



Whole School Safeguarding Policy

Date of this review: Spring Term 2017

Date of next review: Spring Term 2018

This follows the guiding principles of the whole school Child Protection Policy (adoption of LA model policy) and the Staff Code of Conduct and is in conjunction with the documents: Working Together to Safeguard Children 2010 and Keeping Children Safe in Education 2016.

Designated Safeguarding Lead is Jenny Bartlett (Assistant Headteacher)
Deputy Designated Safeguarding Lead is: Jo Cook (Assistant Headteacher)
Other trained staff: Gareth Mirams (Headteacher)

Staff at Wendover CE Junior School:

- Attend regular child protection training courses (updated every two years)
- Keep up to date with child protection issues and relevant legislation to help stay aware of the signs of abuse or neglect and what to do if they have a concern (physical abuse, emotional abuse, sexual abuse, neglect, radicalisation, child sexual exploitation and female genital mutilation)
- Know what to do in the event of a disclosure or if they have a concern about a child or member of staff
- Look out for: changes in children's behaviour; unexpected bruising or marks or signs of possible abuse; comments which give cause for concern; deterioration in general well-being; signs of neglect
- Challenge any form of discriminatory behaviour concerning protected characteristics, such as race, culture, religion, gender, sexual orientation and disability
- Keep concerns confidential at all times and make a written record that is passed to the Designated Safeguarding Lead for Child Protection
- Share information with parents and outside agencies as appropriate (see Appendix A)
- Are appropriately qualified in first aid training
- Record injuries in the accident book

Parents must notify the class teacher of any concerns they have about their child and any accidents, incidents or injuries that might affect the child in school.

Any allegations against a member of staff must be reported immediately to the Headteacher, who will then inform the Local Authority Designated Officer (LADO) at the Bucks Children's Safeguarding Board. Concerns regarding the Headteacher must be referred to the Chair of Governors.

Related Policies & Documents

Policies:

Anti-bullying
Attendance
Behaviour
Child Protection (LA Adopted)
Complaints Procedure
Critical Incident Plan
Data Protection
Educational Visits
E-Safety
Equalities Cohesion
Health & Safety (LA adopted)
Preventing Radicalisation
Safer Recruitment
Safeguarding Statement
Sex & Relationship Education
Special Educational Needs & Disability
Staff Code of Conduct
Whistleblowing (LA adopted)

Documents:

- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings
- Keeping Children Safe in Education: September 2016
- Inspecting Safeguarding in Early Years, Education and Skills settings
- Working together to safeguard children
- What to do if You're Worried a Child is Being Abused
- Supply Teacher's Handbook
- Child Protection Advice for Volunteers
- Child Protection Advice for Peripatetic Teachers
- Thresholds Document

Appendix A – Sharing Information

Seven Golden Rules for Sharing Information

1. Remember that the Data Protection Act 1998 and human rights legislation are not barriers to justified information sharing, but provide a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice for other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the person where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is a good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Taken from Information Sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (2015) HM Government