

# *Safeguarding/Child Protection Policy*

Reviewed Sept 2019

in line with KCSiE Sep 2019

Designated Safeguarding Lead (DSL): Kirsty Cooper

Safeguarding Governor: Bertie Goffe

Safer Recruitment Lead: Kirsty Cooper

Health and Safety Manager: Wendy Wiseman

SENDco & Deputy DSL: Emma Littlewood

TEAMteach trained staff: Kirsty Cooper and Emma Littlewood.

*This Whole School Policy for Child Protection/Safeguarding is in line with “Keeping Children Safe in Education, September 2019”, “Working Together to Safeguard Children 2018”, Cumbria Safeguarding Children Partnership (CSCP) Thresholds & Procedures, DfE and LA guidance.*

## **STANDARDS FOR EFFECTIVE SAFEGUARDING PRACTICE IN SCHOOLS**

In line with best practice, our school will:

- i. Have an ethos and physical environment in which children feel secure, their viewpoints are valued, and they are encouraged to talk and are listened to
- ii. Provide suitable support and guidance so that pupils have a range of appropriate ‘trusted adults’ to whom they can turn if they are worried or in difficulties
- iii. Work with parents to build an understanding of the school’s responsibility to ensure the welfare of all children and a recognition that this may occasionally require children to be referred to investigative agencies as a constructive and helpful measure
- iv. Be vigilant in cases of suspected child abuse, recognising the signs and symptoms, have clear procedures whereby staff report such cases to senior staff and are aware of local procedures so that information is effectively passed on to the relevant professionals
- v. Identify and support children who have been identified as at risk, are Looked After, vulnerable, have SEND or an unmet need, keeping, in a secure place, clear records of pupils’ progress, maintaining sound policies on confidentiality, providing information to other professionals, submitting reports to case conferences and attending case conferences
- vi. Keep in line with Keeping Children Safe in Education (September 2019) provide and support safeguarding training regularly to school staff and in particular to designated teachers to ensure their skills and expertise are up to date, and ensure that this is prioritised within the CPD budget.
- vii. Contribute to an inter-agency approach to safeguarding by developing effective and supportive liaison with other agencies
- viii. Use the curriculum to raise pupils’ awareness and build confidence so that pupils have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, taking into account of the guidance on sex and relationship education and staying safe online. This includes the work with Cumbria Constabulary through the Mini Police Project
- ix. Provide clear policy statements for parents, staff and children and young people on this and on both positive behaviour policies and the schools approach to peer on peer abuse, bullying and e-safety
- x. Have a clear understanding of the various types of risks and bullying - physical, verbal, indirect and cyber and act promptly and firmly to combat it, making sure that pupils are aware of the school’s position on this issue and who they can contact for support
- xi. Take particular care that pupils with SEND and/or disabilities in mainstream and special schools, who may be especially vulnerable to abuse, are supported effectively with particular attention paid to ensuring that

those with communication difficulties are enabled to express themselves to a member of staff with appropriate communicative skills

xii. Have a clear policy about the handling of allegations of abuse by members of staff, ensuring that all staff are fully aware of the procedures and that they are followed correctly at all times, using the guidance set down in Cumbria CSCP Procedures Manual.

xiii. Have a written whole school policy, produced, owned and regularly reviewed by school staff and governors which clearly outlines the school's position and positive action in respect of the aforementioned standards - this policy

### **DEVELOPING A WHOLE-SCHOOL POLICY ON SAFEGUARDING**

This document concerns the duties the LA, all schools and FE institutions have to safeguard and promote the welfare of children and is in response to Section 175 of the Education Act (2002) which requires local authorities, governing bodies including those of further education institutions, and proprietors of independent schools to "make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children" (Education Act 2002). In addition, Section 175 further states that "those bodies must have regard to any guidance issued by the Secretary of State in considering what arrangements they need to make for that purpose of the section.

#### **" Keeping Children Safe in Education," September 2019 states:**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. 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.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. All staff have a responsibility to provide a safe environment in which children can learn. All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life.

This policy draws upon good practice as reflected in the Cumbria Safeguarding Children Partnership (CSCP) procedures, which are commensurate with the Guidance document, Working Together to Safeguard Children 2018.

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 2018

**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 outcomes.

## 1. PURPOSE OF CHILD PROTECTION/SAFEGUARDING POLICY

1. An effective whole school safeguarding policy is one that provides clear direction to staff and others about expected codes of behaviour in dealing with child protection issues. An effective policy also makes explicit the school's commitment to the development of good practice and sound internal school/service procedures. This ensures that child protection concerns and referrals may be handled sensitively, professionally and in ways that support and protect the needs of the child alongside the broader Safeguarding of all children which is at the forefront of school life and incorporated into our day to day practice.

## 2. INTRODUCTION

2.1. The aim of this policy is to safeguard and promote our pupil's welfare, safety, health and guidance by fostering an honest, open, caring and supportive climate. The pupil's welfare is of paramount importance' at Grayrigg CE Primary School we will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to identify a 'trusted adult' if they are worried or are concerned about something.

2.2. Our school fully recognises the contribution it can make to protect children and support pupils in school. There are four main elements to our Safeguarding Policy

(a) Prevention: We work hard to ensure a positive school atmosphere where teaching and pastoral care, supports our pupils. The school's safeguarding Lead and the SENDco work to ensure children and families are supported and receive early help which is appropriate to support their needs.

(b) Protection: 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.

(c) Support: To pupils and school staff and to children who may have been abused, are vulnerable or in need

(d) Action: Through relevant training, 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 multiagency thresholds guidance. Volunteers do not work one to one with a child (e.g. reading) unless within the classroom with other children and adults around.

2.3 This policy applies to all teaching, teaching assistants, students, other staff and volunteers who have contact with pupils, volunteers in school and governors at Grayrigg CE Primary School.

### 3. SCHOOL COMMITMENT

3.1. We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult, helps all children, and especially those at risk of, or suffering from, abuse Grayrigg CE Primary School will therefore:

(a) Establish and maintain an ethos and physical environment where children feel secure, have equal rights to being safe and protected and are encouraged to talk, and are listened to. This will be achieved through the PSHE curriculum and the school's ethos and values. Circle times and discussions will be used in all classes to focus on issues and achievements; adults in school who check on pupil and family welfare and refer to the Safeguarding Lead or School SENDco if additional support is required: an Early Help will be opened, with the support of the DSL/SENDco. The child's main class teacher will work with the DSL/SENDco as the child's key worker.

(b) Ensure that children know that there are trusted adults in the school who they can approach if they are worried or are in difficulty. Any children who are supported through an EHA will have a named key-worker- normally the main classteacher.

(c) Include in the curriculum activities and opportunities for PSHE/VALUES, which equip children with the skills they need to stay safe from abuse and which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills. All children will be involved in the Mini Police in years 5 and 6 where school works with Cumbria Constabulary to develop work to ensure children and parents are aware of contextualised issues for Cumbria.

(d) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies

### 4. FRAMEWORK

Safeguarding is the responsibility of all adults especially those working with children and young people. The development of appropriate procedures and the monitoring of good practice are the responsibilities of Cumbria Safeguarding Children Partnership.

The Children Act 2004 required each Local Authority to establish a Safeguarding Children Board. Chapter 3 of Working Together 2018 sets out in detail the arrangements for the work of each Local Safeguarding Children Board. A summary can be found in the procedures manual on the Cumbria Safeguarding Children Partnership website.

The CSCP has statutory objectives and roles to co-ordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area and to ensure the effectiveness of what is done for those purposes.

### 5. ROLES AND RESPONSIBILITIES

5.1. All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. There are, however, key people within schools and the LA who have specific responsibilities under Safeguarding procedures. The names of those carrying these responsibilities for the current year are listed on the cover sheet of this document.

5.2 The role of the designated safeguarding lead and the deputy designated safeguarding lead can be found in Keeping Children Safe in Education September 2019.

5.3. The roles and responsibilities of the governing body and nominated governor with regard to Safeguarding is in Keeping Children Safe in Education, Sept 2019 – Part 2 \*Governors should not be given details or names' relating to specific safeguarding situations. The Governing Body has a 'collective responsibility' for Safeguarding, and the annual review of the policy

5.4. The responsibilities of the Designated Officer (Local Authority Designated Officer - LADO in Cumbria) with regards to allegations against staff is in the Cumbria CSCP Procedures Manual on the CSCP website. All staff receive a copy of the allegations management procedure flowchart and be aware of the procedures.

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 LADO/Designated Officer and 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, the Act and Regulations disqualify staff from:

- providing early years childcare or later years childcare to children who have not attained the age of eight; or
- being directly concerned in the management of that childcare.

In order to ensure that staff working in School are not disqualified from working with the relevant pupils, the Governing Body will only offer any post on the understanding that the successful candidate undergoes a clear DBS check.

## 6. PROCEDURES

6.1 Where it is believed that a child is suffering from, or is at risk of, significant harm, we will follow the Safeguarding Procedures as stated on the Cumbria Local Safeguarding Children Board website.

What staff should/need to know:

All staff aware of the Safeguarding Procedures, Cumbria's Early Help & Threshold Guidance (Wedge Model of Need, Sept 2016) see S/G guide file and the online Cumbria Safeguarding Hub Single Contact (referral) Form and where these are located for staff accessibility and action [www.cumbriasafeguardingchildren.co.uk](http://www.cumbriasafeguardingchildren.co.uk)

- The Safeguarding policy is made available to all adults in school
- Parents will be informed of the school's duties and responsibilities with regards to child protection procedures through our safeguarding leaflet which is available for parents. The policy is available on the school website and in school.

## 7. INDUCTION TRAINING AND SUPPORT

When new staff, students, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding and child policy and told who the Designated Safeguarding Lead is. They will also be informed of how to record any issues and who to pass it to and discuss it with, should they have a safeguarding concern. NB staff MUST avoid putting volunteers in a one to one with a single child out of the classroom, even when it is tempting to e.g. to help them focus when reading to an adult.

Every new member of staff will have an induction period that will include the sharing of essential safeguarding information. At induction, all staff will be introduced to the Designated Safeguarding Lead and their role as well as the deputy designated safeguarding lead, provided with a copy of 'Keeping Children Safe in Education: information for all school and college staff' Part 1 (September 2019), the safeguarding and child protection policy and the allegations/Designated Officer (LADO) flowchart, the staff code of conduct and their responsibility and who to contact in relation to children missing education.

7.1. Our school will ensure that the designated safeguarding lead attends training relevant to their role. The designated safeguarding lead and the safeguarding governor meet to look through the safeguarding guidance and policy together at the start of the school year.. The safe guarding governor also checks that new staff have been appropriately trained in safeguarding.

All staff will have access to Safeguarding training, which is relevant and appropriate to their role. This should include training in procedures to follow, signs to note and appropriate record keeping. The DSL and DDSL update their training through Safe Haven training. Additional updates for all staff are shared through staff meetings and the school's online safeguarding classroom and the Key for school leaders safeguarding training centre

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 and child protection training which is regularly updated.

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.

Safer Recruitment – The headteacher and, at least, one governor have recruitment responsibility and are appropriately trained and mindful of the importance of Safeguarding Children. At least one member of the recruitment panel must be appropriately trained in safer recruitment. (appropriate training that covers the content of the statutory guidance: Keeping Children Safe in Education, Sept 2019)

All staff of each establishment/service will be trained to recognise and respond to situations where a child may be considered to be at risk. Each establishment/service will have a designated safeguarding lead who is on the senior leadership team and who will be responsible for the implementation of appropriate procedures in that establishment. Head Teachers 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.

- Students receive Level 1 training as part of their course (through the KPP)
- The designated safeguarding lead is responsible in ensuring all necessary staff are aware of any safeguarding issues in their Phase
- Safeguarding procedures and policies are reviewed at staff meeting following any issues, concerns or incidents reported to the DSL.
- Our training record identifies staff and governor training cycle.

## **8. PROFESSIONAL CONFIDENTIALITY**

8.1. 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 2019.

- The school shares information with those staff who need to be aware of certain situations
- It is explained to parents, governors and every adult working in, or associated with, the school the need for confidentiality at relevant meetings
- Staff are trained to never guarantee confidentiality to a child when disclosures are being made
- Staff understand the importance of never promising to keep a secret and how they will tell the child that the information might need to be shared with others

- The necessary information relating to a child about whom there are concerns is only shared with staff who need to be aware of the situation. This includes the learning mentors, and senior teachers and support staff who come into contact with the child.

8.2 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.

8.3 Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (GDPR). 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- the first priority MUST be to protect the child.

The safety and welfare of that child necessitates that the information should be shared. 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. Please refer to: Information sharing: advice for practitioners providing safeguarding services (July 2018)

## 9. RECORDS OF MONITORING

9.1 Well-kept, robust 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

- Our school keeps individual/family files on each child/family for staff to add any necessary notes. These are stored in the sensitive information cupboard in a locked filing cabinet. The notes are contained in the child's individual file.
- When it becomes apparent there are safeguarding concerns, these are recorded factually in the individual files. Staff are made aware of the need to be mindful of the need to distinguish fact from opinion.
- These records, are they kept separate from other school records in a locked filing cabinet in the sensitive information cupboard. The staff need to ask the head teacher permission to access the files in her care.
- The staff are mindful of the severity and frequency of entries in the pupil note books and discuss with the designated safeguarding lead, the next step to be taken.
- The designated safeguarding lead is notified of any children being monitored
- Concerns are monitored by the designated safeguarding lead in the individual/family pupil note book.
- The frequency or severity of an individual concern in the monitoring records will trigger a consultation or warrant a referral
- If a child transfers or leaves their files are taken to their new school and supported with a phone call to the new school's designated safeguarding lead, if the school is not local, they will be posted as a tracked document. Any electronic information will be transferred with password protection.

## 10 ATTENDANCE AT CHILD PROTECTION CONFERENCES.

A child protection conference brings together family members with the professionals most involved with the child and family, to make decisions about the child's future safety, health and development. The Chair of the Conference extends an invitation to the school rather than a named person.



- The designated safeguarding lead will normally attend these meetings - a class teacher may be invited to attend alongside the designated safeguarding lead and will always be required to attend child in need and early help family meetings.
- THE DSL/DDSL should produce a relevant, concise and professional report for the Child Protection conference.
- Staff remain professional at all times when dealing with the parents before, during and after the conferences and must speak to the head teacher/designated safeguarding lead if support is needed.

## **11.SUPPORTING PUPILS AT RISK**

11.1 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. School may be the only stable, secure and predictable element in the lives of children at risk or for those children who are looked after. Whilst at school, their behaviour may be challenging and defiant and there may display behaviour that warrants sanctions and possible exclusion from school. However 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 SEND, are disabled or Looked After. Our Designated Teacher for Children Looked After will be the child's class teacher or the head teacher.

To support children to recognise abuse, school works with the NSPCC and child line participating in biannual assemblies led by NSPCC trained staff to educate children about the forms of abuse.

Our staff have an awareness of the current specific safeguarding issues as highlighted in Annex A in Keeping Children Safe in Education, September 2019.

### **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. Contact details for the CME officer can be found on the portal and Cumbria LCSB. The relevant forms can be found on the school portal. All staff will inform the DSL if they have any concerns about a child's attendance. See also CME statutory guidance (Sept 2016) below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

### **Children with family members in prison**

Approximately 200,000 children have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

## Children and the court system

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children 5-11-year olds and 12-17 year olds. The guides explain each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained. Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

## 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 Safeguarding Children Partnership.

We have robust IT policies in place and our Designated Safeguarding Lead has undertaken Channel awareness training and understands the referral process. The Single Point of Contact (SPOC) for this school is Kirsty Cooper, Head teacher

Our curriculum promotes British Values, our school values, 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.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Reviewed\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Reviewed_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

## Criminal exploitation: County Lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism<sup>98</sup> should be considered.

*In 2018-19 as part of the mini Police initiative Grayrigg were involved in developing county lines awareness for parents and pupils for years 5 and 6 with Cumbria Constabulary. This will continue in 2019-20*

## 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 known cases of FGM. A copy of the multi-agency practice guidance can be found at:

<https://www.gov.uk/government/collections/female-genital-mutilation>

## Domestic abuse

The cross-government definition of domestic violence and abuse is: Any incident or pattern of incidents of controlling, coercive, 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. The abuse can encompass, but is not limited to:

- psychological;
- physical;
- sexual;
- financial; and
- emotional

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

### **Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) is able to support to source support to make referrals to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm

South Lakes Housing: 0300 303 8540

### **Peer on Peer abuse**

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse and recognise that children are capable of abusing their peers. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence, sexual touching/assaults/sexting and initiation/hazing type violence. Grayrigg CE Primary School does not tolerate any type of peer on peer abuse and all concerns should be reported to the DSL and action taken.

This school will endeavour to support pupils through:

- a) the curriculum, to encourage self-esteem and self-motivation including the Ethos Leaders
- (b) safe access to the internet ensuring appropriate filters and monitoring systems are in place to protect learners from harmful materials
- (c) the school ethos and building which promotes a positive, supportive and secure environment which gives all pupils and adults a sense of being respected and valued
- (d) the implementation of school behaviour and positive relationships policy
- (e) 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
- (f) regular liaison with other professionals and agencies that support the pupils and their families
- g) a commitment to develop productive, supportive relationships with parents, whenever it is in the child's interests to do so
- (h) the development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations
- (i) create an 'open environment' where students feel comfortable and safe to discuss any problems they are facing

### **Sexual Violence and Sexual Harassment between pupils**

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children

Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

### **Upskirting**

‘Upskirting’ typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence. Whilst this remains unlikely in our current context, children have access to cameras and i-pads in the classroom from a young age. It is important that teachers are aware that what may be immature humour is dealt with as an opportunity to teach children.

### **Non-collection of children**

If a child is not collected at the end of the session day or the end of the session they are booked into, we will:

Wait with the child and reassure them

After ten minutes we will call the emergency contact numbers

After twenty minutes we will try again. If at this time we still have not had any contact with parents or legal guardians we will contact the police.

### **Missing pupils**

Once a pupil is identified as missing by any member of school staff, the Designated Safeguarding Lead will be informed.

Staff will use professional judgement and risk assess the urgency of the situation to help inform the timeframe required in establishing the pupils’ whereabouts before notifying the Police.

Timeliness should be on a case by case basis.

Designated Safeguarding Lead should, together with the class teacher, assess the child's vulnerability.

School staff will try to locate the pupil and try to establish the whereabouts of them.

School staff will contact home and try to contact the parent via their mobile telephone if known later.

If school staff are unable to locate the child, then the police will be contacted.

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

These include: -

Behaviour and Positive Relationships Policy

Special Educational Needs and Disabilities

Health and Safety/Risk Assessments/Educational Visits

Sex and Relationships Policy

Administration of Medicine

Attendance

Whistle Blowing

E- Safety/Acceptable Use Policy

Staff and phase leaders Code of Conduct

11.4 We recognise that, statistically, children with SEND, behavioural difficulties and disabilities are most vulnerable to abuse.

School staff who work, in any capacity (from early help to 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 them safe. It must also be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, mental health issues, neglect or chaotic lifestyles, children may also be vulnerable and in need of support or protection.

## 12. SAFE SCHOOL SAFE STAFF

- Collation of a Single Central Record (SCR) in line with Ofsted and Keeping Children Safe in Education, 2019 Guidance. Relevant checks are undertaken including enhanced DBS checks for governors and appropriately recorded on the Single Central Record.
- Staff are made aware of appropriate physical contact with our young children. Lead teachers are trained in TEAMteach
- Staff are advised to keep other team members informed of one to one teaching with pupils and doors are kept open and windows into the room clear.
- The doors to the toilet/cloakroom are always kept open and staff are advised to make colleagues aware of their supervision in the toilets.
- Recruitment and the selection of safe staff, include DBS checks, references and an induction process.
- Staff made aware of the current procedures in place when staff are faced with allegations of abuse in line with the procedures found in Cumbria CSCP procedures manual and if appropriate a referral to the Disclosure and Barring Service
- The school staff are vigilant at monitoring the practice of each other to reduce the possibility of abuse by school staff and other professional workers or anyone else working within the school setting
- All staff are expected to raise concerns in an environment where a culture of whistle blowing is promoted and are aware of the whistle blowing helpline and email
- All staff are expected to sign and adhere to the phase leader and staff handbook.

## 13. CUMBRIA SAFEGUARDING MASH (referred to as the HUB) SINGLE CONTACT FORM

13.1 This form should be used following a consultation with the duty social worker in the 'Cumbria Safeguarding Hub' and/or where an assessment of the situation identifies that a referral to Children's Services Social Care is necessary to safeguard or protect the welfare of the child.

13.2 In these circumstances, (where appropriate) records and/or an Early Assessment/TAF detailing what work has been undertaken by our school to support the child and family and why we believe that the involvement of Social Care

is required and the expected outcome. This information will provide the basis or be attached/sent when completing the online Cumbria Safeguarding Hub Single Contact Form.

**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**

- ♣ The designated safeguarding lead will complete this form
- ♣ A copy is stored in the child’s individual file.
- ♣ The designated safeguarding lead and any necessary staff will be made aware that the referral has been made

Where it is considered immediate protective action is required; the Designated Safeguarding Lead and/or the staff member with the information must make a referral to Children’s Services Social Care. **This referral may initially be by telephone to the Cumbria Safeguarding Hub, but must be followed up using the online referral within 48 hours.**

See also, Cumbria Safeguarding Children Partnership website [www.cumbriasafeguardingchildren.co.uk](http://www.cumbriasafeguardingchildren.co.uk) ‘Quick Links’ – Concerned about a child or young person.

The online form requires mandatory fields to be completed before you can submit your contact. Please note: the current form will time out after one hour of inactivity and any information will be lost.

You can complete the online contact form at: [Cumbria Safeguarding Hub Single Contact Form](#)

Cumbria Safeguarding Hub (Penrith) has a single telephone number day or night where concerns can be shared and the Hub will give advice (consultation) and if necessary undertake an assessment of need.

**Tel: 0333 240 1727.**

**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 Hub. Emergency calls during evenings and weekends will be answered by the emergency duty team that can be contacted on the same number. In case of any difficulty please also check the Cumbria Safeguarding Children Partnership website.

#### **14. PROCEDURES TO FOLLOW IF A MEMBER OF STAFF IS CONCERNED ABOUT THE WELFARE OR SAFETY OF A CHILD**

This is available in a simple flow chart the concern be reported to designated safeguarding lead:

- ♣ If she cannot be contacted- if she is not in school, she will be contactable by mobile and will always leave a note of where she is.
- ♣ The concerns will be logged in the child’s note book
- ♣ Concerns can be discussed with the parents if this will not pose an immediate risk to the child \*Refer to or add flowchart/steps as an appendix.

#### **15. PHYSICAL INTERVENTION/ HANDLING**

Occasionally staff may have to physically intervene to keep the child, other children or themselves and other staff safe. When a TA is appointed to work with which is likely to need physical intervention they will be trained in TEAM teach as soon as possible. Physical Intervention is only to be used when there is no other option- staff should always use de-escalation technique first e.g. talking, distracting or comforting, Ideally children should be steered away by their shoulders gently if this does not work staff should send for another member of staff at the earliest opportunity. Physical intervention should be logged in the blue book (stored in the head teacher’s office)

## 16. PROCEDURES TO FOLLOW WHEN THE SAFEGUARDING DESIGNATED PERSON IS NOTIFIED OF THE CONCERN ABOUT THE WELFARE OR SAFETY OF A CHILD.

This outlines the procedures to be followed by the Designated Safeguarding Lead when child protection concerns are brought to their attention. Please refer to section 13. The designated safeguarding lead will be available during school hours for staff to discuss concerns. The cover arrangements outside these hours will be contact via telephone

♣ All adults in the school have a shared responsibility to safeguard and promote the welfare of all children but will receive support from the designated person during the process.

Further information and guidance is available from: Cumbria Safeguarding Children Partnership procedures manual <https://cumbriasafeguardingchildren.co.uk/LSCB/procedures.asp>

## 17. PROCEDURES TO FOLLOW IF AN ALLEGATION IS MADE AGAINST A MEMBER OF STAFF.

Allegations against a member of staff:

All allegations against adults who work with children (including foster carers and volunteers) must be reported by the employer within one working day to the Designated Officer (in Cumbria, Local Authority Designated Officer - LADO)

### What must be reported:

The Head/Designated Safeguarding Lead within the School/Organisation must report any of the following to the Designated Officer (LADO). Any allegation that someone who works with children has:

- behaved in a way that has harmed or may have harmed a child
- possibly committed a criminal offence related to a child
- behaved in a way that indicates that he/she is unsuitable to work with children

The LADO 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 procedures.

If the allegation is against the Head Teacher, the role of Chair of Governors (vice chair/ in their absence) is to liaise direct with the Designated Officer (LADO). To report a concern to the Designated Officer (LADO) use the Allegation Notification Form available from the CSCP website:

<https://cumbriasafeguardingchildren.co.uk/LSCB/professionals/lado.asp>

Send completed forms to the Cumbria Safeguarding Hub, using any of the following methods: Fax: 01768 812090 EFax: [lado@cumbria.gov.uk](mailto:lado@cumbria.gov.uk) Post: LADO, 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 (LADO) for advice please contact the Multi-Agency Business Support Team in the Hub who will take your details and ensure a LADO returns your call:

Phone 01768 812267

Or you can email: [lado@cumbria.gov.uk](mailto:lado@cumbria.gov.uk)

LADO 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**.

Allegation against Management Procedure flow chart (appendix 4)

### Whistle Blowing

We have a Whistle blowing policy in school and promote an open culture to raise any concerns. If staff feel unable to raise an issue with the head or Chair of Governors or feel that their genuine concerns are not being addressed, other whistleblowing channels are 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](mailto:help@nspcc.org.uk)

**Approved by Teaching & Learning Committee on: 09.10.2019      Signed:**

**Finance, Staffing & Premises Committee on: 05.11.2019      Signed:**

**Full Governing Body: 26.11.2019      Signed:**