



Signed by Chair of Governors
Date approved by GovernorsFeb 2011.....
Review DateFeb 2012.....

POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

Trowse Primary School

Policy Consultation & Review

This policy is referred to in our school prospectus 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 believe that all children and young people have the right to be healthy, happy and safe; to be loved, valued and respected; and to have high aspirations for their future.

This policy will be reviewed in full by the Governing Body on an annual basis.

- CONTENTS
- Purpose and Aims
- School Ethos
- Roles and Responsibilities
- Procedures
- Training
- Child Protection Conferences
- Recording and Information Sharing
- Safer Recruitment
- Managing Allegations against Staff
- Other relevant policies
- Statutory Framework
- Appendices:
 - Recording Form for reporting concerns
 - Leaflet- to be handed out to all visitors

1. PURPOSE & AIMS

1.1 The purpose of Trowse School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect our children and young people from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that our children and young people grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable our children and young people to have optimum life chances and enter adulthood successfully.

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

1.3 Our school 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 school. The elements of our policy are prevention, protection and support.

1.4 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 school will establish and maintain an ethos where our pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff or regular visitor to our school if they are worried or concerned about something.

2.2 All staff who are working with children will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. All visitors will have the summary leaflet to guide their actions if their suspicions are raised. We will not make promises to any child and we will not keep secrets. Every child will know, at that time, what an adult will have to do with any information they have chosen to disclose to them.

2.3 Throughout our PSHE, Science and Citizenship curriculum we will provide activities and opportunities that will equip our children with the skills they need to stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

2.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

3. ROLES AND RESPONSIBILITIES

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this procedure and work in a way that will safeguard and promote the welfare of all of our children at all times.

The Governing Body

3.2 The Governing Body of Trowse School 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 children, we also have a named governor who champions safeguarding within the school.

3.3 The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is referred to in our school prospectus and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures;
- The Headteacher is designated to take the lead responsibility for safeguarding and child protection;
- All staff have undertaken appropriate child protection 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 [Safeguarding Children and Safer Recruitment in Education, 2006](#).
- 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 as part of the Headteacher's Report, that will record training that has taken place, the number of staff attending and any outstanding training requirements for the school. 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 Trowse School the Headteacher is responsible for:

- Identifying a member of the school staff to be the Deputy Designated Person for safeguarding (SDP);
- Ensuring that policies adopted by the Governing Body are fully implemented and 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.

The Senior Designated Professional (SDP)

3.6 Any concern for a child's safety or welfare will be recorded in writing and given to the SDP. Through appropriate training, knowledge and experience our SDP will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services.

3.7 The SDP at Trowse School will represent our school at child protection conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedures that they need to follow.

3.8 The SDP will maintain written records and child protection files ensuring that they are kept confidentially and stored securely.

3.9 The SDP will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed school's [safeguarding training pack](#) provided by Children's Services. The Safeguarding Governor for Trowse Primary School is Zoe Wood.

4. PROCEDURES

Role	Name	Contact details
Senior Designated Professional	Stuart Odell	01603 622485 head@trrowse.norfolk.sch.uk
Alternate SDP	Lucy Bonham	01603 622485 lbonham6nru@nsix.org.uk
Headteacher	Stuart Odell	As above
Named Safeguarding Governor	Zoe Wood	c/o Trowse Primary School
Chair of Governors	Mark Notley	c/o Trowse Primary School

4.1 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1 – printed on lilac paper). Copies available in the staff room, Heads office, or ask any member of staff.

4.2 The Senior Designated Professional (SDP) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. If the SDP is not available, the alternate SDP should be contacted regarding any concerns.

4.3 New staff, volunteers and visitors will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding leaflet

and told who our Senior Designated Professional for Safeguarding is. Details of where to find the form and who to pass it to are in the leaflet.

4.4 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Senior Designated Professional. All staff have enhanced CRBs. All adults working with children on a regular basis who have an enhanced CRB can work with individual children although group work is advisable.

4.5 New staff who have not had any child protection/safeguarding training or staff who have had training more than three years ago will be given a brief introduction to safeguarding and will then be trained with the rest of the staff team at least 3 yearly.

4.6 All regular visitors and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of who our SDP and alternate staff members are and what the recording and reporting system is. (Appendix 2).

4.7 When new pupils join our school, all parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is referenced in the school prospectus. 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.

5. TRAINING

5.1 All members of staff will undertake appropriate safeguarding training every three years. The SDP, the alternate designated member 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 once every three years. In addition to this, the SDP and alternate will attend *Safeguarding Children in Education* every two years.

5.2 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](#).

5.3 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed on www.lscb.norfolk.gov.uk and on the Safeguarding Section of the Norfolk Schools website http://www.schools.norfolk.gov.uk/page_71.cfm. The SDP will also provide regular safeguarding updates for staff.

6. CHILD PROTECTION CONFERENCES

6.1 From time to time staff members may be asked to attend a child protection conference on behalf of the school in respect of individual children. Usually the person representing the school will be the Headteacher or SDP. In any case, the person attending will need to have as much relevant up to date information about the child as possible. This is more likely to be available from a class teacher, form tutor or subject teacher.

6.2 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.

6.3 When staff are required to attend child protection conferences or core group meetings to represent the school they will have access to [Working Together to Safeguard Children, 2010](#) and training as required.

6.4 All reports for child protection conference will be prepared in advance using the [guidance and report template](#) provided by Children's Services. 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.

6.5 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.

7. RECORDS AND INFORMATION SHARING

7.1 If staff are concerned about the welfare or safety of any child our in school they will record their concern on the agreed report form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the SDP without delay.

7.2 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 SDP. 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.

7.3 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.

7.4 If a child leaves our school the SDP will make contact with the SDP at the new school and the file will be forwarded in an appropriately agreed manner, which could be handing over in person or sending by secure post with a phone call to check records arrive. We will keep a record of whose records are forwarded and when-this will be entered into the school management information system by the secretary. Electronic records are kept as an archive indefinitely.

8. SAFER RECRUITMENT

8.1 We will ensure that the Headteacher and at least one member of the Governing Body have completed appropriate Safer Recruitment training accredited by the Children's Workforce Development Council. At all times the Headteacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of [Safeguarding Children and Safer Recruitment in Education](#), 2006. Stuart Odell (Headteacher), Lucy Bonham (Teacher) and Virginia Bain have completed the appropriate training.

8.2 At Trowse School 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 enhanced Criminal Records Bureau checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

8.3 We will maintain a Single Central Register of all Safer Recruitment checks carried out in line with statutory requirements. This is kept up to date by the Headteacher and Secretary.

9. SAFER WORKING PRACTICE

9.1 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.

9.2 All staff will have access to and be expected to know our school's Code of Conduct and policy for positive handling. 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.

9.3 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.

9.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in [Safer Working Practices for Adults who work with Children and Young People in Education Settings](#), DCSF, March 2009. Copy given to all members of staff/employees.

10. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

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

10.2 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 that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

10.3 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with our children. We will always ensure that the [Norfolk Safeguarding Children Board](#) Protocol 27: Allegations Against Staff, Carers and Volunteers is adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO) when concerns arise. The LADO can be contacted on 01603 223473 OR 01603 223006.

10.4 If an allegation is made or information is received about any adult who is involved with the school which indicates they are unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. Should an allegation be made against the Headteacher, this must be reported to the Chair of Governors.

10.5 Neither the Headteacher, any other member of school staff or Governing Body will investigate these matters. The Headteacher or Chair of Governors will seek advice from the LADO and Human Resources personnel at the earliest opportunity.

11 RELEVANT POLICIES

11.1 To underpin the values and ethos of our school and our intent to ensure our children / young people are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Pupil Discipline Policy incorporating Anti-Bullying Policy
- Positive handling and managing behaviour (as above)
- Staff Code of Conduct
- Whistle-blowing
- Attendance
- E-safety
- Health and Safety including site security
- Harassment and discrimination including racial abuse – Dignity at Work Policy - Race Equality Policy
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid (Health and Safety Policy)

12. STATUTORY FRAMEWORK

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

- [Working Together to Safeguard Children, DCSF, 2010](#)
- [Safeguarding Children and Safer Recruitment in Education', DfES 2006](#)
- [Norfolk Safeguarding Children Board procedures](#)
- [Briefing for section 5 Inspectors on Safeguarding Children, Ofsted, September 2010.](#)
- [Protocol 27: Allegations Against Staff, Carers and Volunteers, Norfolk Safeguarding Children Board](#)
- [Safer Working Practices for Adults who work with Children and Young People in Education Settings, DCSF, March 2009.](#)





Appendix 1:

Draft Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to Mr Stuart Odell or Miss Lucy Bonham 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

Nature of concern/disclosure	
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.	
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:	Date: Time:
Your signature:	
Date:	



Action taken by SDP

Referred to...?

Attendance
Improvement
Officer

Police

School Nurse

Social Services

Connexions

Parents

Other

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

Feedback given to...?

Pastoral team

Tutor

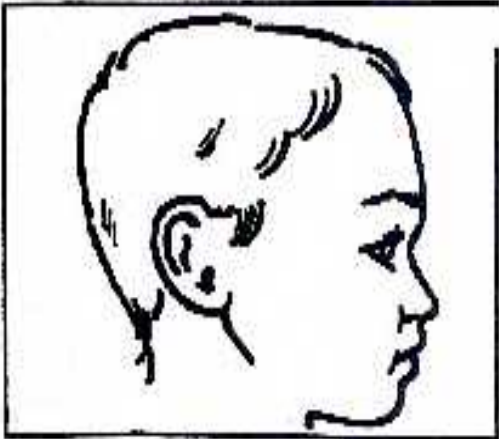
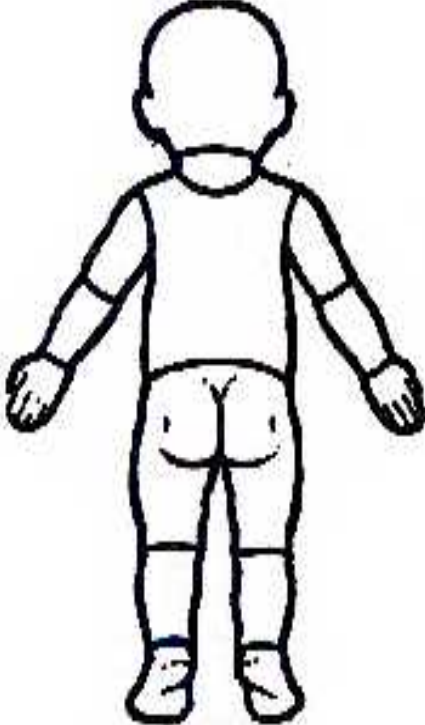
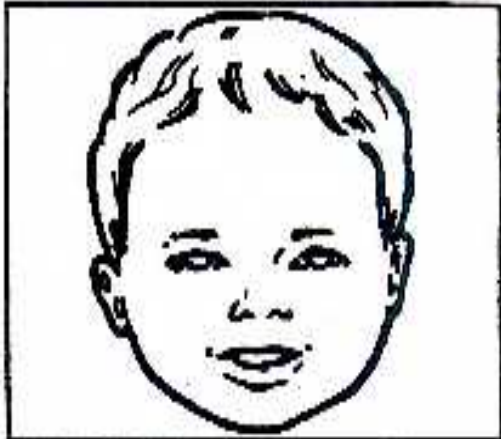
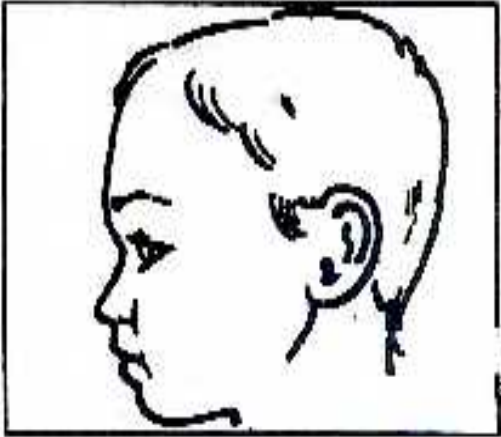
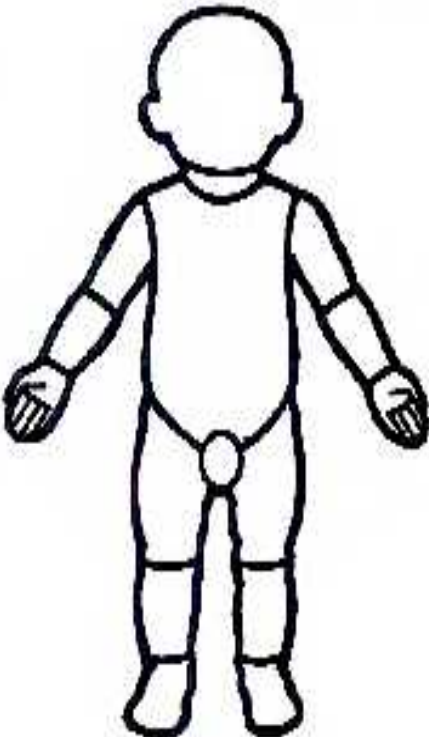
Student

Person who recorded disclosure

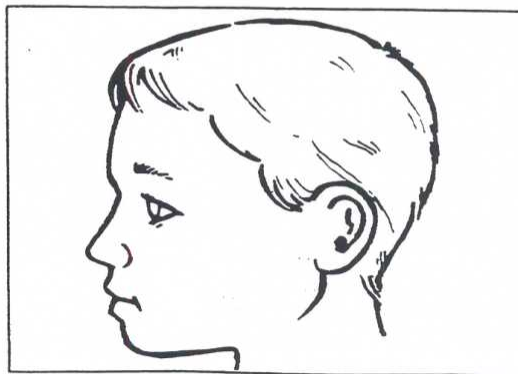
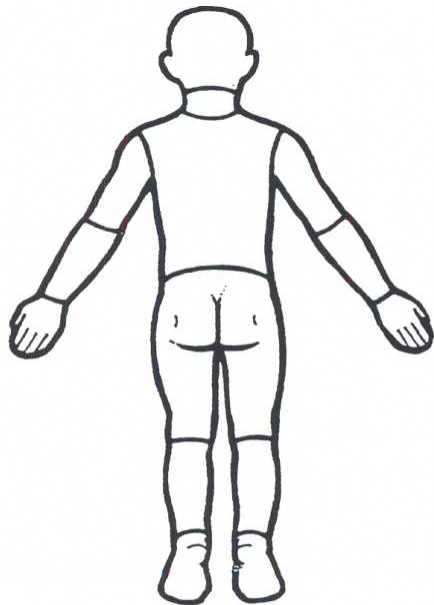
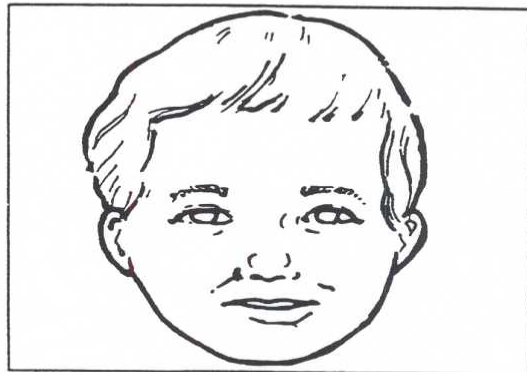
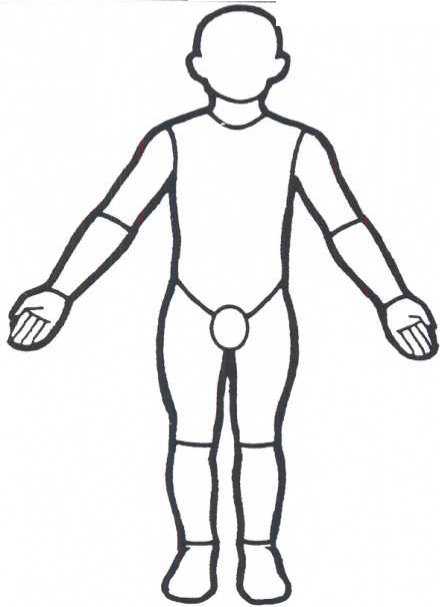
Full name:

SDP Signature:

Young Child



Older Child





Child Protection

Who's who?

If you have any child protection concerns about a pupil you meet at Trowse Primary School, or if you feel a pupil is at risk, or is the subject of abuse, you should immediately contact the Designated Child Protection Officer or Deputy Designated Child Protection Officer who are:

Mr Stuart Odell
Headteacher
Designated Child Protection Officer for Trowse Primary School

Miss Lucy Bonham
Class Teacher
Deputy Designated Child Protection Officer for Trowse Primary School.

Our Designated Safeguarding and Child Protection Governor is Ms. Zoe Wood.

What should you report?

Does the child seem regularly to be unfed or unkempt?

Does the child seem regularly to be bruised or have injuries?

Does the child talk about violence at home?

Does the child act in an inappropriate manner, relating to sexual matters, for their age?

Does the parent talk about violence in the home?

This list is not exhaustive – please report anything that gives you cause for concern.

Please don't assume someone else will report- if something worries you, let someone know.

What if a child wants to tell me something?

If a child begins to tell you about something that is happening to them you should:

- Tell them that you want to make sure they are safe.
- Tell them that you will have to pass on what they tell you to help keep them safe.
- Listen carefully and try not to ask leading questions.
- See a Designated Safeguarding Professional immediately.

REMEMBER

NEVER PROMISE TO KEEP A SECRET

ALWAYS PASS ON THE INFORMATION IMMEDIATELY

ALL INFORMATION MUST REMAIN CONFIDENTIAL

INTRODUCTION

Safeguarding and Child Protection are the most important parts of everyone's job at Trowse Primary School. We ask everyone who works with our pupils to follow the guidelines set out in this pamphlet.

Whether you are a teacher, member of support staff, visitor or volunteer, we ask that you adhere to our policies and procedures whilst you are at our school.

Keeping Pupils Safe

The school has a policy of restricting unsupervised access to only those adults who have been correctly vetted.

All adults who work regularly with our pupils must undertake a Criminal Records Bureau check which must be completed before you commence working with our pupils.

Adults visiting the site for meetings will be accompanied and may not need to be checked. They must sign in and out at the school office and wear a visitor's badge at all times.

For updated information on safeguarding children in Norfolk visit:

www.lscb.norfolk.gov.uk

SAFEGUARDING

First Aid

If you encounter a child with any medical conditions, or who seems ill, they should be referred to the class teacher, classroom assistant or school office, where a qualified first aider can assess them.

In case of an accident or emergency, please contact the school office and a first aider will be sent.

Health and Safety

The school is regularly audited to ensure that facilities are safe for our pupils. However, you have a responsibility to ensure that your actions do not endanger students in our school.

Please ensure that you follow instructions on the school site. Do not operate machinery for which you are not trained.

Educational Visits

The school operates under the Norfolk County system for approving educational visits. Full details can be obtained from the school office.



Trowse Primary School



Safeguarding and Child Protection Policy

Quick Guide

Please ask to see our Policy, or a Designated Safeguarding Professional, if you require more information.

January 2011

Trowse Primary School
Dell Loke, Trowse,
Norwich, NR14 8TH
Tel/Fax: 01603 622485
Email: office@trowse.norfolk.sch.uk
Web: www.trowseprimaryschool.co.uk