



Burtonwood Community Primary School

Safeguarding Policy and Procedure

October 2018

1. Aims and objectives

- To support the child's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school, this will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other external agencies, especially the Police and Social Care.
- To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check. A single central record is kept for audit.

2. Roles and Responsibilities

We will ensure that:

- All members of the governing body understand and fulfil their responsibilities, namely to ensure that there is a Child Protection policy together with a staff behaviour (code of conduct) policy.
- The school operates safer recruitment procedures by ensuring that there is at least one person on every recruitment panel that has completed Safer Recruitment training.
- The school has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- A senior leader has been appointed as the Designated Safeguarding Lead (DSL).
- On appointment, the DSL's undertake interagency training (WSCB) and also undertake DSL 'New to Role' and the refresher course every 2 years.
- All other staff have refresher safeguarding training, annually and updated as appropriate.
- Any weaknesses in Child Protection are remedied immediately.
- A member of the Governing Body, usually the Chair, is nominated to liaise with the LA on Child Protection issues and in the event of an allegation of abuse made against the Head teacher.
- Child Protection policies and procedures are reviewed annually and that the Child Protection policy is available on the school website or by other means.
- The Governing Body considers how children may be taught about safeguarding. This may be part of a broad and balanced curriculum covering relevant issues through personal social health and economic education (PSHE).
- The Designated Safeguarding Lead, is a member of the Senior Leadership Team. There are Deputy Safeguarding Officers who have also undertaken the compulsory training delivered through the Warrington safeguarding Children Board (WSCB).
- The DSL's who are involved in recruitment and at least one member of the governing body will also complete Safer Recruitment Training. This will be repeated every 5 years.
- All members of staff and volunteers are provided with child protection awareness information at induction, including in their arrival pack, the school safeguarding statement so that they know who to discuss a concern with.
- All members of staff are trained in and receive regular updates in e-safety and reporting concerns.

- All other staff and governors, have child protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse.
- All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse through delivery of 'Working together to Safeguard Children', and 'What to do if you suspect a Child is being Abused' (2016).
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Child Protection Policy.
- Community users organising activities for children are aware of the school's child protection guidelines and procedures.
- We will ensure that child protection type concerns or allegations against adults working in the school are referred to the LADO for advice, and that any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS) for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.

Our procedures will be regularly reviewed and up-dated:

- The name of the designated members of staff for Child Protection, the Designated Safeguarding Lead and deputies, will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.
- All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the DSLs' names clearly displayed, as part of their induction into the school.
- The policy is available publicly either on the school website or by other means. Parents/carers are made aware of this policy and their entitlement to have a copy of it via the school website.
- All staff will be given a copy of part 1 of Keeping Children Safe in Education 2016 and will sign that they have read and understood it. Similarly, this applies to the Governing Body in relation to part 2 of the same statutory guidance.

Staff will be kept informed about child protection responsibilities and procedures through induction, briefings, the staff bulletin and awareness training. All new staff will attend a training session on child protection awareness and Prevent as part of their induction programme as well as receiving our Staff Conduct Policy, e-safety and Part One of Keeping Children Safe in Education. Where other adults are working in regulated activity within school, the head teacher or the safeguarding lead will ensure that they are aware of the contents of these policies. Any trainee teachers will receive a training session on child protection awareness as soon as possible after their arrival.

We are committed to creating a culture of vigilance along with an attitude that 'it could happen here'.

Anyone who receives a disclosure of abuse, an allegation of abuse or who suspects that abuse may have occurred must report it immediately to the designated safeguarding lead or one of the safeguarding team; in their absence the matter should be brought to the attention of the head teacher or the most senior member of staff in school. This should be followed with a written record on the Child Protection Online Management system (CPOMS) as soon as possible and always within 24hrs.

It is important to remember that any member of staff can refer their concerns to children's social care, Warrington Multi Agency Safeguarding Hub (MASH)- Telephone: 01925 443322 directly, Out of Hours: 01925 444000, along with informing the Designated Safeguarding Lead.

Staff must take further action if they feel the school has not acted appropriately or robustly to safeguard students.

This may involve reporting to:

- Chair of Governors – Paul Carr
- Direct to the Local Authority Designated Officer (LADO) 01925 442079.
- Social Care-MASH: 01925 443322 Out of hours: 01925 444000
- The NSPCC whistleblowing line- 0800 028 0285 help@nspcc.org.uk,

- Cheshire Police- 101.

The designated safeguarding lead (or one of the safeguarding team) will immediately refer cases of suspected abuse or an allegation of abuse to the relevant investigating agency by telephone or electronic communication and in accordance with Warrington Local Authority procedures. Where the allegation is made against a member of staff, the designated safeguarding lead will immediately inform the headteacher. Allegations against the headteacher will be reported to the chair of governors.

The DSL (and in case of absence), Deputy Safeguarding Officers are responsible for:

- Referring a child if there are concerns about possible abuse, to the Multi Agency Safeguarding Hub (MASH) acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call using the Multi Agency Referral Form (MARF).
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records, until the child's 25th birthday, and are forwarded on to the child's next school or college.
- A copy of the CP file will be retained by the school until such time that the new school acknowledges receipt of the original file. The copy can then be shredded.
- Ensuring that an indication of the existence of the additional CP file is marked on the pupil records.
- Liaising with other agencies and professionals.
- Attending all Case Conferences, Core Groups, Child in Need and multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.
- Ensuring that any students who are currently on a child protection plan who is absent in the educational setting without explanation is referred to their social worker.
- Organising child protection induction, and annual update training for all school staff.
- Providing and contributing, alongside the appointed Safeguarding, and audit of "Statutory Duties and Associated Responsibilities" to be submitted to the Education Safeguarding Team Warrington Borough Council annually.

Burtonwood Community Primary School Safeguarding Team

Mr A Redman	Designated Safeguarding Lead
Mrs H Muttock	Deputy Designated Safeguarding Lead
Mrs J Forber	Deputy Designated Safeguarding Lead
Mrs J Forber	SENDCO
Mrs L Hope	Safeguarding Governor

The named governor for child protection, children in care, children previously in care and pupils on a special guardianship order is responsible for maintaining:

- Regular contact with the school's designated lead or deputy (termly).
- Awareness of current responsibilities and requirements in relation to child protection by attending appropriate professional development activities.
- The role of the Nominated Governor for Child Protection is to ensure that the school has an effective policy, that the WCSB- Warrington Safeguarding Children Board guidelines are complied with <http://www.wscb.co.uk/> and to support the school in this aspect. Governors will not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.
- The DSL and the Headteacher provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and governors and other relevant issues.
- Ensure that pupils are taught about safeguarding.

Supporting Children

- We recognise that children who are abused or witness violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.
- We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Burtonwood Community Primary School will support all children by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Social Care as soon as there is a significant concern.
- Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the school medical records are forwarded as a matter of priority.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection. The school community will therefore:

- Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have experienced happy/sad lunchtimes
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Include safeguarding across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. In particular, this will include safeguarding assemblies, anti-bullying work, e-safety, road safety, pedestrian and cycle training. Also focussed work in Year 6 to prepare for transition to Secondary school and more personal safety/independent travel.
- Ensure all staff is aware of school guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks.

Confidentiality

- We recognise that all matters relating to child protection are confidential.
- The DSL will disclose any information about a child to other members of staff on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with The Multi Agency Safeguarding Hub.

Records and Monitoring

- Accurate records are essential to good child protection practice.
- Any one receiving a disclosure of abuse or noticing signs of possible abuse should report to the DSL immediately and must make an accurate record on CPoms as soon as possible, and always within 24hrs of reporting the incident, noting what was seen or said, putting the event into context, and giving the date, time and location of reporting the incident.
- File notes are kept for any pupil on a Child Protection Plan (CPP) or for any pupil monitored for child protection reasons until their 25th birthday unless they transfer to another school.
- These records are kept in a locked cupboard and electronically on the Child Protection Online Management System.
- If a pupil transfers from the school, any child protection notes will be forwarded to the pupil's new school marked "confidential" and for the attention of the receiving school's Designated Safeguarding Lead.
- A signature of receipt will be requested.
- Local schools' files will either be collected or hand-delivered.
- Sharing information: any request/s for information will need to be supported by either signed consent or a data request form outlining why the information is required and how it will be handled. Safeguarding children will always be our priority therefore there may be occasions when gaining consent is either not possible or puts a child at risk.

SAFER RECRUITMENT

Every effort will be made to ensure the safe recruitment of staff and all legislation regarding safer recruitment will be followed. This will include:

- Burtonwood Community Primary School following statutory DBS guidelines re checks on staff.
- Requiring a standardised application form and not just a c.v.
- Stating clearly on any advertisement or written information relating to employment our commitment to safeguarding children.
- Requiring the head teacher or the chair of governors, both of whom have successfully completed Safer Recruitment training to be on any interview panel used to recruit staff and to pose relevant questions.
- Validating as far as possible qualifications, experience and expertise.
- Proactively verifying references and testimonials as far as possible (internal applicants will require references also using our standard pro forma).
- Verifying identity from current photographic ID and proof of address.
- Verifying the right to work in the UK.
- Examining all career breaks, sudden job changes and/or dismissal.
- Maintaining a single, central record of all staff.
- All our governors/Trustees will hold an DBS.
- Check the NCTL Teacher services system for any restrictions imposed by countries in the European Economic Area (EEA) for all staff in a 'teaching roll', not just QTS, from these countries to ensure they are not subject to a Teacher Prohibition order under the Section 128 directive.
- Check the TRA for anyone we recruit, including our trustees and governors, to ensure they are not subject to a section 128 direction.
- Section 128 check will be carried out via NCTL for any staff member being employed to a managerial role
- All third party organisations will be supervised whilst working with our pupils and will not take part in regulated activity without confirmation in writing of an enhanced DSB check.
- LA, Social Care, Police will always have their photo identity/warrant card checked when visiting Burtonwood Community Primary School.
- The school will follow the recommendations re trainee teachers and contractors as set out in Keeping Children Safe in Education (2018). Contractors operating in pupil circulation areas will be supervised.

- Where services or activities are provided separately by another body, using the school premises, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.
- N.B. The school does not currently operate any foreign exchanges. However, were this situation to change, we would operate in accordance with Annex C, Keeping Children Safe in Education (2018).

Disqualified by Association

In October 2014, the government issued supplementary guidance to 'Keeping Children Safe in Education (2014)'. School staff are disqualified from working in a school, when they 'live or work in the same household' as someone who is barred from working with children or young people, even if they would not otherwise be disqualified themselves.

In September 2018 this guidance was changed and there is no longer a requirement for staff in educational settings to disclose. The duty is now only applicable in a residential setting such as child minders in their own home.

Dealing with a disclosure of abuse from a child

Children often will choose who they talk to, when they have something that is worrying them or happening to them. Children may have thought long and hard about telling an adult, and will have chosen the adult specifically as they have trust in that person to do the right thing.

Disclosing something upsetting and traumatic may be very difficult and distressing for both the child and the adult. Listening to and supporting a child who has been abused can also be traumatic for the adults involved. Support for you will be available from your Designated Safeguarding Lead/ Head Teacher. These guidance notes may help you if you are ever in this situation. Remember, the child chose you and it is a privileged position to be in, it's a position where you can make a difference to a child's situation.

A golden rule is that you don't ever promise confidentiality and be open and honest with the child at all times.

Guidance for you to consider

- ✓ Stay calm and listen to what the child is saying;
- ✓ Do consider the environment that you are in with the child, is it appropriate? Do other staff members know where you are?
- ✓ Ask open ended questions and record what is being said in the child's own words;
- ✓ Encourage the child to talk but reassure the child that they have done the right thing in speaking to you.
- ✓ Reassure the child that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- ✓ Tell the child that it is not her/his fault.
- ✓ Listen and remember and make notes and if appropriate, share your notes with the child to recap what has been said.
- ✓ Check that you have understood correctly what the child is trying to tell you by clarifying the facts.
- ✓ The child for telling you. Communicate that s/he has a right to be safe and protected.
- ✓ Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- ✓ At the end of the conversation, tell the child again who you are going to tell (The DSL) and why that person needs to know.
- ✓ As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. (**Use Initial Concern Form - Appendix 1**) to do this.

Do Not

- ✗ Do not ask "leading questions" or press for information.
- ✗ Do not investigate.
- ✗ Do not communicate shock, anger or embarrassment or share your opinion on what has happened.
- ✗ Do not swear.
- ✗ Make inappropriate comments about the alleged offender.
- ✗ Never enter into a pact of secrecy with the child. Assure the child that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why (The DSL).
- ✗ Do not tell the child that what s/he experienced is dirty, naughty or bad.
- ✗ Make physical contact with the child. Whilst the child may seek out physical contact, remember that this may place you in a vulnerable position and also an abused child may not want physical comfort e.g. a hug.

Practice Reminder: When speaking to children who make a disclosure that they are suffering or may have suffered significant harm, listen carefully to what the child says and observe the child's behaviour and circumstances to clarify the concerns, offer reassurance and explain what will happen next. (Pan Cheshire Safeguarding Procedures)

If you have concerns about a child, or notice something may be wrong, ask the question "Are you OK?"
Children have told us that they want adults to:

Be Vigilant: they want to have adults notice when things are troubling them.

Understanding and action: they want adults to understand what is happening; to be heard and understood; and to have that understanding acted upon

Stability: to be able to develop an on-going stable relationship of trust with those helping them

Respect: to be treated with the expectation that they are competent rather than not

Information and engagement: to be informed about and involved in procedures, decisions, concerns and plans

Explanation: to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response

Support: to be provided with support in their own right as well as a member of their family

Advocacy: to be provided with advocacy to assist them in putting forward their views

Source: Working Together to Safeguard Children; p10; (2015)

Practice Reminder: Whenever a child reports that they are suffering or have suffered significant harm through abuse or neglect, or have caused or are causing physical or sexual harm to others, the initial response from all professionals should be to listen carefully to what the child says and to observe the child's behaviour and circumstances to:

- Clarify the concerns;

- Offer re-assurance about how the child will be kept safe;
- Explain what action will be taken and within what timeframe.

The child must not be pressed for information, led or cross-examined or given false assurances of absolute confidentiality, as this could prejudice police investigations, especially in cases of sexual abuse.

If the child can understand the significance and consequences of making a referral to LA children's social care, they should be asked for their views.

It should be explained to the child that whilst their view will be taken into account, the professional has a responsibility to take whatever action is required to ensure the child's safety and the safety of other children.

Supporting Staff

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

- We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

Allegations against staff

- All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- All Staff should be aware of the school's Behaviour Management policy.
- Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction
- We understand that a pupil may make an allegation against a member of staff.
- If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Executive Head teacher, Head teacher and DSL.
- The DSL on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO) at the earliest opportunity.
- If the allegation made to a member of staff concerns the Head teacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult with the Local Authority Designated Officer (LADO).
- The school will follow Warrington Local Authority guidelines and procedures for managing allegations against staff.
- Suspension of the member of staff, excluding the, Executive Head teacher, or Headteacher, against whom an allegation has been made, needs careful consideration, and the Head teacher will seek the advice of the LADO and HR Consultant in making this decision.
- In the event of an allegation against the Executive Head teacher or Head teacher, the decision to suspend will be made by the Chair of Governors with advice from the LADO.

Whistle-blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so.

- All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the DSL following the Whistleblowing Policy.

Whistle-blowing re the Executive Head teacher or Head teacher should be made to the Chair of the Governing Body whose contact details are readily available to staff.

- The NSPCC whistleblowing line- 0800 028 0285 help@nspcc.org.uk,

Physical Intervention

- We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- Such events should be recorded and signed by a witness.
- Staff who are likely to need to use physical intervention will be appropriately trained in the Team Teach technique
- We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- We recognise that touch is appropriate in the context of working with children, and all staff has been given guidance in the Code of Conduct, to ensure they are clear about their professional boundary.

Searching screening and confiscation

The Head teacher and authorised staff have the statutory power to search a pupil/s or their possessions, without consent, where they have reasonable grounds for suspecting that a pupil/s may have prohibited item/s:

- Knives or weapons.
- Alcohol.
- Illegal drugs.
- Stolen items.
- Tobacco and cigarette papers.
- Fireworks.
- Pornographic images.
- Indecent images of a child.
- Any article that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to the property of, any person (including the pupil).

Staff can lawfully search electronic devices, without consent or parental permission, if there is a suspicion that the pupil has a device prohibited by school rules, or the staff member has good reason to suspect the device may be used to:

- Cause harm.
- Disrupt teaching.
- Commit an offence.
- Cause injury.
- Damage property.

Any data, files or images that are believed to be illegal will be passed to the police as soon as practicable, including pornographic images of children, without deleting them. This will require confiscation of the electronic device. The electronic device will be locked away securely in the school safe (only accessed by head and office manager). Any data, files or images that are not believed to be unlawful, may be deleted or kept as evidence of a breach of our school's policy.

Anti-Bullying

Our school policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber; racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse. We keep a record of bullying incidents.

Racist Incidents

Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents.

Child Sexual Exploitation (CSE)

The DSL provides relevant CSE training for all staff, and ensures that the students are also educated in an age appropriate way so that they are alerted to the dangers of CSE.

- The DSL reports suspected cases of CSE following normal safeguarding procedure
- The school has a separate E-safety policy.

Radicalisation and Extremism

- Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.
- Burtonwood Community Primary School values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning British values. Both pupils/students and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion. The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. Burtonwood Community Primary School is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.
- We seek to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.
- The school governors, the Executive head teacher, the Head Teacher and the Designated Safeguarding Lead (DSL) will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include the use of school premises by external agencies, anti-bullying policy and other issues specific to the school's profile, community and philosophy.
- This will be reviewed as part of the annual "Audit of Statutory Duties and Associated Responsibilities" that is monitored by the local authority and the Warrington Safeguarding Children Board.

When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL, who is also the Designated Prevent Lead for Burtonwood Community Primary.

The DSL should then follow normal safeguarding procedures.

- If the matter is urgent then Cheshire Police must be contacted by dialling 999. In non-urgent cases where police advice is sought then the DSL will contact the Single Point of Contact for Prevent (SPOC) at the local authority and The Prevent lead for Cheshire Police.
- Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.

Female Genital Mutilation (FGM)

- Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. From 31 October 2015 a mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s, which are identified in the course of their professional work, to the police.
- The duty applies to all persons in Burtonwood Community Primary School is employed or engaged to carry out 'teaching work' in the school, whether or not they have qualified teacher status. Please refer to the Home Office and Department for Education's procedural information for full details <https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>
- If a teacher is informed by a girl under 18 that an act of FGM has been carried out on her or a teacher observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the teacher should call 101 and make a report to the police force in which the girl resides.
- The duty applies to the individual who becomes aware of the case to make a report. It should not be transferred to the Designated Safeguarding Lead, however the DSL should be informed and a report to the police should be made by the close of the next working day.
- Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the police, including dialling 999 if appropriate.

Peer on Peer Abuse

Staff will recognise that children are capable of abusing their peers; this occurs when a child intentionally threatens harms or causes distress to another child. Staff will refer any concerns immediately to a member of the safeguarding team.

Pupils will be taught how to recognise, keep themselves safe and report peer on peer abuse and harassment, within PSHE and safeguarding assemblies. All incidents will be investigated and dealt with by either a member of the safeguarding team or a member of the SLT.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment. and also when engaging in activities or residential trips off the school site.

Children missing from education

- A pupil missing from education for eight sessions or more is a potential indicator of abuse and neglect. Should a pupil go missing from school (education) the Designated Safeguarding Lead will inform the Local Authority Attendance Team. The Designated Lead will consider further actions/support should it be required.
- We will inform the LA of any pupil admission or a pupil removed from our roll within five days using the Statutory Notification of Admission/Deletion online form, so that the LA can identify and safeguard children missing from education.
- For a parental decision to electively home educate we will accept written confirmation by letter or email.

Looked after pupils

- We keep a list of pupils who are looked after by the local authority. In the light of the research that shows that these pupils fare less well at schools than their peers and to narrow this gap, we monitor their progress and wellbeing carefully by:

- Being involved in and following the guidance set out in the pupil's personal education plan (PEP).
- Arranging for one of our safeguarding team (or for another teacher to whom the child relates well) to take a particular interest in the pupil's welfare and to talk to them regularly.
- Offering in school support such as anger management, assertiveness or social skills training as appropriate.
- Targeting pupil premium specifically to support children in care.
- Attending any liaison or review meetings held on their behalf, including speaking for them or acting as their advocate at such meetings should they request it, and keeping in touch with social workers and/or carers.
- Monitoring their attendance carefully and reporting any unexplained absence to social care and the Local authority attendance team.
- Monitoring their academic grades carefully to try to ensure they are making good progress in school.
- Being careful not to accept any under achievement just because the child is 'looked after.'
- Looking out for difficulties with homework or resources that may be a result of their being in care and giving them help to organise and manage their work and by providing the resources needed.
- Enlisting the support of and liaising with other agencies as appropriate.
- Liaison with the pupil's Virtual head teacher, who has a responsibility for the educational progress of looked after pupils.
- Checking that they have access to all elements of school life, including visits and other activities, and by giving these pupils the opportunities to take part in those self-esteem projects/residentials organised by the school as and when appropriate.

In addition, we also keep a record of those pupils who are looked after by someone other than a parent, adopted or on special guardianship plans. We offer them a support package (chosen from the above) appropriate to their particular circumstances.

We remain mindful that whilst some children return home from care, they still have a high level of need – we will continue to support as above.

SEND

Children are more likely to be abused or neglected and for this to go unnoticed. Disabled children may be less able to recognise or understand that they are being abused. Communication difficulties may make it harder for them to disclose abuse and/or dependency on their care-giver may mean they have no-one to tell. Professionals may focus on meeting the needs of the child's impairment, however at Burtonwood Community Primary we will always try to ensure that the voice of the child is heard/sought and we will consider the unthinkable.

Lesbian, Gay, Bisexual and Transgender (LGBT)

At Burtonwood Community Primary School we believe that respect for ourselves and others is a fundamental right and responsibility of/for all.

- We will always challenge inappropriate language or behaviour and never ignore 'banter'.
- It is the duty of all staff to ensure that every member of the school community feels valued, irrespective of their sexual/gender orientation, race or religion.
- Diversity is celebrated and valued at Burtonwood Community Primary School.

Other Vulnerable Pupils

Members of the safeguarding team are often aware of pupils who are vulnerable for other reasons. It is their responsibility to ensure that these pupils receive support either from a teacher in school to whom the pupil relates or from an external agency.

Parents/carers are informed of the situation wherever appropriate.

Private fostering

Private fostering is when a child under the age of 16 (under 18 if disabled or vulnerable) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Schools have a mandatory duty to inform the local authority of children in such an arrangement so that safeguarding checks can be carried out.

Mental health

Mental health is the concern of the whole community and we recognise that we play a key part in this. We strive to develop emotional wellbeing and resilience in all our pupils and staff, as well as provide specific support for those with these additional needs. We understand that the risk factors which increase someone's vulnerability along with the protective factors that can promote resiliency. The more key risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter-balance.

Monitoring and Evaluation

Our Safeguarding Policy and Child Protection Policy and Procedures will be monitored and evaluated by:

- Regular visits to school by the Safeguarding Governor.
- Regular reviews of the Single Central Record.
- Scrutiny of Attendance data.
- Pupil surveys and questionnaires.
- Scrutiny of range of risk assessments.
- Scrutiny of Governing Body minutes.
- Logs of bullying/racist/behaviour incidents for the Senior Leadership team and Governing Body to monitor.
- Review of parental concerns.
- Review of pastoral support.

Legal requirements

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002 and all action relating to it is in line with the following guidance:

- Safeguarding Children in Education and Safer Recruitment (2010)
- Counter-Terrorism and Security Act (2015)
- The Working Together to Safeguard Children (2018)
- What to do if a Child is being abused (2015)
- Keeping Children safe in Education (2018)
- PREVENT and Channel duty guidance (2015)
- Searching, screening and confiscation (January 2018)
- Mental Health and Behaviour in Schools (2016)
- Behaviour and Discipline in Schools (2016)
- Responding to sexting in schools and colleges (2016)
- Children Missing Education and Child Employment (2016)
- Sexting in Schools (2017)
- Disqualification under the Childcare Act (2018)
- Equalities Act (2010 last updated 2015)
- County Lines, Exploitation & Drug Supply (2017)
- Children and Social Care Act (2017)
- Sexual Violence and Sexual Harassment -children (2018)
- GDPR and data protection act (2018)

The guidance reflects, both 'Keeping Children Safe in Education' 2018 and Warrington Safeguarding Children Board (WSCB) Child Protection Procedures.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2018, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2016. The guidance reflects, both 'Keeping Children Safe in Education' 2018 and Warrington Safeguarding Children Board (WSCB) Child Protection Procedures.

The Governing body takes seriously, its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children, and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering or likely to suffer harm.

We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

All staff believes that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Review

The Safeguarding policy will be reviewed annually and updated according to changes in statutory requirements.