Young People's Service:

www.wolverhamptonsafeguarding.org.uk

TRAINING OF THE DESIGNATED PERSON (HEADMISTRESS) and DEPUTY

Newbridge Preparatory School will ensure that the **DSL** and other nominated personnel for Child Protection responsibilities (**Director with Responsibility for Safeguarding and Deputy DSLs**) will receive training relevant to the role.

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

The designated safeguarding lead will also undertake Prevent awareness training.

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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 Wolverhampton Safeguarding Board 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 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 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;
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

TRAINING OF STAFF AND VOLUNTEERS

Support will be available for staff from the Headmistress in the first instance, and from other members of the school's Child Protection team where there are concerns or queries about child protection.

The school's arrangements for the training are as follows:

- All staff must be trained in child protection regularly, in line with advice from the Wolverhampton Safeguarding Children's Board. This includes Prevent and on-line safety, plus informal updates. The WSCB recommend training every three years and this has been confirmed by Gilliam Ming (WSCB Manager) as appropriate.

All staff, including temporary staff and volunteers, are provided with induction training on the day they start work at Newbridge Preparatory School if not before and includes:

- The school's Child Protection Policy
- KCSIE part one (all staff) (September 2016)
- KCSIE Annex A (leaders and those who work directly with children) (September 2016)
- The Staff Code of Conduct/Behaviour Policy (including whistleblowing and acceptable use of IT, staff/pupil relationships and communications including use of social media).
- The identity of The DSL (included in Newbridge Child Protection Quick Guide)

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KCSIE requires that all staff at the school read Part 1 of the guidance. This is available on 'U:Staff Shares in the SCHOOL DOCUMENTATION : CHILD PROTECTION FOLDER. All staff were provided with an updated copy of the KCSIE Part 1 2016 guidance in September 2016.

All staff, students, work experience pupils and volunteers are provided with induction training (at an appropriate level) that includes child protection awareness by the Headmistress using the Newbridge Child Protection Quick Guide. This training will be completed as soon as the person begins work at the school if not before (see Induction Policy). To ensure that members of staff are aware of procedures in an emergency, posters are placed at strategic points around the school.

Staff can also access Wolverhampton Safeguarding Children Board and Wolverhampton City Council Children and Young People's Service: www.wolverhamptonsafeguarding.org.uk at any time.

SCHOOL COMMITMENT

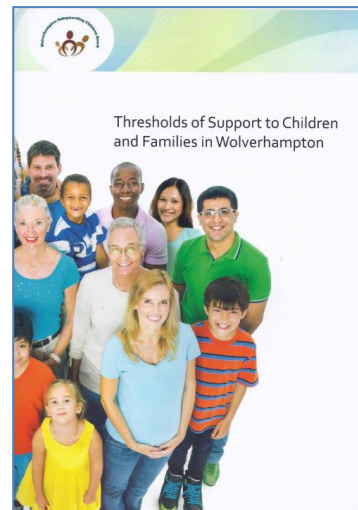
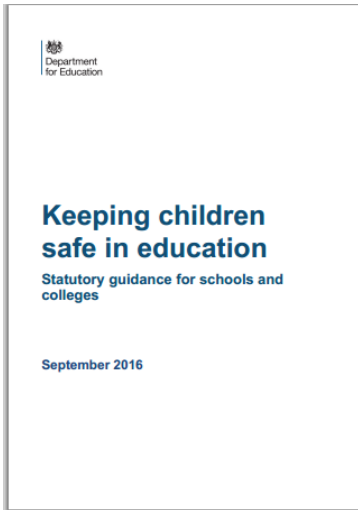
We recognise that for our pupils, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention.

Our school will therefore:

- Establish and maintain an ethos where pupils feel secure and are encouraged to talk, and are listened to
- Ensure that pupils feel that there are adults in the school who they can approach if they are worried or are in difficulty
- make provision for teaching children to keep themselves safe, including on-line.
- Include in the curriculum activities and opportunities for PHSEe, which equip pupils with the skills they need to stay safe from abuse. Further information about these activities and opportunities can be obtained from the school's PHSEe coordinators
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies
- Ensure that any deficiencies or weaknesses in child protection arrangements are remedied without delay

Newbridge Preparatory School has regard to the Government's statutory guidance '*Working Together to Safeguard Children*' 2015 (WT) and '*Keeping children safe in education*' 2016. (KCSIE) If Newbridge Preparatory School has concerns about children's safety or welfare, they will notify agencies with statutory responsibilities without delay. This means Wolverhampton's children's social care services and, in emergencies, the police.

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PART 1- SAFEGUARDING INFORMATION FOR ALL STAFF

WHAT STAFF AND VOLUNTEERS SHOULD KNOW

THE ROLE OF THE SCHOOL

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School members of 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 members of staff at Newbridge Preparatory School form part of the wider safeguarding system for children. This system is described in statutory guidance *Working Together to Safeguard Children 2015*. Newbridge Preparatory School will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

The Headmistress, Mrs S Fisher, is the Designated Safeguarding Lead (DSL) who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as Wolverhampton's children's Safeguarding Board. Mrs Gillian Ming, Safeguarding Board Manager for Wolverhampton advises Mrs S. Fisher (01902 550640 – Gillian.ming@wolverhampton.gov.uk)

THE ROLE OF SCHOOL STAFF AND VOLUNTEERS

The *Teacher Standards (Updated June 2013)* state that teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. At Newbridge Preparatory School the role is extended to all members of staff.

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

In addition to working with the designated safeguarding lead, all members of staff should be aware that they may be asked to support social workers to take decisions about individual children. Newbridge Preparatory School encourages an environment where all staff and volunteers feel able to raise concerns and feel supported in their safeguarding role.

WHAT SCHOOL STAFF AND VOLUNTEERS NEED TO KNOW

All members of staff at Newbridge Preparatory School should be aware of systems within the school which support safeguarding. These are explained to new staff as part of staff induction. This includes: the school's **CHILD PROTECTION POLICY**; the school's **STAFF BEHAVIOUR POLICY**; and identifying the designated safeguarding lead (DSL).

All members of staff receive appropriate child protection training which is regularly updated (every three years) with an annual update from the Headmistress at the start of each academic year or as required. Members of staff are required to complete a in-house child

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protection refresher annually which includes confirmation that they have received Part 1 of KCSIE (2016). If a member of staff requires more training than that offered regularly by the school, this should be brought to the attention of the Headmistress.

WHAT STAFF AND VOLUNTEERS SHOULD LOOK OUT FOR

All members of staff should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. These are included in this section of the policy as a guide. Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure they should always speak to the DSL or Wolverhampton children's social care team.

Members of staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, members of staff should always act in the interests of the child.

There are various expert sources of advice on the signs of abuse and neglect. Wolverhampton Local Safeguarding Children Board (LSCB) are able to advise on useful material, including training options. One good source of advice is provided on the NSPCC website. Types of abuse and neglect, and examples of specific safeguarding issues, are described later in this section.

POLICY AND PROCEDURES FOR DEALING WITH CONCERNS ABOUT A CHILD, SCHOOL STAFF AND VOLUNTEERS – WHAT TO DO

If a member of staff has concerns about a child they should raise these with the Designated Safeguarding Lead (DSL), Mrs S Fisher. This also includes situations of abuse which may involve staff members. The safeguarding lead will usually decide whether to make a referral to Wolverhampton's children's social care, but it is important to note that any staff member can refer their concerns to children's social care directly.

The importance of acting on and referring the early signs of abuse and neglect, keeping clear records, listening to the views of the child, reassessing concerns when situations do not improve, sharing information quickly and challenging in action are the key to children receive the right help of the right time to address risks and prevent issues escalating.

Where a child and family would benefit from co-ordinated support from more than one agency (for example education, health, housing, police) there should be an inter-agency assessment using Wolverhampton local processes. These assessments will identify what help the child and family require, preventing needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor. It is important for children to receive the right help at the right time to address risks and prevent issues escalating.

If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to Wolverhampton's children's social care immediately. Anybody can make a

referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

TYPES OF ABUSE AND NEGLECT

Physical, emotional and sexual abuse or neglect of children does occur, and we need to be watchful for signs of such abuse from EYFS to Year Six. Signs/indicators of abuse and neglect are helpful if they are used with some caution. They are not necessarily evidence of abuse or neglect. However, if you are concerned about a child or young person, they can help you think about why you have that concern. Please note that these lists are possible indicators of abuse and are not exhaustive. Any signs of abuse have to be considered in context.

DEFINITIONS OF CATEGORIES OF ABUSE AND SIGNS OF POSSIBLE ABUSE

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Signs that may suggest physical abuse:

- Multiple bruising to different parts of the body
- Bruising of different colours indicating repeated injuries
- Fingertip bruising to the chest, back, arms or legs
- Burns of any shape or size
- An injury for which there is no adequate explanation

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Signs which may suggest emotional harm:

- The following signs may be present in children whose parents are over-critical and emotionally distant, or who are unable to meet their child's emotional needs
- Children whose behaviour is excessive. For example, excessive bedwetting, overeating, rocking, head banging

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- Children who self-harm. For example, they may cut or scratch themselves or overdose
- Children who attempt suicide
- Children who persistently run away from home
- Children who show high levels of anxiety, unhappiness or withdrawal
- Children who usually seek out or avoid affection

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs of possible sexual abuse:

- Something a child has told you
- Something a child has told someone else
- A child who shows worrying sexualised behaviour in their play or with other children
- A child who seems to have inappropriate sexual knowledge for their age
- A child who may be visiting or being looked after by a known or suspected sexual offender

Behavioural signs of possible sexual abuse:

- A fear of certain places, people or activities, especially being alone with certain people
- Reluctance to undress
- Excessive crying
- Avoids touch
- Drastic change in school performance
- Self-mutilation

Physical signs of possible sexual abuse:

- Difficulty walking or sitting
- Itching or pain in the genital areas

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers) or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs which may suggest neglect:

- Squalid, unhygienic or dangerous home conditions

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- Parents who fail to attend to their children’s health or development needs
- Children who appear persistently undersized or underweight
- Children who continually appear tired or lacking in energy
- Children who suffer frequent injuries due to lack of supervision
- Failing to provide suitable or adequate clothing and provisions for food

SPECIFIC SAFEGUARDING ISSUES

All staff should have an awareness of safeguarding issues, some of which are listed below. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger.

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults and sexting. See the **SCHOOL POLICY AND PROCEDURES WITH REGARDS TO PEER ON PEER ABUSE.**

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. Staff can access broad government guidance on the issues listed below via the GOV.UK website:

- bullying including cyberbullying
- children missing education – **and Annex A**
- child missing from home or care
- child sexual exploitation (CSE) – **and Annex A**
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) – **and Annex A**
- forced marriage- **and Annex A**
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- hate
- mental health
- missing children and adults
- private fostering
- preventing radicalisation – **and Annex A**
- relationship abuse
- sexting
- trafficking

Annex A of KCSIE (September 2016) contains important additional information about specific forms of abuse and safeguarding issues as listed above. SLT and those staff who work directly with children should read the annex. This includes

- Further information on a child missing from education
- Further information on child sexual exploitation

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- Further information on so-called 'honour based'
 - violence Indicators
 - Actions
 - FGM mandatory reporting duty
 - Forced marriage
- Further information on preventing radicalisation
 - Prevent
 - Channel

FURTHER INFORMATION ON PREVENT DUTY:

From 1 July 2015 Newbridge Preparatory School became subject to the Prevent duty:

- The Prevent duty builds on existing local partnership arrangements within Wolverhampton and includes links to West Midlands Counter Terrorism Unit and Wolverhampton City Council. The contact person is: Karen Samuels (Head of Community Safety – Wolverhampton) <Karen.Samuels@wolverhampton.gov.uk>

FURTHER INFORMATION MISSING CHILDREN

A child going missing from an education setting is a potential indicator of abuse and neglect. The Directors have two policies in place which put appropriate safeguarding responses to children who go missing from education settings, particularly on repeat occasions, to help identify any risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

- **LOST CHILD POLICY**
- **CHILDREN WHO RUN AWAY AND GO MISSING POLICY**

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

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WHAT STAFF AND VOLUNTEERS SHOULD DO

ARRANGEMENTS FOR LISTENING TO CHILDREN

Children are likely to disclose to someone they know and trust, with whom they have a secure relationship. Effective safeguarding systems are child centred and the child needs to:

- be respected,
- have their views to be heard,
- have stable relationships with professionals built on trust and
- have consistent support provided for their individual needs.

This guides the behaviour of professionals. Staff should:

- see and speak to the child;
- listen to what they say;
- take their views seriously; and
- work with them collaboratively when deciding how to support their needs.

RESPONDING TO DISCLOSURES OF ABUSE

Staff and volunteers should make themselves available to listen and demonstrate to the pupil that what they are saying is being taken seriously and without criticism and should respond in a supportive, calm manner and avoid asking detailed questions. The role of the staff or volunteer is to listen, record and report, not to investigate. Staff and volunteers should take care to ensure that their behaviour and actions do not place pupils or themselves at risk of harm.

If a pupil reports abuse from another pupil or pupils, staff should follow the procedures in this section. A bullying incident will be regarded as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Please also refer to the Anti-Bullying Policy. The Designated Safeguarding Lead will liaise with local agencies in relation to handling any such cases which arise.

1. IMMEDIATE RESPONSE

If a disclosure is made, the member of staff or volunteer **should**:

- Allow the pace of the conversation to be dictated by the pupil
- Ask open questions which encourage the pupil to talk such as “can you tell me what happened?”
- Accept what the pupil says and do not ask for further detail
- Acknowledge how hard it was for them to tell you and show by voice tone and/or facial expression that you are taking their concerns seriously
- Note carefully any clearly visible external signs of possible injury or neglect
- Reassure the pupil that they have done the right thing, that it is not their fault, and explain whom you will have to tell (the Designated Safeguarding Lead, DSL) and why

The member of staff or volunteer **should not**:

- Burden the pupil with guilt by asking questions such as “why didn’t you tell me before?”
- Interrogate or pressure the pupil to provide information

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- **Ask any potentially leading questions** such as those that start with the words, how, what, when, where and why
- Undress the child or examine clothed parts of the child's body in an attempt to determine the nature of any such injuries/neglect
- Criticise the alleged perpetrator, this may be someone they love
- **Promise confidentiality**
- Make promises that they cannot keep such as "I'll stay with you all the time" or "it will be alright now"
- Put words in the child's mouth (i.e. finish their sentences)
- Jump to conclusions or speculate about what happened or might have happened, or make accusations
- Show an overly emotional reaction, such as expressing disgust, shock or disbelief
- Attempt to investigate the allegations

2. SUPPORTING THE CHILD

If a pupil confides in a member of staff or volunteer and requests that the information is kept secret, staff/volunteers **must not make promises about confidentiality**. Staff must tell the pupil sensitively that they have a responsibility to tell the named Designated Safeguarding Lead (DSL) so that the child can be helped to stay safe and feel better.

Newbridge Preparatory School recognises that a child who is abused may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

The School will provide continuing support to a pupil who has disclosed abuse through promoting a caring and safe environment within the School and encouraging self-esteem and self-assertiveness through the curriculum and through relationships. In doing so, the Schools will act in accordance with guidance from the relevant authorities to ensure that, for example, legal proceedings are not compromised.

All allegations should be referred by the Designated Safeguarding Lead (DSL) for advice before any investigation takes place. In borderline cases, these discussions can be held informally and without naming the individual. In case of serious harm, the police should be informed at the outset.

3. RECORDING INFORMATION

Staff/volunteers should:

- Make brief notes at the time or immediately afterwards, which record the date, time, place and context of the disclosure or concern, and what has actually been said (wherever possible using the child's exact words, even if they seem childish, rude or inappropriate), not assumption or interpretation. Notes must be signed and dated
- Clearly distinguish between fact, observation, allegation and opinion
- Record any observed injuries and bruises
- Note the non-verbal behaviour and the key words in the language used by the pupil (do not translate into "proper terms")

This Policy applies to the whole school including the EYFS

- Complete a Safeguarding Concern Form, attach any original notes and pass them to the Designated Safeguarding Lead (DSL)
- Appreciate that their records may be used in criminal proceedings or disciplinary investigations

4. REPORTING TO THE DESIGNATED SAFEGUARDING LEAD

Any concerns about pupils must be discussed with the Designated Safeguarding Lead (or in their absence the Deputy Designated Safeguarding Lead) as soon as possible and at latest by the end of the school day.

Where the disclosure identifies reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, the Designated Safeguarding Lead will report the disclosure to the local Wolverhampton Duty and Assessment Team (Social Services), Department within 24 hours (01902 555392.) In the most serious cases the police may be contacted:

DEALING WITH ABUSE BY ONE OR MORE PUPILS AGAINST ANOTHER PUPIL

If a pupil reports abuse from another pupil or pupils, which exceeds the remit of the **ANTI-BULLYING POLICY**, the above procedures should be followed. A bullying incident will be regarded as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. When there is reasonable cause to suspect that a child is suffering, or likely to suffer significant harm, any such abuse will be referred to Wolverhampton's Duty and Assessment Team: 01902 555392.

DEALING WITH ALLEGATIONS OF ABUSE AGAINST STAFF, VOLUNTEERS AND THE HEAD

Where a safeguarding related allegation or cause for concern is made against any member of staff or volunteer, the matter should be reported immediately to the Head, **who is also the Designated Safeguarding Lead**. The Head should **not** speak to the member of staff who is the subject of the allegation at this point. In the absence of the Head the allegation should be reported to the Chair of Directors. Where a safeguarding related allegation or cause for concern is made against the Head, the person receiving the allegation should immediately inform the Chair of Directors and must **not** notify the Head.

Immediate contact should be made with the (LADO) to discuss the allegation, consider the nature, content and context of the allegation and agree a course of action including any involvement of the police. Discussions will be recorded in writing, and communication with both the individual and the parents of the child/children agreed. The school will consider carefully whether the circumstances of the case require suspension or whether alternative arrangements should be put into place. The school will give due weight to the views of the LADO when making a decision about suspension.

LOCAL AUTHORITY DESIGNATED OFFICER (LADO - CONTACT: 01902 550661)

If an allegation is made against a teacher the quick resolution of that allegation must be a clear priority to the benefit of all concerned. At any stage of consideration or investigation, all unnecessary delays must be eradicated. The school will not undertake their own investigations of allegations without prior consultation with the Local Authority Designated Officer (LADO). As described above, a decision as to how to proceed and eventually whether

This Policy applies to the whole school including the EYFS

or not to suspend a member of staff or volunteer will be taken by the Head following consultation with the LADO. In borderline cases discussions with the LADO will be held informally and without naming the school or individual. Suspension is not an automatic response and the decision will be taken according to the circumstances of each particular case. The decision as to whether or not to suspend the Head is taken by the Chair of Directors and IAPS (having consulted the relevant authorities).

In considering the available options, including re-deployment of the member of staff or volunteer, the LADO, the Head will ensure that their primary concerns are the safety and wellbeing of the pupils, together with the need for a full and fair investigation which will be led by the LADO.

Where it becomes necessary to cease to use the services of any person (including staff members, agency staff, peripatetic teacher, volunteer or any other person) because it is considered that the person may be unsuitable to work with children, a referral will be made to the DBS promptly and in any event within 28 days in accordance with the school's legal duty. The school will also consider making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or has resigned in lieu of dismissal or possible dismissal) and a Prohibition Order may be appropriate.

Where required to do so, we will provide information requested by the DBS or NCTL in respect of a member of staff or volunteer in accordance with our legal duty.

From 1st October 2012, there are restrictions on reporting or publishing of allegations against teachers, and so the school will make every effort to maintain confidentiality and guard against unwanted publicity. These restrictions apply up to the point where the accused person is charged with an offence, or the DFE/NCTL published information about an investigation or decision in a disciplinary case. Communications with the school community about safeguarding related allegations shall only be made following consultation with the LADO and any investigating authorities.

REFERRING CONCERNS TO WOLVERHAMPTON DUTY AND ASSESSMENT TEAM (SOCIAL SERVICES)

The decision to make a referral which could activate a child protection investigation and the issue of gaining parental consent are serious matters and require careful judgement. These decisions should usually only be taken by the Head as the Designated Safeguarding Lead following consultation with the LADO. In cases of serious harm the police will be informed from the outset.

Subject to the advice of the LADO the consent of parents should be obtained before making a formal referral unless to do so could place the child at risk of significant harm.

In accordance with this Policy, where the disclosure relates to actual abuse or the suspicion of abuse, the Safeguarding Designated Person will report the disclosure to Wolverhampton Duty and Assessment Team (Social Services), within 24 hours.

This Policy applies to the whole school including the EYFS

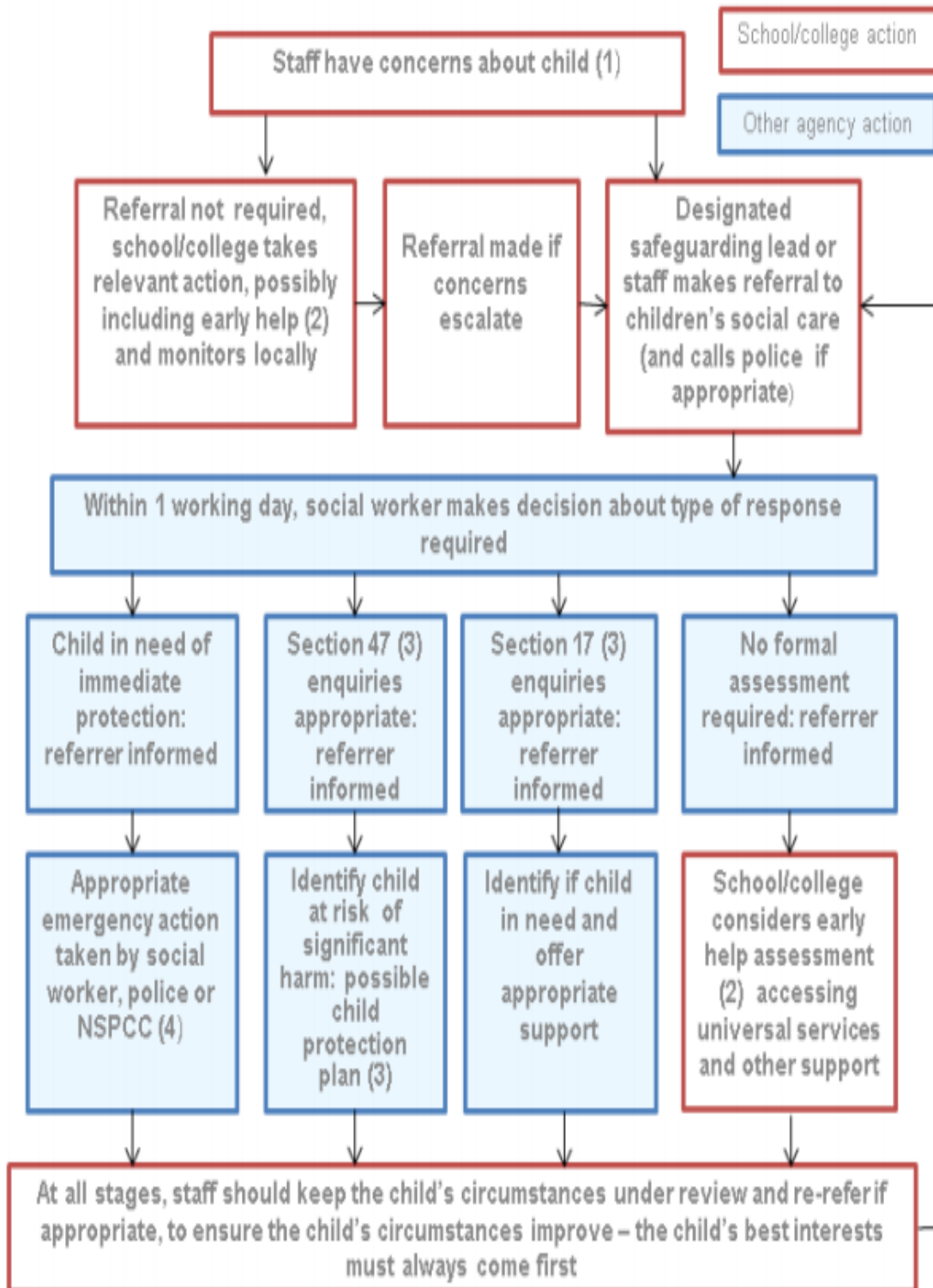
In the event of the school making a referral to Wolverhampton Duty and Assessment Team (Social Services) they should agree with the recipient of the referral what exactly the child and parents will be told, when and by whom. The Designated Safeguarding Lead should ask to be kept informed of the timing of the strategy discussion between Wolverhampton Duty and Assessment Team (Social Services), and the police which will decide whether and how to investigate. The Designated Safeguarding Lead should be prepared to contribute to the strategy discussion.

Wolverhampton Duty and Assessment Team (Social Services) are required to acknowledge written referrals within one working day, although schools should expect a prompter response in cases which appear to be urgent. If the School has not heard from Wolverhampton Duty and Assessment Team (Social Services) after two working days the School should contact Wolverhampton Duty and Assessment Team (Social Services) again. A record of each contact with Wolverhampton Duty and Assessment Team (Social Services) including the name of the officer with whom the School has spoken should be kept.

WOLVERHAMPTON PROCEDURES FLOW CHART



Actions where there are concerns about a child



This Policy applies to the whole school including the EYFS

PART TWO: THE MANAGEMENT OF SAFEGUARDING

THE RESPONSIBILITY OF THE DIRECTORS

The Directors will ensure that they comply with their duties under legislation. They will also have regard to national and local guidance to ensure that the policies, procedures and training in school are effective and comply with the law at all times.

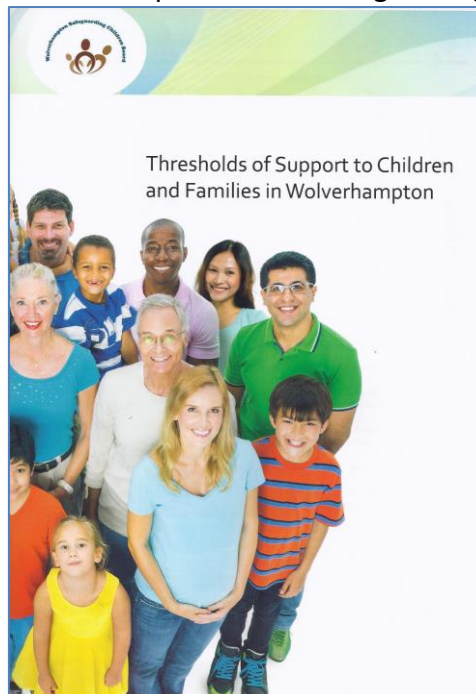
HHJ H. Hughes, as a member of the Board of Directors, has been appointed to take on the role of Safeguarding Director (a Safeguarding broad level lead as recommended by WTSC).

The appointed Safeguarding Director and the Headmistress, as appointed DSL, report on Safeguarding as a standard item on the Agenda of the termly meetings of The Board of Directors.

INTER-AGENCY WORKING

The Directors will ensure that the school contributes to inter-agency working in line with statutory guidance *Working Together to Safeguard Children 2013*. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans. The school will allow access for children's social care from Wolverhampton Local Authority and, where appropriate, from a placing local authority, for that authority to conduct or consider whether to conduct a Section 17 or a Section 47 assessment.

The Directors will ensure that the school's safeguarding arrangements take into account the procedures and practice of Wolverhampton's Local Safeguarding Children Board (WSCB).



The Chair of Directors, HHJ Helen Hughes, is nominated to liaise with the Local Authority and/or partner agencies on issues of child protection in the event of allegations of abuse made against the Headmistress or member of the Board of Directors.

This Policy applies to the whole school including the EYFS

ARRANGEMENTS FOR REVIEWING THE CHILD PROTECTION POLICIES AND PROCEDURES

There are arrangements in place to ensure that the school's child protection policies and procedures are reviewed annually. This is completed in the Summer term by HHJ H. Hughes, the Safeguarding Director and the Headmistress who is also the DSL.

HHJ H. Hughes, Safeguarding Director on behalf of The Board of Directors, ensures that there is an effective Safeguarding Policy, Child Protection Policy in place together with a Staff Behaviour Policy (code of conduct). The Safeguarding Director HHJ H. Hughes, will also ensure that:

- Both policies are provided to all staff, including temporary staff and volunteers, on induction
- The policies describe procedures which are in accordance with government guidance and refer to Wolverhampton's agreed inter-agency procedures put in place by the Wolverhampton's SCB.
- The child protection policy is updated annually, and is available publicly either via the school website or by other means. The policy is also updated when regulatory requirements are issued.

The Headmistress, Mrs S.A. Fisher, will ensure that the policies and procedures adopted by the Board of Directors, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff.

THE APPOINTMENT OF THE DESIGNATED SAFEGUARDING LEAD/SAFEGUARDING PERSON

The school is required to name at least one individual from the leadership team to take responsibility for child protection matters. The Board of Directors has appointed Mrs S.A. Fisher to the role of designated safeguarding lead (DSL) and Designated Safeguarding Lead (DSL). This is explicit in the role-holder's job description which is attached to this policy.

Mrs S.A. Fisher as the Designated Safeguarding Lead (DSL) or in the absence of the DSL, Mrs Shee (DDSL) liaises with the Local Authority and works with other agencies in line with *Working Together to Safeguard Children 2015*. If required, cover will be available for this role.

If, at any point, there is a risk of immediate serious harm to a child a referral will be made to children's social care immediately. This is particularly important for 'Holiday Club' arrangements if both the DSL and the DDSL cannot be contacted. Anybody can make a referral.

THE SCHOOL'S RECRUITMENT PROCEDURES

In line with the Safer Recruitment Policy, the Directors will prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised.

This Policy applies to the whole school including the EYFS

Newbridge Preparatory School has Safer Recruitment policies and procedures in place. (See **SAFER RECRUITMENT POLICY**). The Directors ensure that at least one person on any appointment panel has undertaken safer recruitment training. This is the DSL and the DDSL.

The Directors will ensure that there are procedures in place to handle allegations against members of staff and volunteers and those allegations will be referred to the Local Authority Designated Officer (LADO).

The Directors are committed to promptly report to the DBS any person (whether employed, contracted, a volunteer or student) whose services are no longer used. The school's **SAFER RECRUITMENT POLICY** ensures that there are procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned. The Directors understand that **this is a legal duty and failure to refer when the criteria are met is a criminal offence.**

Ceasing to use a persons service includes: dismissal, non-renewal of a fixed term contract, no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee, no longer using staff employed by contractors, no longer using volunteers; resignation, and voluntary withdrawal from supply teaching, Contract Working, a course of initial teacher training, or volunteering.

Reports made to the DBS will include as much evidence about the circumstances of the case as possible.

'Compromise agreements' cannot apply in this connection or where the individual refuses to co-operate with the investigation. The Board of Directors have a legal duty to respond to requests from the DBS for information held already but do not have to find it from other sources.

Newbridge Preparatory School understands that it is also under a duty to consider making a referral to the National College for Teaching of Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a Prohibition Order may be appropriate. The reason such an Order would be considered are: unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction, at any time, for the relevant offence'. Further guidance on this can be obtained from the NCTL website. Where a referral has been made to the DBS, it is not necessary for a referral to be made to the NCTL, as information is shared between the two bodies. Where a dismissal does not reach the threshold for DBS referral, then the Board of Directors will give separate consideration to end NCTL referral.

More detailed information on this procedure for dealing with allegations of abuse made against teachers and other staff can be found in *Part four: Allegations of abuse made against teachers and other staff of 'KEEPING CHILDREN SAFE IN EDUCATION' September 2016.*

This Policy applies to the whole school including the EYFS

OPPORTUNITIES TO TEACH SAFEGUARDING

The Directors will consider how children may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through personal, social health and economic education (PSHEe), and/or if appropriate through sex and relationship education (SRE).

HHJ H. Hughes as both Safeguarding and Education Director will oversee this matter.

LOOKED AFTER CHILDREN

In the event of Newbridge Preparatory School having a 'Looked After Child', the Directors will ensure that a designated teacher is appointed to promote the educational achievement of children who are looked after. The Directors will ensure, by making provision for training, that the designated teacher has appropriate skills, knowledge and understanding to keep safe children who are looked after by a local authority.

The designated teacher will be given the information they need about the child's status, contact arrangements with parents, care arrangements and delegated authority to carers. This information will also be made available to the DSL.

The most common reason for children becoming looked after is as a result of abuse and/or neglect. The Directors will ensure that staff have the skills, knowledge and understanding necessary to keeping looked after children safe. In particular, they will ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They will also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.

The designated safeguarding lead (DSL) Mrs S. Fisher, through the designated teacher for looked after children, should have details of the child's social worker and the name of the virtual school head in the authority that looks after the child

THE CHILD'S WISHES

The Directors will ensure that the child's wishes or feelings are taken into account when determining what action to take and what services to provide to protect individual children, through ensuring there are systems in place for children to express their views and give feedback. The Directors will ensure that staff members do not promise confidentiality to the child and always act in the interests of the child.

HOST FAMILIES AND RESIDENTIALS

The school will be particularly alert to children's safeguarding when children stay with host families or in residential accommodation. Every effort will be made to safe guard and protect pupils.

This Policy applies to the whole school including the EYFS

PERIPATETIC MUSIC TEACHERS

Specialist music lessons are provided in school by peripatetic music teachers. These peripatetic music teachers are considered as staff and therefore this policy applies, including arrangements for induction and training. Peripatetic music teachers are also given a copy of the school's **STAFF BEHAVIOUR AND CODE OF CONDUCT POLICY**. There is reference to one-to-one teaching situations within this document.

SAFE SCHOOL AND SAFE STAFF

All school staff must adhere to the guidance provided in the **STAFF CODE OF CONDUCT & STAFF BEHAVIOUR POLICY**. **This document provides clear guidance about behaviour and actions so as to not place pupils or staff at risk of harm or of allegations of harm to pupils.**

The procedures set out in the school's **SAFER RECRUITMENT POLICY** are followed. **The policy sets out the school's processes from beginning to end including details of the required checks.** Parents can feel confident that careful procedures are in place to ensure that all staff and volunteers are suitable to work with children.

Any use of the physical force or restraint against pupils will be carried out and documented in accordance with the school's policy on **USE OF FORCE TO RESTRAIN PUPILS POLICY**.

OUT OF TERM TIME CHILD PROTECTION STATEMENT FOR HOLIDAY CLUB.

The school's Holiday Club is open at times during the holidays. In the event of a child protection issue developing the staff will continue to follow the procedure in the CP policy above and contact the DSL or the Headmistress on the private numbers provided or through the office. However, in the event of an issue of concern arising and the designated DSL, the Headmistress or Office Manager not available, staff should initially try to contact Mrs M Shee (Deputy Head). In the event of any of the above not being contactable the member of staff should contact Wolverhampton SCB direct. The relevant contact numbers for WSCB can be found on the notice board in the Holiday Club Area (Old Hall).

30/03/2013 SAF

Reviewed 04/04/2014

Reviewed 19/06/2014 (SAF/CMJ)

Reviewed 08/06/2014 (SAF/CMJ)

Reviewed 15/12/2015 (SAF)

Reviewed 16/01/2016 (SAF/CMJ)

Reviewed 05/09/2016 (SAF)

Reviewed 15/02/2017 (SAF) (To be reviewed by The Directors on 28th March 2017)

This Policy applies to the whole school including the EYFS



NEWBRIDGE
PREPARATORY SCHOOL

Child Protection Monitor Form (Confidential)

Child's Name:		D.O.B:	
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Date:		Witness:	
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Child's Address:	
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Parent Details:	Mother:
	Father:

Nature of Concern:	Including any injuries (if a possible disclosure is made, use the child's own words)
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Is this the first time a concern has been raised?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

Action Taken:

Are there other children potentially at risk?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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(If yes, state who and refer also)

Signed:	Name:
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This Policy applies to the whole school including the EYFS

DSL Signed:	Name:	
Follow up necessary:	Yes	No
Name and address of possible abuser:		
Relationship to child:		
Name and address of referrer:		
Signature of referrer (to validate referral):		
Date and Time of referral:		
Name of person receiving referral:		
Area team name:		
Details of other agencies involved:		
Results/Action taken following referral:		

This Policy applies to the whole school including the EYFS



NEWBRIDGE
PREPARATORY SCHOOL

Child Protection Behavioural/Incident Form (Confidential)

Child's Name:		D.O.B:	
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Date:		Witness:	
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Child's Address:	
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Parent Details:	Mother:
	Father:

Nature of Incident:

Action Taken:

Signed:	Name:
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DSL Signed:	Name:
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Follow up necessary:	Yes	No
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Extremism Concerns

Channel Reporting Form

Please read guidance prior to completing form

This form should be completed with the details of the person(s) for whom the referring person / agency has concerns over in relation to extremist behaviours or vulnerability to extremism.

If you want to discuss your concerns prior to sending the form please ring Sergeant Lisa Bird on 07825 112401.

<i>1. Details of person / organisation raising a concern</i>			
Name:			
Organisation:			
Contact number(s):			
Email address:			
Date of referral:			
<i>2. Details of the person (s) you are concerned about</i>			
Surname(s)		First Name(s)	
Date of birth (if known)		Gender	
Approximate age		Ethnicity	
Address		Contact Details Home Mobile Email	
Details of others who may also be aware of activity		Contact Details Home Mobile Email	

This Policy applies to the whole school including the EYFS

Other agencies / professionals involved with individual			
3. Details of incident(s) or reason(s) why you have concerns			
Please give as much detail as possible of why you are concerned of the person(s) who you feel maybe vulnerable to extremism or involved in extremism. Include any facts or evidence you feel are relevant to support your concerns.			
5 Acknowledgement of consent to share information			
By sending this form you are giving permission to allow West Midlands Police to share information with other agencies to safeguard the individual who you are concerned about. In certain circumstances information may not be shared with you considering feedback regarding this initial concern report.			

This Policy applies to the whole school including the EYFS

Thank you for sharing your concerns

Please email this form to ct_western_prevent@west-midlands.pnn.police.uk

PLEASE NOTE:

If you have any safeguarding concerns about a child or young person then a referral must also be made to the Central Referral Hub by either completing a Multi Agency Referral Form or telephoning (01902) 555392 or (01902) 552999 for emergency out of hours referrals. The referral form can be accessed by clicking on the link below:

www.wolvesscb.org.uk/files/marf_for_referrals.doc

Always call 999 or anti-terrorist hotline on 0800 789 321 to report an immediate threat to life or property

This Policy applies to the whole school including the EYFS

ROLE OF THE DESIGNATED SAFEGUARDING LEAD

This person should have the appropriate status and authority within the school to carry out the duties of the post. They will 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

The school chooses to have two deputy designated safeguarding lead(s) – The Deputy and the EYFS Coordinator. Any deputies will 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 will 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 headmistress to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the "case manager" 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.

Training

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

In addition to the formal training set out above, their knowledge and skills will 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

This Policy applies to the whole school including the EYFS

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 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 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 may put in place to protect them.

Raise Awareness

The designated safeguarding lead will:

- ensure the school child protection policies are known, understood and used appropriately;
- ensure the school 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 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 ensure their child protection file is transferred to the new school as soon as possible. This will be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt will be obtained.

Availability

During term time the designated safeguarding lead (or a deputy) will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, or via phone and or Skype or other such media if necessary.

This Policy applies to the whole school including the EYFS

This policy was read, discussed and signed by the Board of Directors:

Next review to be completed on or before 21/02/2018

HHJ H Hughes (Chair) (Education/Safeguarding) Date:

Mr G. Birkett (Vice-Chair) Date:

Mr J. Hollingsworth (Finance) Date:

Mr N. Beech (H&S & Premises) Date:

Mrs P. Timmins (HR) Date:

Mrs P. Bhambra (Medical / Business) Date: