

# GREEN LANES PRIMARY SCHOOL

## Safeguarding in Schools Policy

<b>Date reviewed</b>	<b>Signed by Green Lanes governing body</b>
<b>Date reviewed</b>	<b>Signed by Headteacher</b>
<b>Date Reviewed</b>	<b>Signed by other consulted stakeholder</b>
<b>Due for next review</b>	<b>Autumn 2015</b>

# Safeguarding Policy for Green Lanes School

## Named personnel with designated responsibility for Safeguarding

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2009/10	Dennis Pedley	Michele Collins	Kirsty-Forbes Mason	James Greenwood
2010/2011	Michele Johnson	Claire Gibbins	Kirsty-Forbes Mason	James Greenwood
2011/2012	Michele Johnson	Claire Gibbins	Christine Johnston	James Greenwood
2012/2013	Michele Johnson	Claire Gibbins Caron Brown	Christine Johnston	Mark Davis
2013/2014	Michele Johnson	Claire Gibbins Kim Coulshed Jan 14 Karen Roche Jan 14	Christine Johnston	Mark Davis

## Policy review dates

Review Date	Changes made	By whom	Date Shared
Child Protection	Reviewed and adopted	Curriculum committee FGB	Feb 10
Child Protection	Reviewed and adopted	Teaching and learning committee FGB	Oct 10
Safe guarding	Reviewed and adopted	Teaching and learning committee FGB	Sep/Oct 11
Child protection Safeguarding Whistle blowing Health and safety	Reviewed and adopted	FGB	September 12
Child protection Safeguarding	Reviewed and adopted	FGB	October 13

Whistle blowing Health and safety			
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### Dates of Staff training and details of course title and training provider

Whole school	Designated Senior person	Deputy Designated Senior Person
Basic child protection training Aut 09 Basic child protection staff induction Aut term and then individually with all new staff.	Refresher training Spr 12	Sum 12

### Governor Review of policy dates

Child Protection Autumn	Behaviour Autumn
E-safety Spring	Anti-bullying Aut
Attendance Spring	Health and safety Autumn
Staff conduct Spring	Whistle blowing Autumn
Managing allegations against staff Spri	
Safe recruitment- Summer	Curriculum- Summer

Designated Governor			
2009-2010	Kirsty Forbes-Mason	2012-2013	Christine Johnston
2010-2011	Kirsty Forbes-Mason	2013-2014	Christine Johnston
2011-2012	Christine Johnston	2014-2015	Christine Johnston

# INTRODUCTION

**This policy applies to all adults, including volunteers, working in or on behalf of the school.**

‘Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting’

# SCHOOL COMMITMENT

Green Lanes Primary School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.



## PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

### 1. Safer Recruitment and Selection

The school pays full regard to current DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking ISA vetting and Criminal Records Bureau checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- a CRB Enhanced Disclosure is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll.
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff – a copy is also held at the Human Resources, County Hall
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA

Michele Johnson (Headteacher) and Claire Gibbins (Deputy headteacher) have undertaken the National College for School Leadership Safe Recruitment training ([www.ncsl.org.uk](http://www.ncsl.org.uk)). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

### 2. Safe Practice

Our school will comply with the current Safe Practice guidance to be found in Hertfordshire Safeguarding Children's Board Procedures at

*<http://www.hertsdirect.org/safeguardingchildren>*

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **3. Safeguarding Information for pupils**

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. P.S.H.E. sessions and SEAL materials are utilized to help pupils learn how to keep safe.

### **4. Partnership with Parents**

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted

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 protect a child.

Green Lanes Primary School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns or anxieties they may have with the class teacher initially and then the Headteacher.

We make parents aware of our policy through the school prospectus and website and parents are made aware that they can view this policy on request.

### **Insert for school prospectus and website**

*Green Lanes Primary School is committed to ensuring the welfare and safety of all children in school. All Hertfordshire Schools, including Green Lanes School, follow the Hertfordshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's Child Protection policy is available on request.*

## **5. School Training and Staff Induction**

The school's senior member of staff with designated responsibility for child protection (the Headteacher) undertakes basic child protection training and the training in inter-agency working, that is provided by the Hertfordshire Safeguarding Children Board and refresher training at 2 yearly intervals

All other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

## **6. Related School Policies**

*'Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of children ....providing first aid, school security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population'*

*Safeguarding Children and Safer Recruitment in Education DfES 2007*

Green Lanes School has adopted the model policies and other documents relating to Safeguarding provided by Hertfordshire LEA. They form part of the safeguarding framework at the school. (see appendix 1)

## **7. Children Missing from Education**

The school follows the Hertfordshire Safeguarding Children's Board procedures. Where children on roll at a school do not turn up, and the school has made the usual enquiries, the school will refer the case to the education CSF Social Work Service in the usual way.

## **8. Pupil Information**

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. The school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

## **9. Roles and Responsibilities**

***The Governing Body will ensure that:***

- the school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;

- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy);
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

***The Headteacher (Senior Member of Staff with Designated Responsibility for Child Protection) will ensure:***

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.
- refer cases of suspected abuse or allegations to the relevant investigating agencies;
- act as a source of support , advice and expertise within the educational establishment;
- recognise how to identify signs of abuse and when it is appropriate to make a referral;

- have a working knowledge of how Hertfordshire Safeguarding Children Board operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- ensure that all staff have access to and understand the school's child protection policy;
- ensure that all staff have induction training;
- keep detailed accurate secure written records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.
- ensure the child protection policy is updated and reviewed annually and work with the Governing Body regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the CSF Social Work Service.

***All staff and volunteers will:***

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

## Appendix 1

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### Policies and Other Documents Relating to Safeguarding provided by the LEA

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The following policies and documents form part of the safeguarding framework for Green Lanes Primary School:

Policies and Relevant Documents	Link
<b>Anti-Bullying</b>	<ul style="list-style-type: none"><li>• <a href="#">Bullying Policy Guidance</a> - Hertfordshire Anti Bullying Toolkit</li></ul>
<b>Behaviour Management</b>	<ul style="list-style-type: none"><li>• <a href="#">Hertfordshire Behaviour Support Pack</a></li></ul>
<b>Child Protection</b>	<ul style="list-style-type: none"><li>• <a href="#">Model Child Protection Policy</a></li></ul>
<b>Drugs and Substance Abuse</b>	<ul style="list-style-type: none"><li>• <a href="#">Model Alcohol and Drugs at Work Policy</a></li><li>• <a href="#">Primary Drug Policy</a></li></ul>
<b>Disciplinary</b>	<ul style="list-style-type: none"><li>• <a href="#">Model Disciplinary Procedure</a></li></ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>• <a href="#">Model Policies</a> - CSF0044 Model Equality Policy</li></ul>
<b>First Aid</b> (including management of medical conditions, intimate care)	<ul style="list-style-type: none"><li>▪ <a href="#">Intimate Care Guidance on Herts Direct</a></li><li>• <a href="#">First Aid</a></li><li>• <a href="#">Managing Medication in Schools Guidance</a></li></ul>
<b>Health and Safety</b> (including school security)	<ul style="list-style-type: none"><li>• <a href="#">Model Health and Safety Statement for CSF Establishments</a></li></ul>

- [Risk Assessments](#)
  - [Property Matters on Herts Direct](#)
- eSafety/Images**
- [Model School Policy for ICT Acceptable Use Incorporating eSafety and Data Security](#)
  - [Safe Use of Images](#)
- Management of Allegations of Abuse Against Staff**
- [Model Harrassment and Bullying Policy](#)
- PSHE Curriculum**
- [PSHE](#)
- Race Equality**
- [Model Policies](#) - CSF0055 Race Equality Policy
- Recruitment**
- [Model Safer Recruitment Policy](#)
- Sex Education**
- [Model Policies](#) - CSF0058 Sex and Relationships Education Policy
- Staff Handbook - Guidance on Conduct**
- [Model Code of Conduct for Employees in Schools](#)
- Use of Force and Restraint (Physical Intervention)**
- [Hertfordshire Behaviour Support Pack](#) - Booklet 7 Framework for the Use of Physical Intervention
- Whistleblowing**
- [Model Whistleblowing Policy](#)
- Work Placement**
- [Work Placements Guidance](#)

