

# Thorntree Primary School



## Safeguarding & Child Protection Policy

Thorntree Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Approved by Governors March 2017  
To be reviewed March 2018

This policy should be read in conjunction with the following policies:

- Keeping Children Safe in Education DfE September 2016
- PREVENT Strategy HM Government
- PREVENT and Radicalisation Policy
- Staff Code of Conduct
- Visitor Policy
- Acceptable User Agreement

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## 1. INTRODUCTION

1.1 Thorntree Primary School's whole safeguarding policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with child protection issues. The policy also aims to make explicit the school's commitment to development of good practice and sound procedures. The purpose of this policy is, therefore, to ensure that children protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child.

1.2 This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all our children, young people and staff. It identifies actions that should be taken to redress any concerns about child safety and welfare including protecting pupils and staff from extremist views, vocal or active, which are opposed to fundamental British values. All opinions or behaviours which are contrary to these fundamental values and the ethos of the school will be vigorously challenged.

1.3 The head teacher, Mrs Wendy Nelson (designated person) or, in her absence, Mrs Kath Cottle (nominated deputy), has the ultimate responsibility for safeguarding and promoting the welfare of children and young people.

1.4 Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities, functions, culture and ethos of Thorntree Primary School. This policy complements and supports other relevant school policies as stated on the front of this document.

1.5 Under the Education Act 2002 schools/settings have a duty to safeguard and promote the welfare of their pupils and, in accordance with guidance set out in 'Working Together to Safeguard Children 2013' and 'Keeping Children Safe in Education 2016', Thorntree Primary School will work in partnership with other organisations where appropriate to identify any concerns about child welfare and take action to address them.

1.6 Thorntree Primary School acknowledges that child protection is the responsibility of all adults and especially those working with children. We acknowledge the aims of Every Child Matters. The development of appropriate procedures and monitoring of good practice are the responsibilities of Middlesbrough's Local Safeguarding Children's Board. We are committed to respond in accordance with these procedures where there is a concern about significant harm.

## 2. OUR SCHOOL COMMITMENT AND ETHOS

2.1 To establish and maintain an ethos where children and young people feel secure and encouraged to talk and are listened to.

2.2 To include in the curriculum and 'core' activities opportunities for children and young people to acquire skills and attitudes to both resist abuse in their own home and to prepare themselves for the responsibilities including parenthood in their adult lives.

2.3 All staff, whether permanent or temporary, and volunteers who work with children, will be informed about policy and procedures and names of relevant contacts within the organisation.

2.4 Thorntree Primary School will provide access to cross-curricular activities. These will provide opportunities to develop self-esteem and self-motivation and to help pupils respect the rights of others, particularly those groups who may be considered a minority.

2.5 Thorntree Primary School will exercise diligence and prevent any organisation or speaker from using the schools facilities to disseminate extremist views or radicalise pupils and staff.

## 3. THE SAFEGUARDING TEAM

The safeguarding team consists of the following members:

Head Teacher	Wendy Nelson
Designated Deputy for Child Protection & Parent Support Advisor	Kath Cottle
Governor with responsibility for Safeguarding	David Dorman-Smith
Vulnerable Children's Support	Sara Dawson
Vulnerable Children Team	Team Leaders – EYFS, KS1, LKS2, UKS2
Designated E-safety Lead	Jacki Young

The Vulnerable Children's Team meet on a half termly basis to discuss current caseloads for children on Child Protection, Looked After Children and those with other needs.

## 4. THE CURRICULUM

4.1 All children have access to an appropriate curriculum, which is broad and balanced and differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.

4.2 Children and young people are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect, understanding and empathy for others. There is access to a range of extra-curricular activities, information and materials from a diversity of sources which not only promotes these values but supports the social, spiritual, moral well-being and physical and mental health of the pupils.

4.3 Personal Social Health and Citizenship Education, Philosophy for Children and Religious Education lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, forced marriage, family patterns, religious beliefs and practices and human rights issues.

4.4 Thorntree Primary School takes account of the latest DFE advice and guidance provided to help address specific vulnerabilities and forms of exploitation and all staff have read and are aware of the changes to section 1 of Keeping Children Safe in Education 2016.

4.5 All pupils will know that there are adults in the school whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

## 5. KEEPING RECORDS

5.1 Thorntree Primary School will keep and maintain up to date information on children on the school roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The school record will also include a chronology of any other significant event in a child's life. Any other concerns are logged using CPOMS. (Child Protection Online Monitoring System)

5.2 Well-kept records are essential to good child protection practice. Thorntree Primary School is clear about the need to record any concerns held about a child of children within its care, the status of such records and when these should be passed to outside agencies.

5.3 What should be recorded?

1. Patterns of attendance
2. Change in mood

3. Changes in classroom functioning
4. Relationships with peers and adults
5. Behaviour
6. Statements, comments, stories, drawings
7. General demeanour and appearance
8. Parental interest and comments
9. Home/family changes
10. Medicals
11. Response to PE/Sport
12. Injuries

#### 5.4 When is recording needed?

When there is concern over:

1. Marks on the child's body
2. Unusual, significant changes in behaviour
3. Mood changes
4. Puzzling statements or stories from the child
5. Information from others
6. If requested by an outside agency.

## 6 ROLES AND RESPONSIBILITIES

6.1 The **head teacher** of Thorntree Primary School will ensure that:

- The policies and procedures adopted by the Governing Body to safeguard and promote the welfare of pupils are fully implemented and followed by all staff including volunteers.
- Safe recruitment and selection of staff and volunteers is practised.
- Designated senior members of staff for child protection are identified and receive appropriate on-going training. This responsibility is shared amongst the senior leadership team to create opportunities for support as required.
- Sufficient time and resources are made available to enable the designated member of staff to discharge their responsibilities, including attending inter-agency meetings, contributing to the assessment of children and young people, supporting colleagues and delivering training as appropriate.
- All staff and volunteers receive appropriate training which is regularly updated.
- All temporary staff and volunteers are made aware of the school's safeguarding policy and arrangements.
- All staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively.
- Parents/carers are aware of and have an understanding of the school's responsibilities to promote the safety and welfare of its pupils by making its obligations clear in the school/setting prospectus.
- Ensure that the Safeguarding and Child Protection policy is available on the school's web-site.

- Ensure that the school is pro-active and co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities e.g. radicalisation and extremism.
- Ensure that any referrals are actively followed up; and that the procedures for escalating a concern are followed if and where the Designated Persons feel it necessary, in consultation with each other.

6.2 The **Governing Body** of the school will ensure that:

- A member of the Governing Body is identified as the designated governor for Safeguarding and receives appropriate training. The identified governor will provide the governing body with appropriate information about safeguarding and will liaise with the designated member of staff. The identified governor will establish the level of understanding of safeguarding duties for Governors and the head teacher to inform future necessary actions.
- Senior members of the school's leadership team are designated to take lead responsibility for safeguarding within the school alongside the Parent Support Advisor (PSA), Mrs Kath Cottle.
- The school's safeguarding policy is regularly reviewed and updated and the school complies with local safeguarding procedures.
- The school operates safe recruitment and selection practices including appropriate use of references and checks on new staff and volunteers.
- In response to legislation on Disqualification by Association, all staff complete self-declaration forms and that correct procedures are followed.
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with 'Keeping Children Safe in Education' and Local Authority procedures.
- All staff, including temporary staff, and volunteers who have regular contact with children and young people receive appropriate training and information about the school's safeguarding processes as part of induction.
- Ensure that the school co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities e.g. radicalisation and extremism.

6.3 The **Designated Senior Members of Staff for Child Protection** are Mrs Wendy Nelson (Head teacher/Designated person) and Mrs Kath Cottle (Nominated Deputy) The Designated Persons' role is to coordinate all matters relating to safeguarding/child protection. These include:

- Dealing with reports of abuse against children
- Making referrals to child protection agencies if appropriate
- Keeping the head teacher fully informed of all child protection issues
- Ensuring all staff/governors of Thorntree Primary School receive safeguarding training every three years
- Ensuring that all new staff are properly inducted in safeguarding procedures
- Liaise with school governor with responsibility for safeguarding as appropriate.

6.4 All **school staff** are expected to:

- Know the names of the designated staff for children protection and members of the safeguarding team
- Understand and comply with the school's child protection policy
- Have read 'part one' of 'Keeping Children Safe in Education' (Sept 2016)
- Deal with incidents of unacceptable behaviour and should they occur, incidents of bullying following agreed procedures
- Refer any e-safety concerns
- Adhere to the Staff Code of Conduct
- Be aware of staffs duty to pay 'due regard to the need to prevent people from being drawn into terrorism

Where there are allegations/complaints made against staff, Mrs Nelson and Mrs Thornton will deal with these.

## 7 PROCEDURES

7.1 The designated person will be informed immediately by an employee of the school, pupil of the school, parent of the school, other persons in the following circumstances:

- Suspicion that a child is being abused
- There is evidence that a child is being abused
- The designated person will keep a full record of reports made and make referrals to agencies if necessary.

7.2 Staff will be informed about Child Protection responsibilities and procedures through induction, briefings, staff meetings and training to raise staff awareness. All new staff will attend a training session on child protection awareness as an integral part of their induction. It is an expectation that they will complete the basic child protection e-learning module as soon as practically possible. Initial Teacher Trainees on placement in school will receive a training session aimed at outlining school policies and procedures as soon as possible after their arrival.

## 8. WORKING WITH OTHER AGENCIES

8.1 Thorntree Primary School has developed effective links with other relevant agencies and will make referrals to social care where necessary. See appendix 1.

## 9. CONFIDENTIALITY AND INFORMATION SHARING

9.1 Staff ensure that confidentiality protocols are followed and information is shared appropriately. The head teacher or designated members of staff disclose any information about a pupil to other members of staff on a need to know basis only.

9.2 All staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff and volunteers must be clear with children that they cannot promise to keep secrets.

## 10 TRAINING FOR STAFF AND VOLUNTEERS

10.1 All staff should be made aware of the school's safeguarding systems as part of their induction including agency staff, Initial Teacher Trainees on placement in school and volunteers.

10.2 All staff should receive appropriate child protection training, which is regularly updated, and includes the following:

- basic safeguarding information about the school's policies and procedures
- signs and symptoms of abuse (emotional and physical)
- indicators of vulnerability to radicalisation
- how to manage a disclosure from a child
- when and how to record a concern about the welfare of a child (Appendix 1)

10.3 In accordance with 'Keeping Children Safe in Education' (September 2016) all staff will receive training at induction including Initial Teacher Trainees (ITT)

10.4 The Designated Persons for Safeguarding will attend update training on a termly basis and receive refresher training every two years.

10.5 All staff will be supported to recognise warning signs and symptoms in relation to specific safeguarding issues and will receive training or briefings on for example, Forced Marriage, Female Genital Mutilation, Domestic Abuse, Child Sexual Exploitation, Trafficking and Preventing Violent Extremism through the Wrap 3 programme.

## 11 INFORMING PARENTS/CARERS

11.1 Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers. In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised.

11.2 Parents and carers will usually be informed if a referral is to be made to the Children's Social Care Service or any other agency.

11.3 Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Person or Head Teacher will seek advice from Children's Social Care.

## 12 FORCED MARRIAGE

12.1 Forced Marriage became a criminal offence in June 2014. It is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by this school. The school is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. Child abuse cannot be condoned for religious or cultural reasons.

12.2 Information about Forced Marriage will be incorporated into staff Safeguarding and Child Protection training and briefings and the school's Safeguarding and Child Protection Policies will be used to protect a victim or potential victim of forced marriage.

12.3 If a case of forced marriage is suspected it will be viewed as a safeguarding concern, parents and carers will not be approached or involved about a referral to any other agencies.

## 13 PREVENTING RADICALISATION and VIOLENT EXTREMISM

13.1 Thorntree Primary School values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others, which are the core values of our democratic society. However, all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated. Thorntree Primary School seeks to protect its students and staff from all messages and forms of violent extremism and ideologies.

13.2 Thorntree Primary School is clear that exploitation and radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

## 14 ONLINE SAFETY

14.1 The member of staff in school responsible for promoting e-safety is Jacki Young

14.2 Thorntree Primary School recognises that E-safety is a safeguarding issue not an ICT issue and includes safety at home as well as in school. The purpose of internet use in school is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance the school's management information and business administration.

14.3 The internet is an essential element in 21st century life for education, business and social interaction and Thorntree Primary School has a duty to provide children and young people with quality access as part of their learning experience.

14.4 It is the duty of Thorntree Primary School to ensure that every child and young person in its care is safe and this applies equally to the 'virtual' or digital world.

14.5 Thorntree Primary School will ensure that appropriate filtering methods are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

## 15 SELF HARM AND SUICIDAL BEHAVIOUR

15.1 Definition - Self harm, self-mutilation, eating disorders, suicide threats and gestures by a child must always be taken seriously and may be indicative of a serious mental or emotional disturbance. Issues surrounding this subject should be noted in the same way as other child protection concerns.

## 16 YOUTH PRODUCED SEXUAL IMAGERY (Previously referred to as 'Sexting') (Read in conjunction with Appendix 2)

16.1 Thorntree Primary School understands that the primary concern when dealing with issues should be the welfare and protection of the children and young people involved.

16.2 In accordance with the Keeping Children Safe in Education September 2016 statutory guidance all incidents involving 'youth produced sexual imagery' should be responded to in line with the safeguarding and child protection policy.

16.3 Incidents involving 'youth produced sexual imagery' will be dealt with as follows:

- The incident will be referred to the Designated Senior Member of Staff as soon as possible
- The Designated Senior Member of Staff should hold an initial review meeting with appropriate school staff
- There should be subsequent interviews with the children and young people involved (if appropriate)
- Parents/carers should be involved at an early stage and involved in the process unless there is good reason to believe that involvement would put the child/ children or young person at risk of harm
- At any point in the process if there is a concern a child or young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately

16.4 When the initial review meeting is held consideration should be given to the initial evidence and aim to establish:

- Whether there is an immediate risk to a young person or young people
- If a referral should be made to the police and/or children's social care
- If it is necessary to view the imagery in order to safeguard the young person – in most cases, imagery should not be viewed
- What further information is required to decide on the best response
- Whether the imagery has been shared widely and via what services and/or platforms. This may be unknown.

- Whether immediate action should be taken to delete or remove images from devices or online services
- Any relevant facts about the young people involved which would influence risk assessment
- If there is a need to contact another school, college, setting or individual
- Whether to contact parents or carers of the pupils involved - in most cases parents should be involved

16.5 The Designated Senior Member of Staff should be aware that an immediate referral to police and/or children's social care should be made if at this initial stage:

- The incident involves an adult
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent
- The imagery involves sexual acts and any pupil in the imagery is under 13
- You have reason to believe a pupil or pupil is at immediate risk of harm owing to the sharing of the imagery, for example, the young person is presenting as suicidal or self-harming

16.6 Following a decision by the DSL to respond to an incident the decision should be recorded on CPOMS (Child Protection Online Monitoring System)

## 17 ATTENDANCE AT CHILD PROTECTION CONFERENCES

In the event of Thorntree Primary School being invited to attend a child protection conference, the designated person for child protection or designated deputy for child protection will represent, whenever possible, the school and provide information relevant to the child protection conference (Initial/Review). If this is not possible, then a member of staff with a good understanding of the issues may attend. Failing that, a report will be sent following consultation with the relevant members of staff.

## 18 CAMERAS IN THE EARLY YEARS

Cameras within the early years setting are stored in a secure place. Only members of teaching staff and assistants use the cameras within the setting. Photos within school are used as in line with the school's acceptable use policy for Computing and in line with photo and internet consent from parents.

## 19 COMPLAINTS AGAINST EMPLOYEES

A child protection complaint involving a member of staff must be reported to the Head Teacher or Deputy Head Teacher immediately. If the complaint involves the Head Teacher, then the next most senior staff member must be informed. Consultation without delay with the Local Authority Designated Officer (LADO) will determine what action follows. A multi-agency strategy will be arranged to look at the case in its widest context, the head/ a senior member of staff must attend this meeting.

## 20 SAFER RECRUITMENT AND SELECTION OF STAFF

The school's recruitment and selection policies and processes adhere to the DfE guidance "Keeping Children Safe in Education (September 2016)". The Head Teacher and Governing Body will ensure that all staff and volunteers in supplementary schools using the mainstream school site will have been vetted and checked.

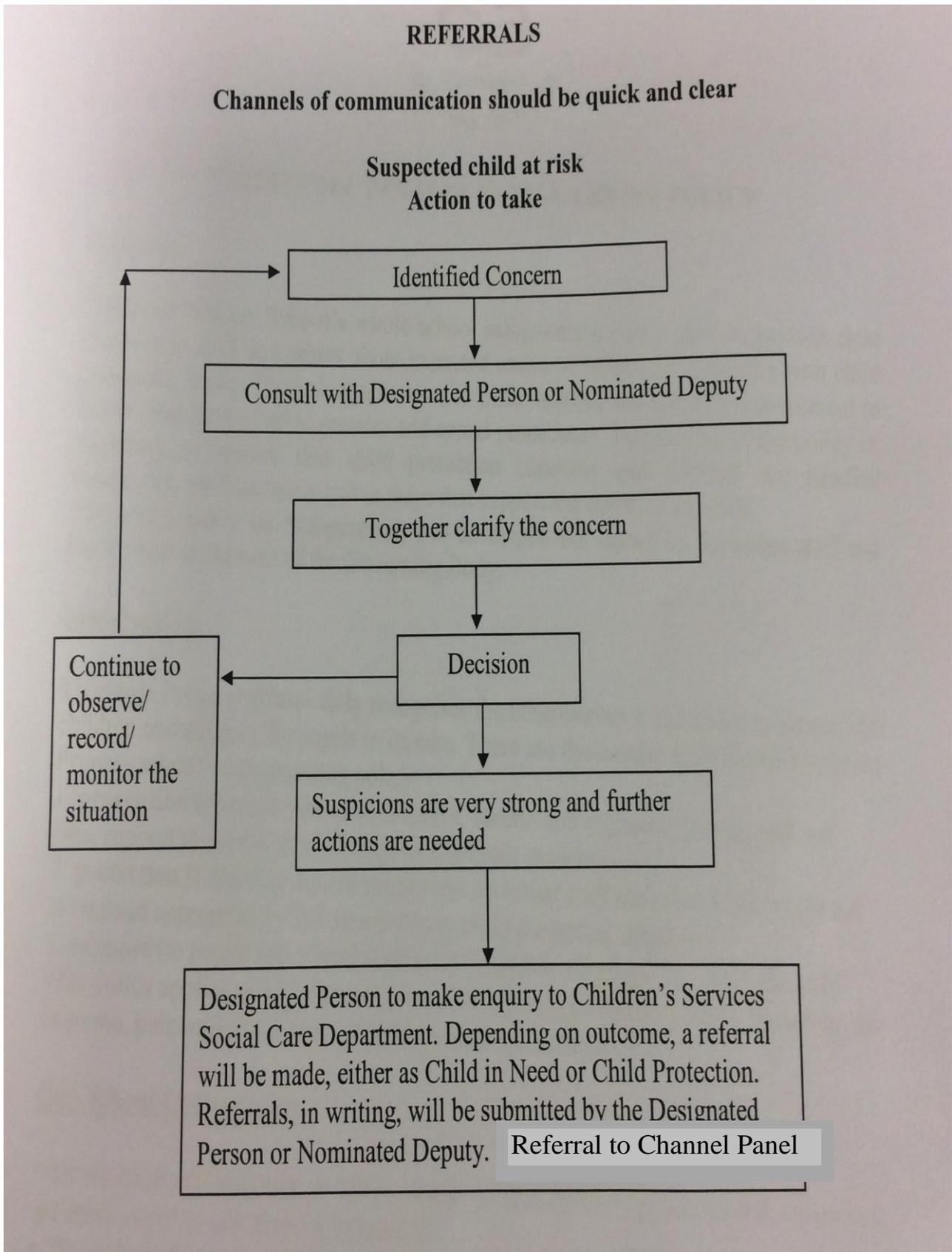
## 21 VISITORS

21.1 All visitors, including visiting speakers, are subject to the school's safeguarding protocols while on site and will be supervised at all times.

21.2 All visitors, including visiting speakers are required to read Visitor Policy and sign to confirm the document has been read.

21.3 All visitors, including visiting speakers are required to read and sign the Acceptable User Agreement Policy.

Appendix 1:



**Flowchart for responding to incidents**

