

# ST MARY FEDERATION POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

## Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

We recognise the expertise our staff builds by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance [‘Keeping Children Safe in Education’](#), DfE (2016).

This policy will be brought to Governors on 14th November, for approval. This policy will be then reviewed in full by the Governing Body on an annual basis at the start of each school year.

Signature

Executive Headteacher

Date:

Signature

Chair of Governors

Date:

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## 1. PURPOSE & AIMS

1.1 The purpose of the St Mary Federation's safeguarding policy is to ensure every child who is a registered pupil at one of our schools is safe and protected from harm. This means we will always work to:

- Protect children and young people at our schools from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our schools grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our schools to have the best outcomes.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our schools.

1.3 Our Federation fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our schools. The elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeat occasions. The Attendance Lead will regularly liaise with the Designated Safeguarding Lead to discuss all persistently absent pupils and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

1.5 This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

## 2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our schools will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our schools will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our schools play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

2.3 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.4 Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills – for example -road safety, crucial crew, drug/alcohol/sex education, e-safety, risk assessments, moving round school, PSHE lessons

2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2015) and [Norfolk Safeguarding Children Board procedures](#).

### 3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
<b>Designated Safeguarding Lead (DSL)</b>	<b>Sarah Bocking Executive Headteacher</b>	<b>Brancaster – 01485 210246 Docking – 01485 518344 Sedgeford – 01485 570997 Mobile -07899416221 <a href="mailto:head@thestmaryfed.norfolk.sch.uk">head@thestmaryfed.norfolk.sch.uk</a></b>
<b>Alternate DSL</b>	<b>Brancaster:</b> Karen Tidd Catherine Golding Hannah Ayers <b>Docking:</b> Cath Smith Ruth Chell <b>Sedgeford:</b> Peter Johnson Catherine Golding Hannah Ayers	<b>Brancaster – 01485 210246 Docking – 01485 518344 Sedgeford – 01485 570997</b>
<b>Executive Headteacher</b>	<b>Sarah Bocking Executive Headteacher</b>	<b>Brancaster – 01485 210246 Docking – 01485 518344 Sedgeford – 01485 570997 Mobile -07899416221 <a href="mailto:head@thestmaryfed.norfolk.sch.uk">head@thestmaryfed.norfolk.sch.uk</a></b>
<b>Deputy Headteacher</b>	<b>Keith Twaites – Brancaster/Sedgeford Ruth Chell - Docking</b>	<b>Brancaster – 01485 210246 Sedgeford – 01485 570997 Docking – 01485 518344</b>
<b>Named Safeguarding Governor</b>	<b>Sally Beeston</b>	<b>01485 210479 or 07970229121 <a href="mailto:safeguarding@thestmaryfed.norfolk.sch.uk">safeguarding@thestmaryfed.norfolk.sch.uk</a></b>
<b>Chair of Governors</b>	<b>John Ward</b>	<b>Tel: 01485 570504 Email address: <a href="mailto:chairofgov@thestmaryfed.norfolk.sch.uk">chairofgov@thestmaryfed.norfolk.sch.uk</a></b>

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our schools to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils in this Federation. This includes the responsibility to provide a safe environment in which children can learn.

## The Governing Body

3.2 The Governing Body of the St Mary Federation is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor (Sally Beeston) who champions safeguarding within the schools.

3.3 The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our school websites and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures;
- The Federation contributes to inter-agency working in line with Working Together to Safeguard Children (2015);
- A senior member of staff from leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is a deputy DSL(s) who is appropriately trained member to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;
- All staff undertake appropriate child protection training that is updated annually and on-line safety training;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education'](#) DfE (2016);
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 The governing body will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the Federation. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

## The Headteacher

3.5 At the St Mary Federation the Executive Headteacher is responsible for:

- Identifying a senior member of staff from leadership team to be the Designated Safeguarding Lead (DSL);
- Identifying alternate members of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;

- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.

### **The Designated Safeguarding Lead (DSL)**

3.6 The Designated Safeguarding Lead is a senior member of staff, from the leadership team who takes lead responsibility for safeguarding and child protection within our schools. The DSL will carry out their role in accordance with the responsibilities outlined in Annex B of *'Keeping Children Safe in Education'*.

3.7 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

3.8 During term time the designated safeguarding lead and or a deputy will always be available (during school or college hours) for staff in the Federation to discuss any safeguarding concerns. If in *exceptional* circumstances, a DSL is not available on the school site in person, we will ensure that they are available via telephone and any other relevant media.

3.9 The DSL at the St Mary Federation will represent our schools at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

3.10 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.11 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the Federation to the agreed school [safeguarding training pack](#) provided by Children's Services.

## **4. TRAINING & INDUCTION**

4.1 When new staff join our Federation, they will be informed of the safeguarding arrangements in place. They will be given a copy of our Federation safeguarding policy along with the staff code of conduct, Part one and Annex A of *'Keeping Children Safe in Education'* and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. All staff are expected to read these key documents. They will also be provided with the recording form, given information on how to complete it and who to pass it to.

4.2 Every new member of staff or volunteer will receive safeguarding training during their induction period within one month of joining the Federation. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children. Staff will also receive on-line safety training as this is part of the overarching safeguarding approach of our school.

4.3 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of *'Keeping Children Safe in Education'*. In order to achieve this we will ensure that:

- all members of staff will undertake appropriate safeguarding training on an annual basis in

accordance with Norfolk Safeguarding Children Board advice and we will evaluate the impact of this training;

- all staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;

4.4 All regular visitors, temporary staff and volunteers to our schools will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and what the recording and reporting system is. (See Appendix 2). Leaflets are given to all visitors, temporary staff and volunteers, and posters are displayed round the schools.

4.5 The DSL, the alternate designated member(s) of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children's Board at least once every three years. The DSL and alternate will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role e.g. through e-courier, national and local updates to staff, attendance at DSL cluster meetings, Local Safeguarding Children's Groups, Personal Development, Behaviour & Welfare Networks etc.

4.6 Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Training for Governors to support them in their safeguarding role is available from [Norfolk Governor Services](#).

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance; Annex A of '*Keeping Children Safe in Education*' (2016) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Norfolk Safeguarding Children Board at [www.norfolkscb.org](http://www.norfolkscb.org) and within the Safeguarding Section of the Norfolk Schools website: <http://www.schools.norfolk.gov.uk/safeguarding>.

## 5. PROCEDURES FOR MANAGING CONCERNS

5.1 The St Mary Federation adheres to child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Board (NSCB). Where we identify children and families in need of support, we will carry out our responsibilities in accordance with [Norfolk Local Assessment Protocol](#) and the [NSCB Threshold Guidance](#).

5.2 Every member of staff including volunteers working with children at our schools are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outline in this policy.

5.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.4 It is *not* the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

5.5 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

5.6 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1).

5.7 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Services as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

5.8 All referrals will be made in line with Norfolk Children's Services procedures as outlined in Appendix 3.

5.9 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Executive Headteacher. Concerns should always lead to help for the child at some point.

5.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- the situation is an emergency and the designated senior person, their alternate and the Executive Headteacher are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety.

5.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Executive Headteacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point, they should contact Children's Services directly with their concerns.

5.12 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same [safeguarding children procedures](#) will apply in respect of any child who is suffering or likely to suffer significant harm; staff must never tolerate or dismiss concerns relating to peer on peer abuse.

5.13 We recognise that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

5.14 At the St Mary Federation we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

5.15 Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: ['Mandatory Reporting of Female Genital Mutilation - procedural information'](#) (October 2015).

5.16 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At the St Mary Federation, we will ensure that:

- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise.
- There are systems in place for keeping pupils safe from extremist material when accessing the internet in our schools by using effective filtering and usage policies.
- The DSL has received Prevent training and will act as the point of contact within our schools for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with [Norfolk Channel procedures](#) and will represent our schools at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

## **6. RECORDS AND INFORMATION SHARING**

6.1 If staff are concerned about the welfare or safety of any child within our Federation, they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

6.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

6.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

6.4 When a child leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the school roll to home educate, the school will make arrangements to pass any safeguarding concerns to the Services to Home Educators Team within Norfolk County Council.

## **7. WORKING WITH PARENTS & CARERS**

7.1 The St Mary Federation is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

7.2 When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the school websites. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

7.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

7.4 We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to Children's Services in those circumstances where it is appropriate to do so.

7.5 In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above).

The School will retain this information on the pupil file. The school will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the school has been supplied with the adult's full details in writing.

## **8. CHILD PROTECTION CONFERENCES**

8.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

8.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of one of the schools in respect of individual children. Usually the person representing the school at these meetings will be the Headteacher or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member

of staff may be required to contribute to this process.

8.3 All reports for child protection conferences will be prepared in advance using the guidance and template [report](#) provided by the NSCB. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.

8.4 Clearly, child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## **9. SAFER RECRUITMENT**

9.1 We will ensure that the Headteacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Executive Headteacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of '*Keeping Children Safe in Education*', DfE (2016).

9.2 At the St Mary Federation, we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

9.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

## **10. SAFER WORKING PRACTICE**

10.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

10.2 All staff will be provided with a copy of our Federation code of conduct at induction. They will be expected to know our school's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that have accessed Norfolk Steps training will be kept by the Headteacher.

10.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

10.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in '[Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#)' (October 2015). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be

made aware that failure to do so could lead to disciplinary action.

## **11. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS**

11.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children at our schools. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

11.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

11.3 We will take all possible steps to safeguard our children and to ensure that the adults in our schools are safe to work with children. We will always ensure that the procedures outlined in [Norfolk Safeguarding Children Board Protocol: Allegations Against Persons who Work with Children](#) and Part 4 of 'Keeping Children Safe in Education', DfE (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted to request a [consultation or to make a referral](#) via e-mail: [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk). The telephone number for the LADO Team is 01603 223473.

11.4 If an allegation is made or information is received about any adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Executive Headteacher immediately. This includes concerns relating to agency and supply staff and volunteers. Should an allegation be made against the Executive Headteacher, this will be reported to the Chair of Governors. In the event that neither the Executive Headteacher nor Chair of Governors is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors.

11.5 The Executive Headteacher or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

11.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Executive Headteacher or Chair of Governors should contact the LADO directly on 01603 223473. Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

11.7 The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

## 12 RELEVANT POLICIES

12.1 To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct – within the staff handbook and explained at training at the start of the school year
- Preventing Extremism & Radicalisation Policy (to be reviewed autumn 2017)
- Behaviour and Anti-Bullying (be reviewed autumn 2017)
- Positive handling and managing behaviour/restraint (to be reviewed Spring 2019)
- Whistle-blowing (to be reviewed Summer 2017)
- Attendance (cluster policy, to be reviewed Autumn 2017)
- On-line Safety (to be reviewed autumn 2018)
- Health and Safety including site security (to be reviewed autumn 2017)
- Single Equality (reviewed Spring 2017; objectives reviewed annually)
- Meeting the needs of pupils with medical conditions (currently under review)
- Intimate Care (policy and plans updated as required)
- First aid/medicines (to be reviewed March 2018)
- Educational visits including overnight stays (to be reviewed Autumn 2017)

## 13. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- ['Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children'](#), DfE (2015)
- ['Keeping Children Safe in Education'](#), DfE (2016)
- [Norfolk Safeguarding Children Board](#) procedures
- [Norfolk Safeguarding Children Board Protocol : Allegations Against Persons who Work with Children](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#) (October 2015).
- ['What to do if you're worried a child is being abused'](#), DfE (March 2015)
- ['Information Sharing: Advice for practitioners'](#), DfE (March 2015)
- ['The Prevent duty: Departmental advice for schools and childcare providers'](#), DfE (2015)
- ['Mandatory Reporting of Female Genital Mutilation - procedural information'](#), Home Office (October 2015)

## 14. ENCOMPASS

The St Mary Federation is working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Multi-agency Safeguarding Hub will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the '*Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools*'. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

## Appendix 1 Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to **Sarah Bocking (all three schools)**; Karen Tidd, Catherine Golding or Hannah Ayers (Brancaster), Ruth Chell or Cath Smith (Docking); Peter Johnson, Catherine Golding or Hannah Ayers (Sedgeford) if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Tutor/Form group	Your name and position in school

<b>Nature of concern/disclosure</b>	
Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.	
Time & date of incident:	
Was there an injury? Yes / No	Did you see it? Yes / No
Describe the injury:	
Have you filled in a body plan to show where the injury is and its approximate size? Yes / No	
Was anyone else with you? Who?	
Has this happened before?	Did you report the previous incident?
Who are you passing this information to? Name:  Position:	
<b>Your signature:</b>	
<b>Time form completed:</b>	
<b>Date:</b>	

Time form received by DSL:

Action taken by DSL:

Referred to...?

Attendance  
Improvement  
Officer

Police

School Nurse  
Services

Children's

PSA  
Adviser

Guidance

Other








Date:

Time:

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

Pastoral team

Tutor

Child

Person who recorded disclosure

Further Action Agreed:

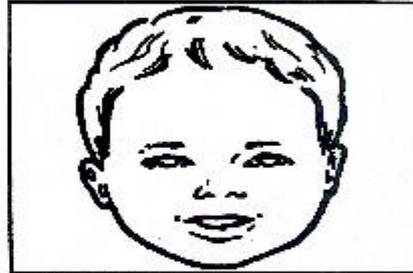
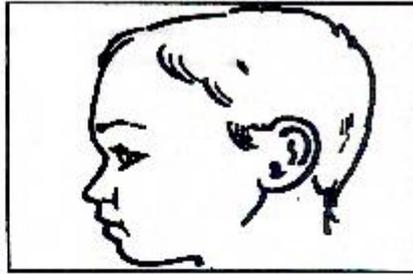
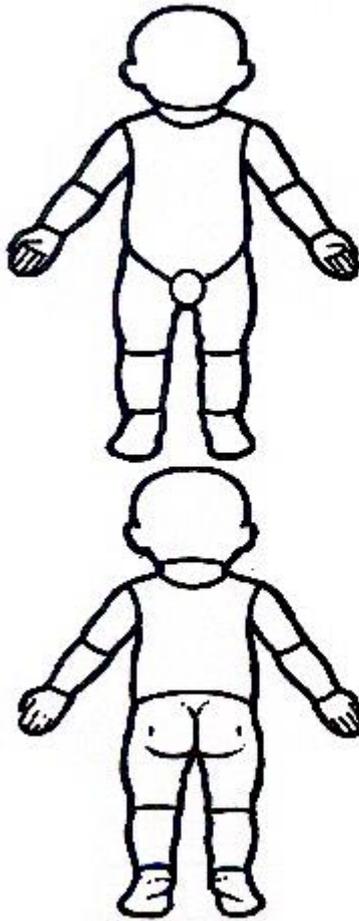
*e.g. School to instigate a Family Support Process, assessment by Children's Services*

Full name:

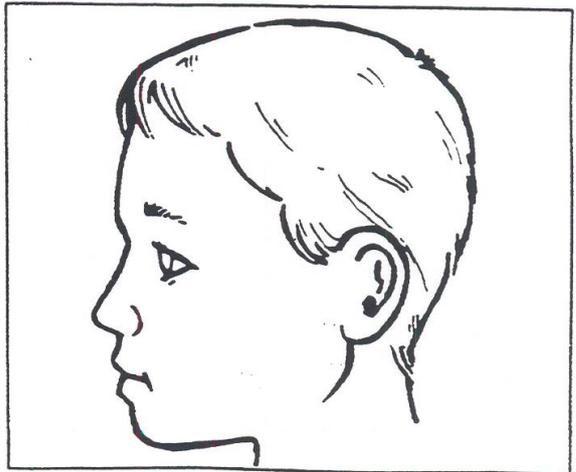
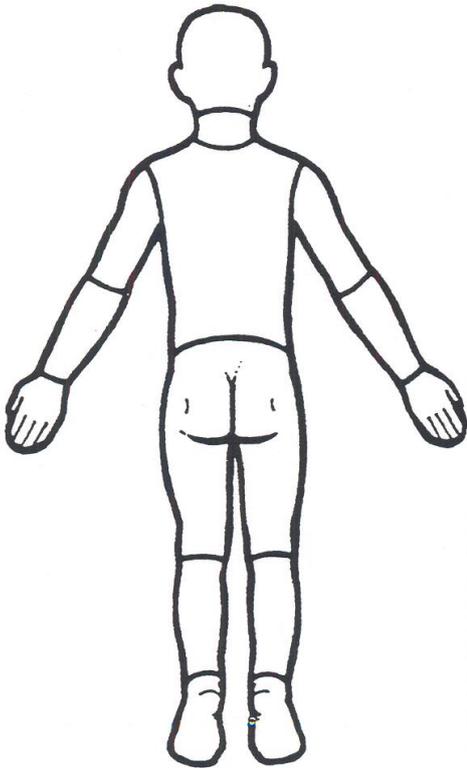
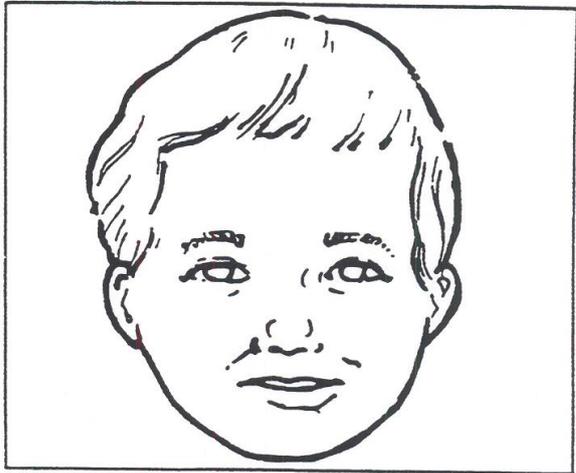
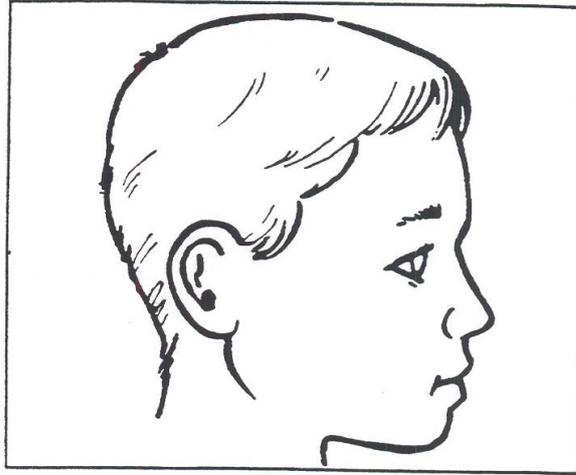
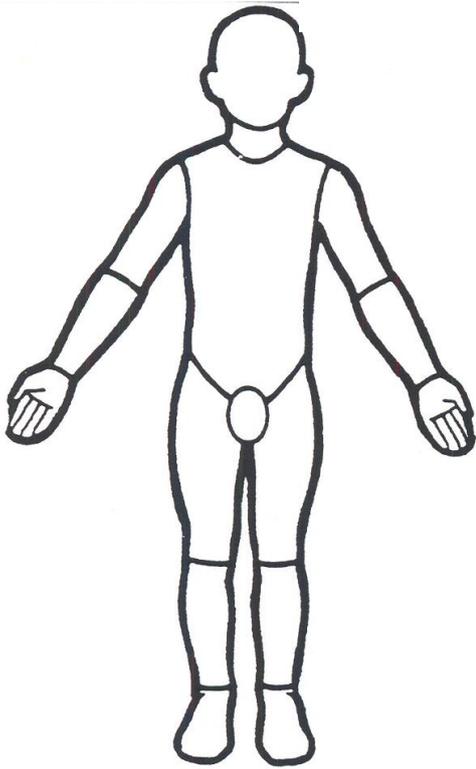
DSL Signature:

Date:

Young Child



Older Child



## **Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.**

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from the office. Please ensure you complete all sections as described.**

**If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.**

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Executive Headteacher. If an allegation is made about the Executive Headteacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer on 01603 223473. [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

The people you should talk to in school are detailed in the safeguarding policy, the attached leaflets (appendix 4) and on posters around the school.

## Appendix 3: Local Safeguarding Referral Procedures 2016



NHS  
NHS Norfolk  
NHS Great Yarmouth and Waveney



### **NORFOLK MASH** **Multi-Agency Safeguarding Hub: Referral Procedures**

**Where an agency/organisation or worker has concern for the welfare or safety of a child they can make a telephone referral via Care Connect by telephone on 0344 800 8020.**

**A telephone referral must then be confirmed in writing using the form marked [NSCB1](#), within a maximum of 48 hours, ideally 24 hours. The completed NSCB1 can be:**

- **Faxed to the MASH Team on 01603 762445**
- **Posted to: The MASH Team Manager, Floor 5, Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET**
- **NSCB1 forms can also be e-mailed to MASH via [mash@norfolk.gcsx.gov.uk](mailto:mash@norfolk.gcsx.gov.uk) but must only be sent from a secure email address.**

#### **Safeguarding Consultation Line**

You can request a professional consultation if you are not clear about how to support a family and require further advice about a child. This is provided by the MASH Team. In order to access this service call Customer Services on **0344 800 8020** and state that you request a professional consultation. This procedure replaces the consultation service previously offered by the local Duty Teams.

Please note that consultations should not be used in circumstances where you suspect immediate risk or harm to a child e.g. when the child has made a disclosure of abuse or you suspect the child is presenting with a non-accidental injury. In these circumstances, you should contact Customer Services and explain that you wish to make a referral.

## Appendix 4

**Recruitment Practices**

Our Governing Body ensures our recruitment practices are compliant with statutory requirements. All staff, regular volunteers and visitors are required to complete DBS checks and, when appointing new members of staff, the application process will assess the suitability of the candidates to work with children along with their capacity to fulfil their responsibility to safeguard children.

**Should a child make a disclosure to you:**

- ◆ Take what you are being told seriously
- ◆ Listen carefully – do not interrupt
- ◆ Acknowledge what you have been told
- ◆ Remain calm
- ◆ Reassure them it was right to tell us
- ◆ Tell them you will have to pass the information on and who you will be telling and why
- ◆ Inform Mrs Bocking, Mrs Golding or Mrs Tidd who will help you complete a form

**What to avoid**

- ◆ Do not investigate or probe
- ◆ Do not look shocked or distasteful
- ◆ Do not speculate
- ◆ Do not pass an opinion about the alleged perpetrator
- ◆ Do not make negative comments
- ◆ Do not promise to keep a secret
- ◆ Do not display disbelief
- ◆ Never delay getting help



### What you should do **without delay**:

It is important to commit your concerns to paper. Your observations are important and, along with the observations of others, will help to build a clear picture of the child's needs. Be sure to record **immediately** after you make an observation, or receive information of concern. The form should then be passed on **immediately—do not wait!**

In the first instance, please contact the Headteacher and designated professional - **Mrs Sarah Bocking** 01485 201246 head@thestmaryfed.norfolk.sch.uk

In her absence, please contact **Mrs Catherine Golding, Mrs Tidd** or talk to the office who will be able to give you an appropriate contact number.

### Appropriate forms are available in the office and classrooms

#### Your record must include the following:

- ◆ The name of the child.
- ◆ The place where you have made the observations.
- ◆ Who passed information onto you.
- ◆ The date and time of the observations.
- ◆ Who you are passing your concerns onto.
- ◆ Your name and your role.
- ◆ Record the facts.
- ◆ Be careful to avoid any opinion.
- ◆ Try to use the exact words used as much as you possibly can.

**The Named Governor for Safeguarding is:**  
**Mrs Sally Beeston**  
01485 210479 or 07970229121  
Email address: sallybeeston@hotmail.com  
safeguarding@thestmaryfed.norfolk.sch.uk

copy of the school's child protection/safeguarding policy is available on request from the office or website.

When necessary. If a referral is made, we will inform parents.



Legal Duty is our legal duty to assist colleagues in other agencies and with child protection issues and concerns will be passed on when necessary. If a referral is made, we will inform parents.

Concern any concern for a child's safety or welfare should be recorded in writing and given to the Senior Designated Safeguarding Officer, Mrs Bocking or the alternates, Mrs Catherine Golding or Mrs Karen Tidd. Appropriate forms are available in the office or classrooms.

Safeguarding children means keeping them safe and protected from harm at all times.

Brancaster CE VAP school is committed to safeguarding and actively promoting the welfare of all children. All staff and volunteers should share this commitment.

We have established, and will maintain, an ethos whereby our pupils feel secure and able to talk freely to any member of staff or regular visitor about their concerns and worries.

Should any child make a disclosure, staff should be able, through training and induction, to recognise when an issue requires action and know which authorities need to be informed. They will make sure the child knows that they may have to share what they have been told with other people who can help, but confidentiality will be maintained at all times.

## SAFEGUARDING INFORMATION for regular visitors and those with significant access to children. 2016/17



BRANCASTER CE VAP SCHOOL  
Market Lane  
Brancaster  
PE31 8AB  
01485 210246



available on request from the office or website.  
A copy of the school's child protection/safeguarding policy is

**Policy**  
necessary. If a referral is made, we will inform parents.  
concerns will be passed on when

colleagues in other agencies with child protection issues and  
It is our legal duty to assist

**Legal Duty**  
Office or classrooms.  
Catherine Golding. Appropriate forms are available in the  
Person, Mrs Bocking, or the alternates, Miss Ruth Chell or Mrs  
in writing and given to the Senior Designated Safeguarding

**Concern**  
Any concern for a child's safety or welfare should be recorded

but confidentiality will be maintained at all times.  
share what they have been told with other people who can help.  
They will make sure the child knows that they may have to  
requires action and know which authorities need to be informed.  
through training and induction, to recognise when an issue  
Should any child make a disclosure, staff should be able,

or regular visitor about their concerns and worries.  
pupils feel secure and able to talk freely to any member of staff  
We have established, and will maintain, an ethos whereby our

volunteers should share this commitment.  
tively promoting the welfare of all children. All staff and  
Docking Primary school is committed to safeguarding and ac-  
from harm at all times.  
Safeguarding children means keeping them safe and protected



**SAFEGUARDING INFORMATION**  
*for regular visitors and those with  
significant access to children.*  
**2016/17**



Docking C of E Primary School & Nursery  
Chequers Street  
Docking  
King's Lynn  
Norfolk



- ◆ Never delay getting help
- ◆ Do not display disbelief
- ◆ Do not promise to keep a secret
- ◆ Do not make negative comments
- ◆ Do not pass an opinion about the alleged perpetrator
- ◆ Do not speculate
- ◆ Do not look shocked or distasteful
- ◆ Do not investigate or probe

**What to avoid**

- ◆ Form
- ◆ Mrs Golding who will help you complete a pink form
- ◆ Inform Mrs Bocking, Miss Chell or on and who you will be telling and why
- ◆ Tell them you will have to pass the information
- ◆ Reassure them it was right to tell us
- ◆ Remain calm
- ◆ Acknowledge what you have been told
- ◆ Listen carefully – do not interrupt
- ◆ Take what you are being told seriously

**Should a child make a disclosure to you:**

**Recruitment Practices**  
Our Governing Body ensures our recruitment practices are compliant with statutory requirements. All staff, regular volunteers and visitors are required to complete DBS checks and, when appointing new members of staff, the application process will assess the suitability of the candidates to work with children along with their capacity to fulfil their responsibility to safeguard children.

**What you should do without delay:**

It is important to commit your concerns to paper. Your observations are important and, along with the observations of others, will help to build a clear picture of the child's needs. Be sure to record **immediately** after you make an observation, or receive information of concern. The form should then be passed on **immediately—do not wait!**

In the first instance, please contact the Headteacher and designated professional - **Mrs Sarah Bocking** 01485 518344 head@thestmaryfed.norfolk.sch.uk

In her absence, please contact **Miss Ruth Chell** or **Mrs Catherine Golding** (alternate designated professionals)

Appropriate forms are available in the office and classrooms

**Your record must include the following:**

- ◆ The name of the child.
- ◆ The place where you have made the observations.
- ◆ Who passed information onto you.
- ◆ The date and time of the observations.
- ◆ Who you are passing your concerns onto.
- ◆ Your name and your role.
- ◆ Record the facts.
- ◆ Be careful to avoid any opinion.
- ◆ Try to use the exact words used as much as you possibly can.

**The Named Governor for Safeguarding is:**

**Mrs Sally Beeston**  
01485 210479 or 07970229121  
Email address: [safeguarding@thestmaryfed.norfolk.sch.uk](mailto:safeguarding@thestmaryfed.norfolk.sch.uk)

available on request from the office or website.  
A copy of the school's child protection/safeguarding policy is



**Policy**  
will inform parents.  
necessary. If a referral is made, we  
concerns will be passed on when  
child protection issues and  
colleagues in other agencies with  
It is our legal duty to assist

**Legal Duty**  
rooms.  
Johnson. Appropriate forms are available in the office or class-  
Person, Mrs Bocking, or the alternates, Mrs Golding or Mr Peter  
in writing and given to the Senior Designated Safeguarding  
Any concern for a child's safety or welfare should be recorded

**Concern**  
but confidentiality will be maintained at all times.  
They will make sure the child knows that they may have to  
share what they have been told with other people who can help,  
requires action and know which authorities need to be informed.  
through training and induction, to recognise when an issue  
Should any child make a disclosure, staff should be able,

or regular visitor about their concerns and worries.  
pupils feel secure and able to talk freely to any member of staff  
We have established, and will maintain, an ethos whereby our

volunteers should share this commitment.  
actively promoting the welfare of all children. All staff and  
Sedgford Primary school is committed to safeguarding and  
From harm at all times.  
Safeguarding children means keeping them safe and protected



**SAFEGUARDING INFORMATION**  
*for regular visitors and those with  
significant access to children.*



SEDGFORD PRIMARY SCHOOL  
Ringstead Road,  
Sedgford.  
Hunstanton.  
Norfolk.  
PE36 5NQ  
Tel 01485 570997



- ◆ Never delay getting help
- ◆ Do not display disbelief
- ◆ Do not promise to keep a secret
- ◆ Do not make negative comments
- ◆ perpetrator
- ◆ Do not pass an opinion about the alleged
- ◆ Do not speculate
- ◆ Do not look shocked or distasteful
- ◆ Do not investigate or probe

**What to avoid**

- ◆ who will help you complete a pink form
- ◆ Inform Mrs Bocking, Mrs Beck or Mr Johnson
- ◆ on and who you will be telling and why
- ◆ Tell them you will have to pass the information
- ◆ Reassure them it was right to tell us
- ◆ Remain calm
- ◆ Acknowledge what you have been told
- ◆ Listen carefully – do not interrupt
- ◆ Take what you are being told seriously

**Should a child make a disclosure to you:**

fulfil their responsibility to safeguard children.  
candidates to work with children along with their capacity to



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or receive information of concern. The form should then be  
passed on **immediately—do not wait!**

In the first instance, please contact the Headteacher and  
designated professional - **Mrs Sarah Bocking** 01485 570997  
head@thestmaryfed.norfolk.sch.uk

In her absence, please contact **Mrs Golding** or **Mr Peter  
Johnson** (class teachers/alternate designated professionals)

Appropriate forms are available in the office and classrooms

**Your record must include the following:**

- ◆ The name of the child.
- ◆ The place where you have made the observations.
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