

Greenfields  
Community Primary School,  
Nursery & Pre-School



**Safeguarding  
& Child Protection  
Policy**

September 2017



At Greenfields, we have a Safeguarding Policy and a Child Protection Policy.

## **Safeguarding Policy Statement**

We define safeguarding as being broader than 'child protection'. Safeguarding in our school confirms what we do for all children, applies across the whole school and is linked to our overall culture, ethos and the principles we follow in school.

Safeguarding at Greenfields is child centred and ensures that at all times we work in the best interests of the child to make sure school is a safe place for all our children to be.

We define Child Protection as what we do for children at risk of significant harm, or who have been significantly harmed and we have separate clear procedures which are understood by ALL in place for this.

We accept and expect ALL in school to understand that safeguarding is everyone's responsibility. Safeguarding is defined in Working Together to Safeguard Children 2015<sup>1</sup> as:

1. protecting children from maltreatment
2. preventing impairment of children's health and development
3. ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
4. taking action to enable all children to have the best outcomes

At Greenfields, we act in the best interest of all children and ensure that we take all reasonable steps to prevent them from harm. Having appropriate safeguards in place not only protects and promotes the welfare of children, but also enhances the confidence of pupils, staff, volunteers and parents/carers. Therefore, safeguarding arrangements should be considered in conjunction with the policies and procedures outlined in Reference Document D

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<sup>1</sup> Working Together guidance to be revised – likely formal consultation around November 2017, and implementation in early 2018

# Child Protection Policy Statement



Our child protection policy demonstrates our commitment to safeguard children from harm. The essential inclusions within our child protection policy are outlined below:

<p><b>Principles</b></p>	<ul style="list-style-type: none"> <li>• The welfare of the child is paramount</li> <li>• We are clear on reference to principles, legislation and guidance that underpin the policy</li> <li>• We are clear that the policy applies to ALL working with or supporting children within our school and ALL are clear on their role and responsibilities</li> <li>• All concerns and allegations of abuse will be taken seriously by governors, staff and volunteers and responded to appropriately - this may require a referral to children's social care services, a Designated Officer for the Local Authority (<i>referred to as the LADO</i>) and as appropriate the policy</li> <li>• Arrangements are in place for the policies and the supporting procedures and updates to be reviewed regularly to ensure that they reflect good/current practice</li> <li>• Reference is made to all associated policies and procedures which promote children's safety and welfare e.g. with regards to: health and safety, anti-bullying, protection of children online.</li> </ul>
<p><b>Equality of Application</b></p>	<ul style="list-style-type: none"> <li>• No child or group of children must be treated any less favourably than others, in being able to access education which meets their particular needs</li> <li>• All children, without exception, have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs</li> </ul>
<p><b>Up to Date</b></p>	<p>Our policy is reviewed, approved and endorsed by the Governing Body annually or when legislation changes</p>
<p><b>Recruitment</b></p>	<p>We operate an effective safe recruitment, selection and vetting procedure in accordance with Part Three of KCSE2016</p>
<p><b>Communication</b></p>	<p>Children and parents/carers are informed of the policy and procedures and a copy of placed on the school website</p>

**CHILD PROTECTION PROCEDURES & SYSTEMS**

We have procedures and systems, which provide clear step-by-step guidance on what to do in different circumstances and they clarify roles and responsibilities. Systems for recording information and dealing with complaints are also in place to ensure implementation and compliance.

Our child protection procedures are linked to the [North Tyneside’s Safeguarding Children Board’s \(NTSCB\) procedures](#). Our procedures and systems include:

<b>Responsibility</b>	A named senior designated safeguarding lead (and deputies) with a clearly defined role and responsibilities in relation to child protection, appropriate to the level at which they operate
<b>Clarity of Understanding</b>	A description of what child abuse is, and the procedures for how to respond to it, where there are concerns about a child’s safety or welfare including the need for early help or concerns about the actions of a governor, staff member or volunteer
<b>Responsibilities are clearly understood</b>	<ul style="list-style-type: none"> <li>• Relevant contact details for children’s services, police, health, a Designated Officer for the Local Authority (the LADO), Child Exploitation Online Protection Centre (CEOP) for e-safety concerns and NSPCC help lines are made available to ALL</li> <li>• A code of behaviour for governors, staff and volunteers; the consequences of breaching the code are clear and linked to disciplinary and grievance procedures</li> <li>• Safe recruitment<sup>[1]</sup>, selection and vetting procedures that include checks into the eligibility and the suitability of all governors, staff and volunteers who have direct or indirect contact with children</li> <li>• Systems to ensure that all staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about child protection, in accordance with their roles and responsibilities; safeguarding induction training is now mandatory for all those who work directly with children, their families and/or carers</li> <li>• Requirements for governors, staff and volunteers to learn about child protection, in accordance with and as appropriate to, their roles and responsibilities, including but not limited to the emerging issues of e-safety, domestic violence<sup>[2]</sup>, forced marriage, female genital mutilation, children who live away from home or go missing, child sexual exploitation, race and racism and extremism.</li> <li>• We understand the school’s responsibility in line with the Prevent Duty (2015) and are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. We also build pupils’ resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views.</li> </ul>

<sup>[1]</sup> In accordance with Part Three of KCSE2016

<sup>[2]</sup> Including engagement with the Operation Encompass scheme between police, children’s social care and schools

	<p>Pupils are encouraged to debate controversial issues and we provide a safe space in which pupils and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. All DSLs and their deputies should attend a Workshop to Raise Awareness of Prevent.</p> <ul style="list-style-type: none"> <li>• Our safeguarding policy and procedures are tailored to our children and their needs and take into account any particular vulnerabilities of the children with whom we have contact, including those who are at increased risk of abuse, due to either their age and/or dependence on adults, including being part of the Operation Encompass scheme running in the local authority. Operation Encompass ensures that following any domestic abuse incident being reported to the police, the police will make contact with Children’s Social Care Front Door service, who will then communicate relevant and necessary information to our nominated school staff the next morning. This will ensure our school is made aware at the earliest possible opportunity and can subsequently provide support to our pupils in a way that means they feel safe and listened to.</li> </ul>
<p><b>Record Keeping / Confidentiality</b></p>	<ul style="list-style-type: none"> <li>• There is a clear process for recording incidents, concerns and referrals and storing these securely, in compliance with relevant legislation and keeping them for a time specified by other partners.</li> <li>• The guidance on confidentiality and information sharing is legislation compliant and clearly states that the protection of the child is the most important consideration.</li> </ul>

# Child Protection Policy



## INTRODUCTION

There are four main elements to our child protection policy:

1. **PREVENTION** through the teaching and pastoral support offered to children and the creation and maintenance of a whole school protective ethos.
2. **PROCEDURES** for identifying and reporting cases, or suspected cases of harm/abuse.
3. **SUPPORT TO OUR PUPILS** who may have been harmed/abused.
4. **PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN** including staff, agency workers, volunteers (including governors), community education staff, other professionals and other visitors who may be working in school or coming into contact with children.

## 1. PREVENTION

The safety and well-being of all children is our highest priority. It is our responsibility to:

- know everyone as an individual
- provide a secure and caring environment

... so that every child can:

- learn in safety
- develop his or her full potential, and
- feel positive about him/herself as an individual.

To achieve this, we recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps prevention.

In school we will therefore:

<b>For adults:</b>	<b>For children:</b>
<ul style="list-style-type: none"> <li>• provide induction which includes relevant information on child protection to ensure that individuals understand and discharge their role and responsibilities, to include but not be limited to, the Child Protection Policy, Code of Conduct/Behaviour Protocol, role of the Designated Safeguarding Lead (DSL) and any deputies</li> <li>• provide induction training that is structured to ensure that all new staff, agency workers and volunteers (including governors) can attend appropriate child protection training as soon as reasonably possible after their appointment</li> </ul>	<ul style="list-style-type: none"> <li>• ensure children know that there are adults in school whom they can approach if they are worried or in difficulty</li> <li>• establish and maintain an ethos where children feel secure, are encouraged to talk and are listened to</li> <li>• encourage and reinforce essential skills for every child such as self esteem, confidence building, independent thinking and making assessments of risk, based on their own judgements and help children develop realistic attitudes to the responsibilities of adult life</li> </ul>

<ul style="list-style-type: none"> <li>• provide all staff with regular safeguarding and child protection updates (at least annually) which is in line with advice and changing practice – both nationally and from the North Tyneside Safeguarding Children Board (NTSCB)</li> <li>• ensure that all staff receive training endorsed by the NTSCB on child protection at least every three years</li> <li>• ensure that the DSL and deputies attend (NTSCB) Multi-Agency Training every two years</li> <li>• in addition to DSL formal training and any general staff updates, the DSL (and deputies) are supported to update their knowledge and skills (e.g. via e bulletins, meeting other DSLs or taking time to read and digest safeguarding developments) at regular intervals but at least annually.</li> <li>• we also encourage the inclusion of service provider teams who are based on site being included in training and/or updates.</li> </ul>	<ul style="list-style-type: none"> <li>• include activities and opportunities in the curriculum which equip children with the skills they need to stay safe from harm/abuse and to know to whom to turn for help</li> <li>• children are 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 and health education (PSHE) including relationships and sex education (RSE)</li> <li>• ensure that appropriate filters and monitoring systems are in place, but that “over blocking” does not lead to unreasonable restrictions as to what children can be taught, with regards to online teaching and safeguarding.</li> </ul>
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## 2. CHILD PROTECTION PROCEDURES

In school we follow the procedures set out in interagency procedures produced by [North Tyneside’s Safeguarding Children Board \(NTSCB\)](#). We are aware of these procedures and ensure that they are incorporated into the practice, policy and procedures that we operate in school.

We will contact North Tyneside’s Front Door Service (*see the information attached at the end of this policy for contact details*) as the first point of contact with Children’s Social Care for concerns about the safety or welfare of a child in North Tyneside. We understand that the Front Door Service is the access point to the Multi Agency Screening and Co-ordination Team (MASCT) which has a duty team, who will respond to concerns and offer information, support and services, including information about early help.

In school, we ensure that all staff are aware that they have a professional responsibility to share information with other professionals and agencies in order to safeguard children. All staff are aware of confidentiality protocols, adhere to these and ensure that information is shared appropriately. In school, we all understand the need for and respect the appropriateness of the Headteacher or DSL (or any deputies) or Designated Teacher for Looked After Children (LAC) disclosing any information about a pupil to other members of staff on a need to know basis only.

In school, we ensure that all staff are aware that any information a child discloses regarding harm/abuse of themselves or of another child must be shared as appropriate, and cannot be kept secret. In addition to our overarching principles, which operate to ensure child protection is effective, we also have 5 focus areas. We believe as a Governing Body that this ensures child protection procedures are easier to understand for ALL and better ensures that we are operating our child protection procedures effectively. Each focus area is of equal importance:

- Training & Awareness for All
- Role & Responsibilities of the DSL & Deputy DSLs
- Safeguarding in Practice
- Working with Others
- Teaching & Learning and the Curriculum

## **Overarching Principles**

In our school the Governing Body ensures that:

- we have a DSL for Child Protection, who is part of the school's senior leadership team
- the DSL takes lead responsibility for safeguarding and child protection and this is explicitly noted in their job description and whilst some of the activities of this role may be delegated to appropriately trained and experienced deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL, as this cannot be delegated
- the DSL and Deputies will undertake appropriate NTSCB training every two years
- we have four appropriately trained and experienced Deputy DSLs (Dep DSLs) in school and these arrangements are clearly communicated to staff, agency workers, volunteers and governors
- staff, agency workers, volunteers and governors are clear where they have a concern or a query relating to a child, that they need to contact the DSL/Dep DSL in school <sup>1</sup>
- all staff, agency workers, volunteers, governors and other adults supporting/working in school know what to do if they have any concerns about a child, including referring the matter to the DSL/Dep DSLs and they are also aware that irrespective of the arrangements in school, any staff member can make a referral to Children's Social Care
- all staff, agency workers, volunteers, governors and other adults supporting/working in school are provided with an immediate induction relevant to their role in school, this induction will then increase as appropriate linked to their role in school and the expected duration of that role

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<sup>1</sup> For service providers' staff based in our school, we are clear that those staff are also clear on appropriate reporting protocols which have been issued to them and how this aligns into our school policy.



- all staff, agency workers, volunteers and governors will be provided with a copy of our child protection policy, safeguarding arrangements, code of conduct/behaviour protocols for staff and the Whistle Blowing policy and will be supported and then expected to understand how these policies and guidance documents apply to their role in school
- all staff, agency workers, volunteers and governors will be provided the names and contact arrangements of the DSL/Dep DSL, Children's Social Care and the NSPCC Whistle Blowing Help line. This list will be reviewed termly by the DSL to ensure that it remains up to date and any necessary updates notified to ALL immediately (*attached as Reference Document A*)
- all visitors will be required to sign in at reception in accordance with our visitor's protocol and will be required to operate within the conditions contained in this document. In addition to child protection, safeguarding and health and safety, this visitor's protocol is noted as being our part of our 'induction' for visitors
- all staff, agency workers, volunteers and governors are aware of the need to maintain appropriate and professional boundaries in their relationships with pupils and parents/carers. We will support this practice via induction and periodic training/updates to support a practical understanding of the guidance that school provides on safe working practices
- all staff, agency workers, volunteers and governors will be assigned an 'induction' mentor for a set period of time following their appointment within school. The duration of the 'induction period' set will be tailored to suit the role and the time duration of the role that each individual will be undertaking in school
- the DSL and Dep DSLs are issued with an appropriate job description/role clarity for this role which incorporates Annex B of Keeping Children safe in Education (KCSE 2016)
- staff understand and recognise the importance of the role of the DSL/Dep DSL. In addition, all staff understand their own professional and personal duties and responsibilities in relation to this role
- the DSL/Dep DSL takes advice from the North Tyneside Front Door service when managing cases where there is or may be a concern that warrants further support or intervention in line with the [North Tyneside Threshold Guidelines](#)
- this policy is accessible to ALL, is placed on both the school's website and the staff shared computer drive. In addition, paper copies will also be available from the school office for colleagues who do not have day-to-day access to a school network/PC
- they receive a confidential annual report from the DSL and the Safeguarding Governor to provide updates of the practice that operates in school, including any changes linked to legislation/good practice and our school's own developments / feedback from staff and to provide assurance to the Governing Body that both safeguarding and child protection is operating effectively at all levels in school. The school will also complete the NTSCB Section 11 audit to further evidence that safeguarding arrangements are effective
- parents/carers have an understanding of the responsibility placed on school and staff for child protection. This is achieved by clearly communicating our policy in information provided to parents/carers and ensuring our Child Protection Policy is published on the website.

## Training & Awareness for Everyone

The DSL for child protection in school will ensure that all **relevant** persons (who in school, we define to include all staff, agency workers and volunteers, including governors) who have contact with children will know the name of the DSL/Dep DSLs, their roles, contact details and who they are. To achieve this the DSL will as a minimum issue contact details outlined at the end of this policy to ALL and will ensure that this information is reviewed/updated and re-issued termly as appropriate. In addition:

- all staff will be provided with basic child protection training (by the DSL or Dep DSL), immediately that they are appointed/placed in school and then attend NTSCB endorsed child protection training for school based staff within half a term.
- all staff will receive NTSCB endorsed child protection training for school based staff at least every three years and the DSL/Dep DSLs will attend NTSCB Multi Agency Training for child protection every two years
- the three-yearly training offered to all staff will also be made available to volunteers and governors who have direct contact with children and also any agency workers who are on placement with school at the point of time the training is delivered
- ALL will also receive regular safeguarding and child protection updates (regularly but at least annually) from the DSL and the Dep DSLs which is in line with advice and changing practice both nationally and from NTSCB <sup>1</sup>
- the DSL/Dep DSLs are supported to update their knowledge and skills on a periodic basis. This will be achieved by them accessing e-bulletins, briefings, network meetings etc and in taking time to read and digest safeguarding developments
- opportunities are provided for staff to contribute to and shape safeguarding arrangements and child protection policy and protocols
- ALL are provided with additional reference documents – included within our policy to ensure that they understand:
  - who to contact when they have a concern (*attached as Reference Document A*)
  - guidance for staff on receiving a disclosure and actions to take when there are concerns about a child (*attached as reference document B*)
  - key concepts and definitions relating to significant harm, the categories of harm and abuse, early help and signposts to further reading on specific safeguarding issues (*attached as reference document C*)
  - information in relation to the other policies and procedures that operate in school to support safeguarding and child protection (*attached as reference document D*)
- in accordance with KCSE2016 <sup>2</sup> and linked to research from Serious Case Reviews, (which highlighted the dangers of failing to take corrective action, poor practice, including failing to act on and refer the early signs of abuse and neglect, poor record keeping, failing to listen to the views of the child, failing to re-assess concerns when situations do not improve, sharing information too slowly and a lack of challenge to those who appear to be taking action); we have in place practices to ensure that all concerns, discussions and decisions made and the reasons for those decisions are recorded in writing. Where staff have doubts, they are clear that they must talk to the DSL or the Dep DSLs who will ensure that information is appropriately recorded, reviewed and any necessary actions taken.

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<sup>1</sup> For service providers' staff based in school, we are clear that those staff are also support to understand how their employer's policy and practices align into our school policy and safeguarding culture.

<sup>2</sup> new learning from serious case reviews: a two-year report for 2009-2011

## **Role & Responsibilities of the DSL & Dep DSLs**

The DSL is clear about her role and responsibilities for safeguarding and child protection, understands that she cannot delegate this responsibility and in carrying out this role, she is clear about what she is responsible for, which includes ensuring that all **relevant** persons in school are also clear about the role of the DSL/Dep DSLs.

The DSL and the Dep DSLs will:

- ensure that all relevant persons are issued with a copy of KCSE2016 - Information for all school and college staff (Part ONE) in September 2017 (*and Annex A where appropriate*) or upon their appointment/placement in school should it be after this date, and ensure that individuals have read, understood and are able to discharge their role and responsibilities as set out in this document
- issue to all staff as part of this procedure a copy of page 10 of KCSE2016 – actions where there are concerns about a child (*and attached as reference document B*) as part of the overall staff briefing in September 2017 or upon their appointment/placement in school should it be after this date and ensure that individuals have read, understood and are able to discharge their role and responsibilities as set out in this referral guide
- ensure that all policies, procedures, guidance and practice are in place in school to ensure effective safeguarding and child protection and to ensure that those policies, procedures, guidance and practice are updated and implemented in a timely way
- work with the Local Authority, NTSCB and other agencies to ensure that the school is able to fulfil its duties and responsibilities in relation to Safeguarding and Child Protection arrangements, which will include, but not be limited to, completion of an annual return e.g. including a NTSCB Section 11 audit.
- work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding welfare and child protection matters, including attendance and written reports at Initial Child Protection Conferences, core groups/care team meetings, Child Protection Review Conferences, Locality Allocation Meetings and Team Around the Family (TAF) meetings which are part of the early help process
- ensure that clear detailed written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Children’s Services immediately, are maintained appropriately in school
- ensure all records are kept to the required standard/guidance, are secure, have limited access and in locked locations
- work closely with the Safeguarding Governor to ensure that they are clear about their role and responsibilities in relation to safeguarding and work with them throughout the year and in production of the annual report to Governors and the NTSCB Section 11 audit

## Safeguarding in Practice

The DSL will ensure all **relevant** persons:

- know that they have a professional responsibility for sharing concerns about a child's safety and welfare with the DSL/Dep DSL in school and understand their personal responsibility with regards to safeguarding and child protection matters in school
- understand that school staff are in an important position to identify concerns early and provide help for children linked to the [NTSCB thresholds document](#) to prevent concerns escalating
- ensure that all staff know what to do if a child tells them he/she is being abused or neglected and how to maintain appropriate levels of confidentiality, whilst at the same time liaising with the DSL, Dep DSLs or children's social care. Staff should be aware that they must never promise a child that they will not tell anyone about an allegation – as this may ultimately not be in the best interests of the child.
- for teaching staff - the DSL and Dep DSLs will ensure that each teacher understands their professional duties linked to Teachers Standards and what is expected of them as a teaching professional
- know that if a child's situation does not appear to be improving the adult with concerns should press for 'reconsideration' – and should clearly understand what this means and how this operates within the context of the child protection policy
- understand the need to be vigilant in identifying cases of harm/abuse and are able to **immediately** report concerns when they arise;
- know that information a child discloses regarding harm/abuse of themselves or another child must be shared as appropriate, and cannot be kept secret.
- know how to support and to respond to a child who tells of harm / abuse or other matters that may potentially cause concern/harm
- ensure confidentiality protocols are adhered to and information is shared appropriately
- understands that the Headteacher, DSL or the Dep DSLs in school will disclose any information about a pupil to other members of staff on a need to know basis only
- recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children, knowing those concerns will be:
  - addressed
  - managed sensitively and effectively
  - dealt with in a timely manner
  - dealt with in accordance with schools agreed policies/practices e.g. Whistle Blowing
- understand that if they have a concern about another adult in school (including agency workers, volunteers, governors, other staff/adults – including but not limited to Local Authority, Health, etc) they must refer the matter to the Headteacher (*whose contact details are noted at the end of this document*). Where the concerns are about the Head Teacher, they should refer the matter to Chair of Governors (*whose contact details are noted at the end of this document*) - as outlined in Part 4 of KCSE2016 and as highlighted to all adults in school as part of induction and training protocols
- ensure that staff are able to recognise that children are capable of abusing their peers and ensure that the child protection arrangements in school have in place procedures to minimise the risk of peer on peer abuse and how such allegations are managed. School policy reflects the different forms that peer on peer abuse can take, is clear that this is abuse and will not be tolerated. The policy also notes how victims of peer on peer abuse will be supported in school

## Working with Others

The DSL for child protection in school will co-ordinate and lead on the following:

- undertaking appropriate discussion with parents/carers prior to involvement of another agency unless doing so would place the child at risk of further significant harm
- contacting the North Tyneside Front Door service for information, advice, guidance (including the early help pathway) or to make a referral where there are concerns about harm a child
- ensuring that all **relevant** persons who have contact with children know what to do if they have any concerns about a child, including referring the matter to the DSL or the Dep DSL
- ensuring that any staff member is aware that they can make a referral to Children's Social Care Front Door Service
- reporting any unexplained school absence to the child's Social Worker or Front Door where there is a pupil who is subject to a child protection plan or a Looked After Child - the Designated Teacher for Looked After Children (LAC) must also be informed, and confirm that this will operate as a first day response or as agreed as part of any inter-agency plan in place
- ensuring that the school have in place a Designated Teacher for LAC and that their contact details are noted in the information attached at the end of this policy
- working with the Virtual School Head within the Local Authority to discuss and agree how funding can best be used to support the progress of LAC in school and meet the needs identified in the child's personal education plan
- recognising that children with special educational need (SEN) and disabilities can face additional safeguarding challenges. The child protection procedures and practices which operate in school reflect the fact that additional barriers can exist when recognising abuse and neglect in this group of children
- ensuring that operational policy and practice in school reflects and provides for children to have learning experiences including care and accommodation, for short periods of time, by a host family to which they are not related as set out in Annex E of KCSE 2016

## Teaching, Learning and the Curriculum

The DSL will be required to ensure that:

- children are 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 and health education (PSHE) including relationships and sex education (RSE)
- the school has appropriate filters and monitoring systems in place, so that as we increasingly work on line, we ensure that children are safeguarded from potentially harmful and inappropriate online material.
- the appropriate filters and monitoring systems that we have in place do not “over block”, nor do they lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding
- in accordance with Annex C of KCSE2016, we have in place a policy that recognises that technology has become a significant component of many safeguarding issues. The school has in place an effective approach to online safety which empowers school to protect and educate the whole school community in the use of technology and have established mechanisms to identify, intervene and escalate any incident where appropriate
- staff have an awareness of risk taking behaviours, which put children in danger, linked to the likes of drug taking, alcohol abuse, truanting and sexting (the act of sending sexually explicit photos, messages, voicemails, IM's, videos, etc either via phone, computer, webcam or other devices). *Guidance is available in [Sexting in schools and colleges: Responding to incidents and safeguarding young people](#).*
- staff have an awareness that issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender issues and gender based violence/sexual assaults and sexting.
- staff are clear as to the school policy and procedures for managing peer on peer abuse

### **3. SUPPORTING OUR PUPILS**

In school we recognise that children, who are harmed, abused or witness violence/abuse may find it difficult to develop a sense of self worth, they may feel helplessness, humiliation and some sense of self-blame.

School may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn. We recognise that some children actually adopt abusive behaviours and that these children must be referred on for appropriate support and intervention.

In school, we will endeavour to support children through:

- the content of the curriculum to encourage self-esteem and self-motivation
- the school ethos which promotes a positive, supportive, and secure environment and gives pupils a sense of being valued
- the school's behaviour policy, which is aimed at supporting vulnerable pupils in school
- ensuring all staff are aware of their responsibility to provide a consistent approach, which focuses on the behaviour of the offence committed by the child, but does not damage the child's sense of self worth
- endeavouring to ensure that the child knows that some behaviour is unacceptable but that s/he is valued and not to be blamed for any harm/abuse, which has occurred
- liaison with other agencies that support the child such as Children's Services, the LA Integrated Locality Team, Child and Adolescent Mental Health Services, Educational Psychology Service, Behaviour Support Services and the Education Welfare Service
- a commitment to develop productive and supportive relationships with parents/carers whenever it is in a pupil's best interest to do so
- recognition that children living in a home environment where there is risk, e.g. domestic abuse, drug or alcohol abuse, other health or wellbeing concerns, are vulnerable and in need of support and protection
- vigilantly monitoring children's welfare, keeping records (separate to pupil school records and in accordance with the school's record management practices) and notifying Children's Services as soon as there is a recurrence of a concern
- ensuring that when a pupil, who is subject to a child protection plan, leaves the school, information will be transferred to the new school immediately – in accordance with KCSE2016 – this will be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt will be obtained

#### **Special Educational Needs (SEN) and Disability**

We recognise that statistically children with disabilities and/or behavioural difficulties are more vulnerable to harm/abuse. School staff who deal with children with disabilities, sensory impairments and/or emotional and behaviour problems recognise that these children can face additional safeguarding challenges, such as assumptions that indicators of possible abuse, such as behaviours, mood and injury, automatically relate to a child's disability without further exploration

We recognise that children with SEN and disabilities can be disproportionately impacted by things like bullying – without outwardly showing any signs. We ensure that support is provided, so that communication barriers and difficulties are not a barrier to children being able to raise concerns and being supported to voice those concerns

#### **4. PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN**

In school, we will:

- operate Safe Recruitment practices including ensuring appropriate Data Barring Service (DBS) and reference checks are undertaken according to KCSE2016 for all staff, agency workers and volunteers (including governors) before individuals are appointed or placed into school
- ensure that at least one member of the governing body and the Headteacher is trained in Safe Recruitment Practices
- ensure that all governors have in place an enhanced DBS certificate within 21 days of their appointment.
- ensure all other relevant NTSCB, DfE and Ofsted safeguarding requirements, advice and guidance will be adhered to
- Allegations Management:
  - implement Guidance for Dealing with Allegations of Abuse Against Staff and Safer Working Practices for Adults who work with Children and Young People and all other relevant Safeguarding and Child Protection policies.
  - in the event of an allegation against staff, school will consult with a Designated Officer in the Local Authority (LADO) - *see information attached for contact details*
- ensure that any proceedings against staff relating to child protection matters are concluded in full, even where the member of staff is no longer employed at the school and that notification of any concerns is made to the relevant authorities, professional bodies and included in references where applicable
- ensure that all staff, agency workers and volunteers (including governors) are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents/carers
- ensure that staff, agency workers and volunteers (including governors) are aware that sexual relationships between them and pupils aged under-18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust)



**Reference Document A:**

**Greenfields Community Primary School**  
**Contact Details for Safeguarding & Child Protection at Greenfields ~ Sept 2017**  
 (\*these details will be reviewed at the end of each term to ensure that they remain relevant)

Designation/Role	Contact Details	
Headteacher	Name: E-mail: Telephone:	Linda Taylor <a href="mailto:linda.taylor@northtyneside.gov.uk">linda.taylor@northtyneside.gov.uk</a> 0191 643 2801
Chair of Governors	Name: E-mail: Telephone:	Harry Corlett <a href="mailto:h.corlett@greefieldsprimary.org.uk">h.corlett@greefieldsprimary.org.uk</a> 0191 643 2801
Designated Safeguarding Lead (DSL)	Name: Email: Telephone:	Linda Taylor (Headteacher) <a href="mailto:linda.taylor@northtyneside.gov.uk">linda.taylor@northtyneside.gov.uk</a> 0191 643 2801
Deputy Designated Safeguarding Leads (Dep DSLs)	Name: Email:  Name: Email:  Name: Email:  Name: Email:  Telephone:	Ele Dobson (Deputy Headteacher) <a href="mailto:e.dobson@greefieldsprimary.org.uk">e.dobson@greefieldsprimary.org.uk</a>  Karen Cockman (Assistant Headteacher) <a href="mailto:k.cockman@greefieldsprimary.org.uk">k.cockman@greefieldsprimary.org.uk</a>  Katie Davidson (Out of Hours Manager) <a href="mailto:k.davidson@greefieldsprimary.org.uk">k.davidson@greefieldsprimary.org.uk</a>  Laura Robinson (Pre-School Manager) <a href="mailto:l.robinson@greefieldsprimary.org.uk">l.robinson@greefieldsprimary.org.uk</a>  0191 643 2801
Designated Teacher for Looked After Children	Name: Email: Telephone:	Ele Dobson (Deputy Headteacher) <a href="mailto:e.dobson@greefieldsprimary.org.uk">e.dobson@greefieldsprimary.org.uk</a> 0191 643 2801
Designated Safeguarding Governors	Name: Email: Telephone:  Name: E-mail: Telephone:	Lynsey Hally <a href="mailto:l.hally@greefieldsprimary.org.uk">l.hally@greefieldsprimary.org.uk</a> 0191 643 2801  Rosalind Beha <a href="mailto:r.beha@greefieldsprimary.org.uk">r.beha@greefieldsprimary.org.uk</a> 0191 643 2801
SENCo – responsible for children with Special Needs and / or Disabilities	Name: Email: Telephone:	Steven Walton <a href="mailto:s.walton@greefieldsprimary.org.uk">s.walton@greefieldsprimary.org.uk</a> 0191 643 2801
Local Authority Designated Officers (LADOs)	Name: Contact:	Kath Burns and Carrie Barron Through the Front Door Service: 0345 2000 109
Front Door	Telephone(s):	0345 2000 109 Out of hours: 0191 200 6800 Adult Social Care Gateway Team: 0191 6432777
Early Help & Co-ordination Team	Telephone: Email:	0191 643 8178 <a href="mailto:earlyhelpassessments@northtyneside.gcsx.gov.uk">earlyhelpassessments@northtyneside.gcsx.gov.uk</a>
Police	Telephone(s):	Emergency: 999 Non-emergency: 101
Prevent Duty	Telephone:	Dedicated DFE Prevent Line: 020 7340 7264
NSPCC National Whistle Blowing Line:	Telephone: Email:	0800 028 028 5 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
Integrated Locality Team (North West)	Name: Telephone:	Nicky Garner (Locality manager) Based at Shiremoor Children’s Centre: 0191 643 8966

**Reference Document B:**

**GUIDANCE FOR STAFF UPON RECEIVING A DISCLOSURE / ALLEGATION**

**RECEIVE**

- React calmly; be aware of your non verbal messages.
- If you don't understand the child's communication method, reassure the child, and find someone who can.
- Don't interrogate the child, observe and listen, use active listening techniques.
- Don't stop a child who is freely recalling significant events.
- Keep responses short, simple, slow, quiet and gentle.
- Don't end the conversation abruptly.

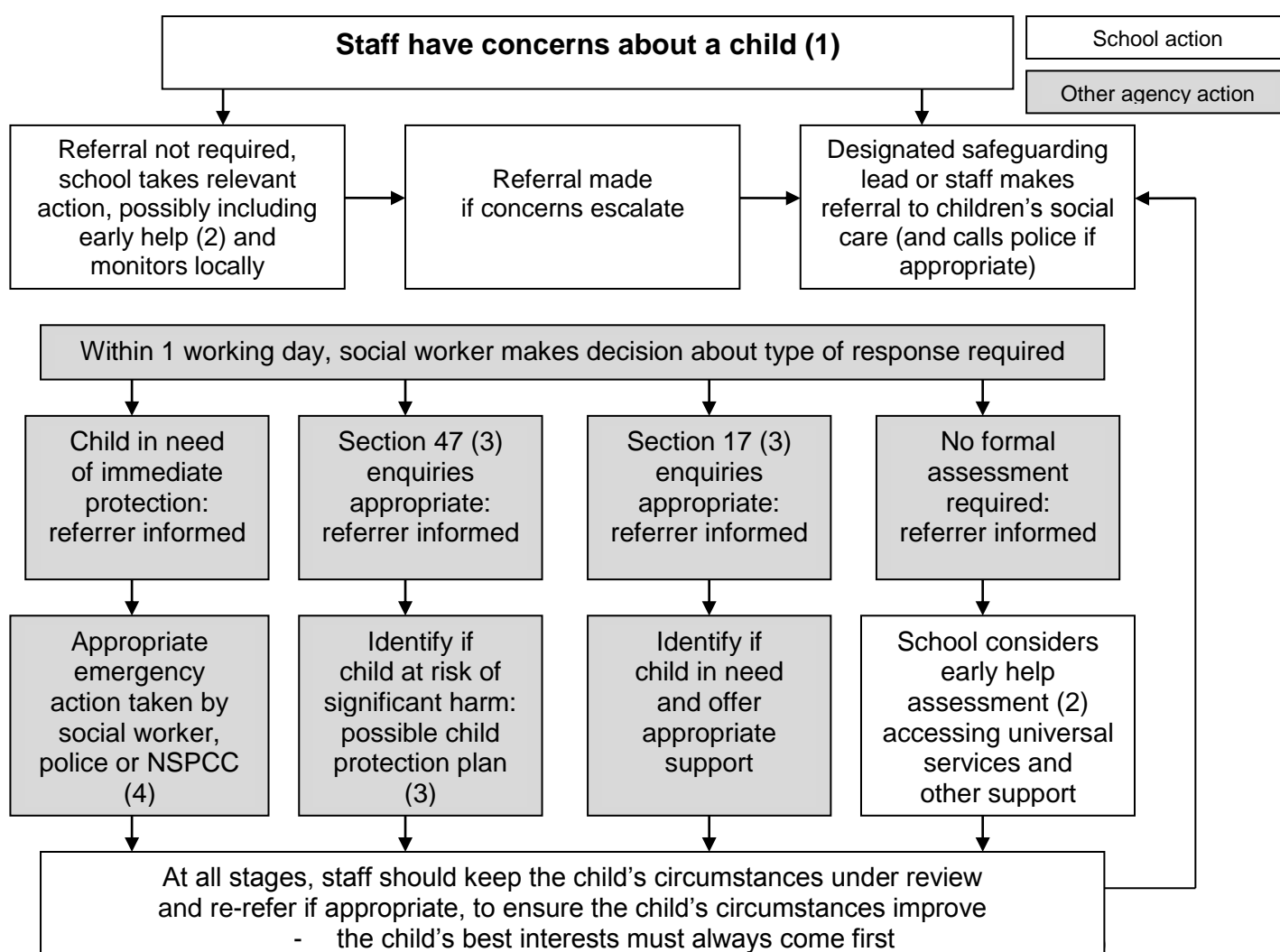
**REASSURE**

- Tell the child they are not to blame; and have done the right thing by telling you.
- Tell the child what will happen next; be honest about what you can and can't do.
- Don't promise confidentiality; say to the child, 'Some things are so important I might have to tell them to somebody else'.

**REACT**

- Explain what you have to do next and whom you have to tell.
- Inform the Designated Safeguarding Lead (DSL) or deputy DSL immediately.

**Actions where there are concerns about a child (from KCSE 2016)**



## Reference Document C:

### KEY CONCEPTS AND DEFINITIONS

**Child Protection** – is a part of safeguarding and promoting welfare. This refers to the activity, which is undertaken, to protect specific children who are suffering or at risk of suffering significant harm.

Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

**Children in need** – Children who are defined as being ‘in need’, under section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services (section 17(10) of the Children Act 1989), plus those who are disabled. The critical factors to be taken into account when deciding whether a child is in need under the Children Act 1989 are what will happen to the child’s health or development without services being provided, and the likely effect the services will have on the child’s standard of health and development. Local Authorities have a duty to safeguard and promote the welfare of children in need.

**The concept of significant harm** – Some children are in need because they are suffering or likely to suffer significant harm. The Children Act 1989 introduced the concept of significant harm as the threshold that justifies the compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer significant harm.

There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and extent of physical harm, the duration and frequency of harm/abuse and neglect, the extent of premeditation, and the presence and degree of threat, coercion, sadism, and bizarre or unusual elements. Each of these elements has been associated with more severe effects on the child, and/or relatively greater difficulty in helping the child overcome the adverse impact of the maltreatment. Sometimes, a single traumatic event may constitute significant harm, e.g. a violent assault, suffocation or poisoning. More often, significant harm is a compilation of significant events, both acute and longstanding, which interrupt, change or damage the child’s physical and psychological development. Some children live in a family and in social circumstances where their health and development are neglected. For them, it is the corrosiveness of long term emotional, physical or sexual harm/abuse that causes impairment to the extent of constituting significant harm. In each case, it is necessary to consider any maltreatment alongside the family’s strengths and supports.

## **Definitions from Working Together to Safeguard Children (2015)<sup>1</sup>**

A guide to inter-agency working to safeguard and promote the welfare of children

**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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child. *(KCSE 2016 Page 11, types of abuse or neglect).*

**Physical Harm/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.

**Emotional Harm/Abuse** - The persistent emotional maltreatment of a child such as to cause severe and persistent 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, though it may occur alone.

**Sexual Harm/Abuse** - Involves forcing or enticing a child 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 harm/abuse (including via the internet). Sexual harm/abuse is not solely perpetrated by adult males. Women can also commit acts of sexual harm/abuse, as can other children.

**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.

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<sup>1</sup> Working Together guidance to be revised – likely formal consultation around November 2017, and implementation in early 2018

## Further reading and specific safeguarding advice:

To ensure understanding of key concepts, definitions and specific safeguarding issues,

- all staff **must** read **Part One of Keeping Children safe in Education (KCSE) 2016** and,
- all staff working directly with children, must also read **Annex A of Keeping Children safe in Education (KCSE) 2016**

KCSE2016 Annex A has further information on specific safeguarding issues including:

- a child missing from education
- child sexual exploitation (CSE)
- so called 'honour based' violence (HBV) which includes but is not limited to:
  - Female genital mutilation (FGM) which now has a mandatory reporting duty placed on teachers
  - Forced marriage
  - Breast ironing
- Preventing radicalisation including:
  - The Prevent Duty
  - Channel guidance

Other specific safeguarding advice can be accessed via the links at the end of this policy, in Keeping Children Safe in Education (Sept, 2016) or through GOV.UK and other government websites.

These include but are not limited to domestic violence, fabricated or induced illness, faith abuse, gangs and youth violence, gender-based violence/violence against women and girls (VAWG), hate crimes, mental health, missing children and adults, private fostering, relationship abuse, sexting and trafficking.

## **What is the Early Help Assessment (EHA)?**

An EHA provides an assessment when a child and their family are identified as needing some additional help and it is thought they would benefit from co-ordinated support from more than one agency. An EHA provides an opportunity for the whole family to consider and prioritise their needs and build on their strengths within the context of their own family.

The approach is one where practitioners come together to share information to find out what support is required and work as a team around the family. A single SMART action plan will be developed and progress will be reviewed regularly.

It is an assessment tool and as such it is not about making referrals, requests for additional services or used to pass families to another practitioner or team. It is not about form filling; it is about having a meaningful conversation with a family about their strengths and challenges, working out what they need and identifying the right people to provide the right support at the right time.

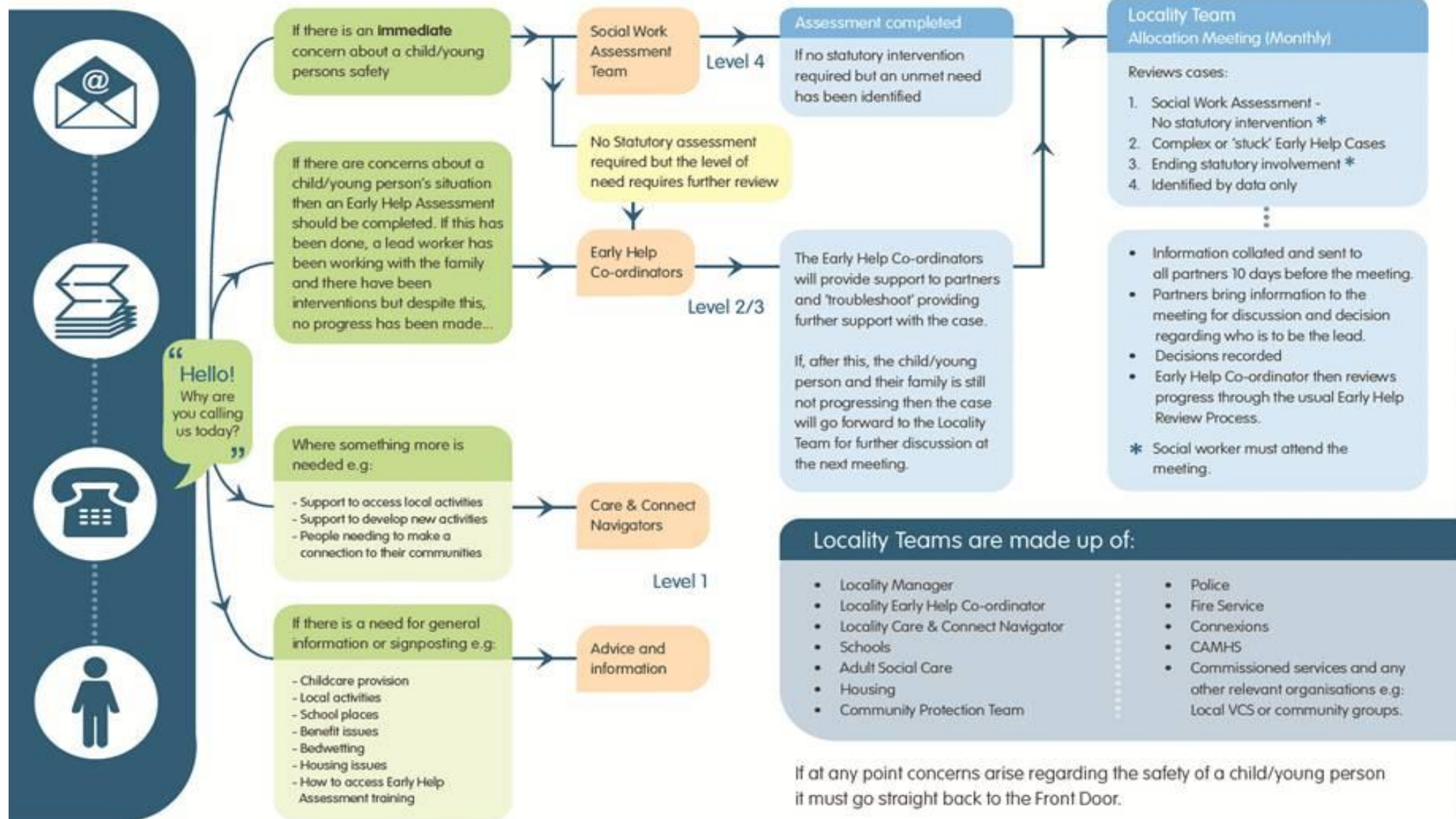
When concerns arise, school should consider the [North Tyneside Safeguarding Children Board's Threshold document](#), and where a child's needs are thought to be at an appropriate level for early help, the school should undertake an EHA to identify what help the child and family require and prevent the needs escalating to a point where intervention would be needed via a statutory assessment.

**If at any stage during the EHA process, there are worries that a child has been harmed or is at risk of harm, normal safeguarding procedures must be followed and school must contact the Front Door**

The lead person for engaging in the process of EHA will be determined in each school with a named staff member being identified, however this does not exclude other members of school staff being asked to contribute to the assessment or becoming the lead worker in the early help process.

Professionals can ring the Early Help and Co-ordination Team or the Front Door to find out if an EHA already exists for a child/family and for further information on the early help process. Each school is also linked to an Integrated Locality team. Contacts can be found in the school's full child protection policy.

# North Tyneside Early Help Pathway



## Reference Document D:

### LINKS TO OTHER SCHOOL POLICIES / PROCEDURES

This policy links to other school procedures and therefore must be read in conjunction with other related policies in school. This includes, but is not limited to:

- Anti-bullying (including racist, disability, and homophobic or transphobic abuse)
- Attendance management
- Allegation management - adults
- Allegation management – made against other children, including peer to peer abuse
- Arrangements for those educated in alternative provisions
- Behaviour policy
- Complaints
- Confidentiality, data protection and information sharing
- E-safety, including use of the internet, photography and mobile phones
- Educational Visits
- Exclusions
- Early Help/Early Intervention and Prevention
- First aid
- Health & Safety
- Induction procedures
- Intimate care policy
- Looked after Children policy
- Managing Medicines policy
- Missing children policy
- Physical intervention & use of reasonable force
- Promoting equality & diversity
- PSHE policy, including RSE policy (Relationship and Sex Education)
- Recruitment and Selection
- School security
- Special Educational Needs and Disability (SEND)
- Staff behaviour policy (code of conduct)
- Visitors, agency workers and volunteers (including governors)
- Whistle Blowing