

# Betty Layward Primary School



## Safeguarding Policy 2016 - 17

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## Introduction

The Governing Bodies fully recognise that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175 of the Education Act 2002 amended 2012). We adhere to the LA's Safeguarding Children Board Procedures.

## Definition of Safeguarding

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

We recognise that all members of the school community including volunteers and governors will at all times play a full and active part in protecting our children from harm.

We aim to:

- Provide an environment where children:
  - have positive relationships
  - have the confidence to talk to the adults they can trust
  - feel safe and secure
  - feel listened to
- Raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse and of children in need.
- Ensure that through training all staff (teaching and support staff) will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm.
- Ensure members of our school community:
  - understand their roles and responsibilities in all aspects of safeguarding
  - understand safeguarding duties will impact upon all areas of a school's work.

### 1. Staff

All members of staff are expected to read this policy and at least section 1 of the [Keeping Children Safe in Education, Part 1 for All Staff](#).

#### 1.1 Staff Conduct

*Everyone who comes into contact with children and their families has a role to play in safeguarding children. School and college staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating.<sup>1</sup>*

At all times, members of staff are required to work in a professional way with children (refer to the GTC Code of Conduct and Practice for Registered Teachers 09). They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the school community. All staff should be aware of the dangers inherent in:

- Working alone with a child ( e.g. a door should always be open or a clear view into the room maintained)
- Physical interventions (see Positive Handling Policy, never prolong contact, follow team teach guidance re 'side on' contact)
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from parents and children
- Contacting children through private telephones (including texting and), emailing or social networking sites
- Disclosing personal details inappropriately
- Meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm and fails to act in accordance with this policy and the LA's Safeguarding Children Board Procedures, we will view this as misconduct and take appropriate action.

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<sup>1</sup> [Keeping Children Safe in Education, 2014. DfE](#)

## 1.2 Confidentiality

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the pupil.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay to those with designated pupil protection responsibilities.

Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the school site other than on security protected school equipment. Information must only be stored for the length of time necessary to discharge the task for which it is required.

If a member of staff is in any doubt about the storage of sharing of information s/he must seek guidance from a senior member of staff. Any media or legal enquiries must be passed to senior management.

## 1.3 Safe Recruitment Practices

In line with the guidance 'Keeping Children Safe in Education' (2014), our schools follow the guidance listed below:

- Governors and staff involved in recruitment adhere to safer recruitment practices
- Job advertisements and application packs state clearly that the appointment will be subject to a satisfactory enhanced DBS
- All job descriptions and person specifications state the safeguarding responsibilities of the role
- CVs are not accepted (unless applicant has a disability preventing them from completing the application form)
- Two references for each candidate are taken up and viewed prior to interview
- One panel member has completed the Safer Recruitment training
- Safer recruitment checklists completed, signed as seen & kept in the individual's personnel file.
- There a Single Central Record (SCR) of recruitment and vetting checks in place in line with statutory requirements.

## 1.4 Nominated Safeguarding Children's Adviser

Our designated members of staff are fully trained and receive updated training every two years. Designated members of staff are responsible for adhering to the London Child Protection Procedures. All staff are responsible for informing the relevant designated person of any concerns. The designated member of staff will keep records securely. It is the responsibility of the designated member of staff to discuss concerns with Social Workers or external services. If such concerns arise about the safety of a child, the child will be monitored closely and any additional concerns will be passed on to the appropriate agencies. The designated member of staff will offer support and advice to other members of staff dealing with pupils.

## 1.5 Allegations against a member of staff

*The schools will follow the guidance set out in 'Keeping Children Safe in Education' (2014),*

We understand that a child may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation should immediately inform the Headteacher or other senior member of staff. If the allegation is against the Headteacher, the Chair of Governors must be notified. In all cases the Local Authority Designated Officer (LADO) at the Safeguarding Children Board must be notified and a HR Advisor from the Human Resources Department. Further advice can be obtained from the LADO or the Safeguarding in Education Team at Hackney Learning Trust. In all cases it is the requirement to notify all allegations against staff to the LADO before commencing an internal investigation.

## 1.6 Single Central Record

The school admin team is responsible for entering information onto the SCR. The Headteacher monitors the SCR monthly and completes a monitoring form. The Governing Body reviews a report on the SCR at least annually and Link Governors review the register at least annually.

The Hackney Learning Trust carries out periodic audits. The Headteacher is responsible for ensuring recommendations are acted upon swiftly. The Headteacher ensures the SCR meets OfSTED requirements.

## **2. Governors and Associate Members**

- Governors are briefed and understand their roles and responsibilities regarding safeguarding and safer recruitment.
- Governors review the Safeguarding and Child Protection Policies annually
- Governors ensure that independent companies to which activities are contracted have the required child protection procedures (e.g. play centres or after school clubs)

### **2.1 Designated Link Governor**

The schools will nominate a designated Governor who will act as the link person between the Governing Body and the nominated Safeguarding Children's Adviser. The Governor will review the safeguarding procedures/practices including access to training through termly meetings with the nominated Safeguarding Children's Adviser

## **3. Pupils**

### **3.1 Physical Contact and Restraint**

Members of staff may have to make physical interventions with children. Members of staff should only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training.

The schools have adopted The Hackney Learning Trust Policy on Positive Handling.

### **3.2 Photographing children**

We understand that parents/carers like to take photos of their children or video them in the school play, at sports day or school presentations. This is a normal part of family life and we do not discourage parents from celebrating their child's success.

However, there are restrictions on the use of images of children (e.g. data protection) and there may be health and safety considerations. We adhere to the following guidelines:

- We seek written parental consent for the use of photographs and images for use by the school (including the school website and brochures) when a child joins the school.
- If visitors come to the school to make videos or take photographs for use outside the school we will seek specific parental consent
- Staff should be sensitive to the feelings of pupils who may be uncomfortable about being photographed
- Staff should be aware of the use of flash photography and the impact it may have on some of our pupils.
- Children are not named in our publications

Parents taking photos of school events

Parents are permitted to take photographs of their children at school events. The photograph should focus on their child and should not be uploaded to social media sites. Please see the [Information Commissioner's Office](#) advice on taking photographs.

### **3.3 Children with Statements of Special Education Needs**

We recognise that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. All members of staff who support these pupils will be made aware to the need for vigilance for the signs of abuse.

### **3.4 E safety**

The school has a separate policy on internet use and e safety.

### **3.5 Transporting Pupils**

In certain situations e.g. out of school activities, staff, volunteers or governors may agree to transport pupils. Wherever possible any transport arrangements should be made in advance by a designated member of staff. Any transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort.

Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded

### 3.6 Before and After School Activities and Educational visits

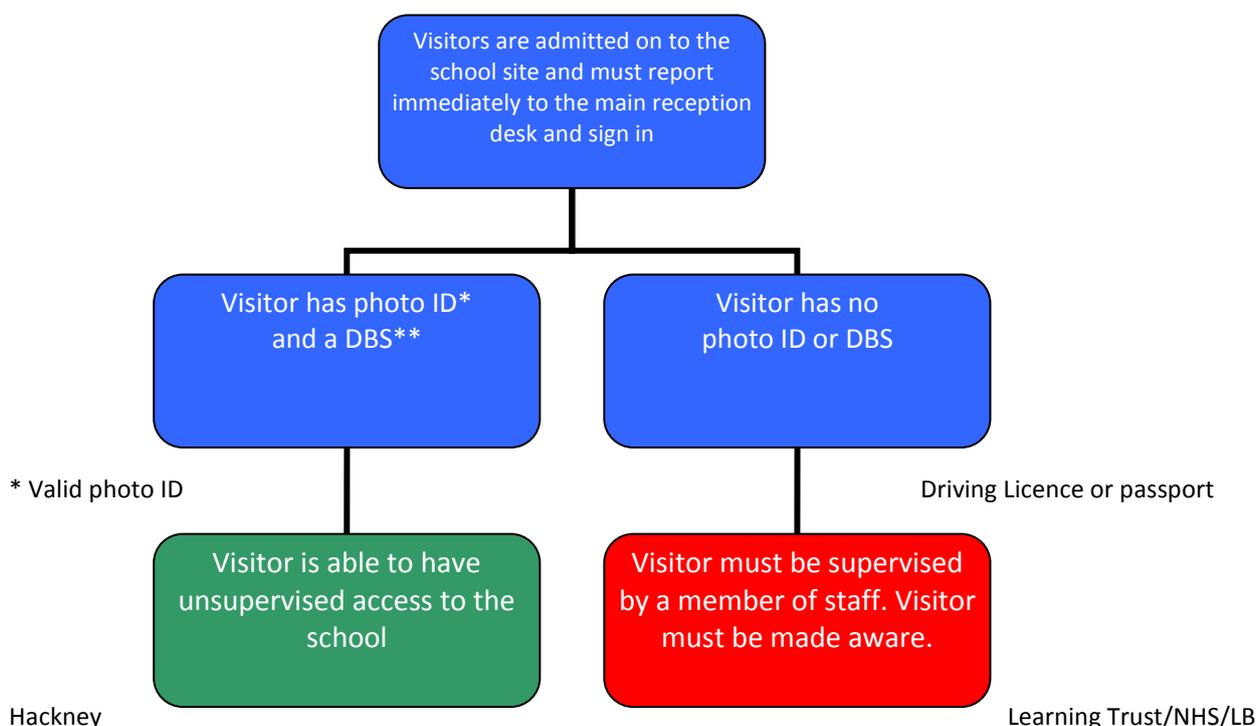
Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Staff and volunteers remain in a position of trust and the same standards of conduct apply. The schools have a policy on educational visits which forms part of this policy

### 4. Site Safety

- Risk assessments are carried out regularly & communicated to pupils & staff.
- There is a designated Health and Safety Governor
- There is a RIDDOR reportable accident book with evidence of action taken and impact of action. All other first aid incident reports are kept in a medical folder.
- All members of staff are required to wear ID badges at all times.
- All members of staff are aware of their responsibilities to report health and safety concerns to the site manager immediately.
- Windows should not be blocked or covered.

### 4.1 Visitors to school

The procedure is as follows:



Hackney

Hackney photo ID badge

\*\* Schools should have a copy of a letter from HLT to confirm that employees of the Trust are DBS checked

\*\*\* If a visitor does not have the relevant ID/checks they must wait until a suitable member of staff is available to supervise access.

The member of staff signing the visitor in must mark the badge clearly with a large 'S' to show the visitor must be supervised.

It is everyone's responsibility to politely challenge anyone without the correct ID.

The following queries often arise:

**What do I need for supply agency staff?**

You need written confirmation that appropriate checks, including DBS checks have been carried out and by whom (most commonly the relevant HR department).

A letter or copy of a contract that states that an agency or contractor has carried out all appropriate checks, including DBS checks is sufficient.

Part time staff may use the same DBS check for two or more posts as long as they are at a similar level and you are satisfied themselves about their appropriateness. This might include, for example, a teacher employed part time for PPA or supply cover in one school and as a classroom assistant in another.

***What about other agency staff? The school does not employ them so should they be included on the SCR?***

Yes, contracted staff that come into regular contact with children such as cleaning, caretaking and kitchen staff should be included on the single central record **but**, as for supply staff, written assurances provided by the employing organisation are sufficient proof that the relevant checks have been undertaken. **SCHOOLS DO NOT NEED TO COMPLETE A DBS SEPARATELY FOR THESE PEOPLE.**

Do schools need to ask social workers, EP's, sports coaches and inspectors for a copy of their DBS clearance?

No, staff like this should be DBS checked by their 'providing' organisation i.e. the supply agency, PCT, LA, etc. If the schools have been given written assurances that key LA staff such as social workers have been checked then that is enough. Proof of appropriate checks is most often provided by way of a photo - identity badge (similar to those carried by HMI and other inspectors). If schools are checking these and making a suitable register of visitors, this is sufficient.

***Should we keep documents evidencing identity?***

No, schools do not have to keep documents evidencing identity, once these have been verified and the single central record includes the name of the person who did so

**5. Links to other policies**

This policy has been written in consideration of the [Keeping Children Safe in Education](#) statutory guidance for schools, April 2014. It should also be read alongside [Working Together to Safeguard Children 2013](#) which applies to all schools.

The following policies are linked to this policy

- Child Protection
- PSHCE
- Health and Safety
- Positive Handling
- Pupils Discipline
- Attendance
- Sex and Relationships Education
- Medicines in School
- Anti Bullying
- Recruitment
- Inclusion
- Whistle blowing
- Hackney DBS Policy,
- Social Media Policy,
- Data Protection & FOI
- Equalities
- Records Management
- E-Safety

We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.