



TRUST POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

Policy Consultation & Review

This policy is available on the schools' website and is available on request from the schools' office. We also inform parent and carers about this policy when their child/ren join our schools.

We recognise the expertise our staff build 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 (including temporary staff and volunteers) 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 (2018).

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

CONTENTS

Page:

3	Purpose & Aims
3	Schools Ethos
4	Roles & Responsibilities
7	Training & Induction
9	Procedures for Managing Concerns
11	Recording & Information Sharing
12	Specific Safeguarding Issues
13	Working with parents/carers
14	Child Protection Conferences
15	Safer Recruitment
15	Safer Working Practice
16	Managing Allegations against Staff
17	Other relevant policies
Appendices	
1	Safeguarding Induction sheet
2	Recording form for reporting concerns
3	Safeguarding Referral Procedures
4	Retention, Transfer & Archiving of Safeguarding files

1. PURPOSE & AIMS

1.1 The purpose of the safeguarding policy is to ensure every child who is a registered pupil or is visiting 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 to enable children and young people at our schools to have the best outcomes.

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

1.3 Our schools fully recognise 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. Our attendance policy ensures that attendance leads regularly liaise with the Designated Safeguarding Leads 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, parent, carers, governors, volunteers and visitors. The Children Acts 1989 and 2014 state that a child is anyone who has not reached their 18th birthday. Therefore when this policy uses the word "child" or "children" it is referring to "children and young people".

2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our schools will establish and maintain an ethos where pupils feel safe and 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 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 able 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 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. Our staff is committed to gaining a deeper understanding of the young people in our care and to implement specific approaches to managing risk and improving the young person’s understanding of their own behaviours. Through the personalised approach, the schools support very vulnerable and challenging young people to develop essential skills to become successful members of society.

2.5 At all times, we will work in partnership and endeavour to establish effective working relationships with parent, carers, and colleagues from other agencies in line with Working Together to Safeguard Children (2018) and Norfolk Safeguarding Children Board procedures.

3. ROLES AND RESPONSIBILITIES

Short Stay School for Norfolk

Role	Name	Contact details
Senior Designated Safeguarding Lead	Katrina Warren-Headteacher of Specialist Provision	Katrina.Warren@schools.org.uk 01603 717117
Deputy Designated Safeguarding Lead	Rachel Thornberry-Interim Headteacher of Short Stay Schools	Rachel.Thornberry@schools.org.uk 01603 508520
Base Designated Safeguarding Lead	Each of the Short Stay Schools sites has at least 1 or more DSL within base	See Individual Base Safeguarding DSL poster
CEO	Glyn Hambling	Glyn.hambling@engagetrust.org.uk 01603 861669

Named Safeguarding Governor	Andy Lamb	C/O- Trust Administrator- Engage Trust 01603 861669 Andy.lamb@sssfm.org.uk
Chair of Governors	Nigel Wood	C/O- Trust Administrator- Engage Trust 01603 861669 Nigel.wood@sssfm.org.uk

The Pinetree School

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Sandra Govender	01842752756 head@pinetree.org.uk
Deputy Designated Safeguarding Lead	Julie Cox	01842 752756 Julie.Cox@pinetree.org.uk
Alternate DSL(s)	Chris Tomlinson James Rice	01842752756 Christopher.Tomlinson@pinetree.org.uk James.Rice@pinetree.org.uk
CEO	Glyn Hambling	Glyn.hambling@engagetrust.org.uk

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 at the schools. This includes the responsibility to provide a safe environment in which children can learn.

The Local Governing Body

3.2 The Local Governing Body at each school is accountable for ensuring the effectiveness of this policy and the compliance with it. Although the Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the schools.

3.3 The Local Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our schools' website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures
- The schools contribute to inter-agency working in line with Working Together to Safeguard Children (2018)
- A senior member of staff from the leadership team is designated to take the lead responsibility for safeguarding and child protection - Senior DSL. There is a Deputy DSL who is an appropriately trained member to deal with any issues in the absence of the Senior Designated Safeguarding Lead. There will always be cover for this role.
- All staff receive 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 includes 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 (2018)
- The school remedies, without delay any weakness regarding our safeguarding arrangements that are brought to their attention

3.4 The governing body will receive an annual safeguarding report from the Senior DSL, in consultation with the Governor in the safeguarding lead role. The report will record an overview of the training that has taken place, the number of staff attending and any outstanding training requirements for the schools. 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 The Headteacher or Head of School is responsible for:

- Identifying a Deputy Designated Safeguarding Lead in their absence to ensure there is always cover for the role
- Identifying senior members of staff at each Base to act as the onsite operational Designated Safeguarding Lead

- 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 Senior Designated Safeguarding Lead (SDSL)

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 across the schools. The role will include monitoring compliance with procedures and standards of recording, monitoring the safeguarding training and development programme and monitoring Single Central Record on behalf of the Leadership team.

3.7 With regards to the geographical complexities of the Schools having bases situated across Norfolk, local operational DSL cover will be available to staff and pupils. Each base has one or more senior member of staff who is a member of the Base Leadership team who takes lead responsibility for safeguarding and child protection within their base.

3.8 The whole school DSLs and local operational DSLs will carry out their role in accordance with the responsibilities outlined in Annex B of *'Keeping Children Safe in Education (2018)'*.

3.9 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.

3.10 During term time, the DSL and or a deputy will always be available (during schools hours) for staff in the schools 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 form of media.

3.11 The DSL (school or base) will represent their school/base at child protection conferences and core group meetings. They 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 inter-agency meetings and contribute to the assessment of children.

3.12 The DSL (school or base) will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.13 The DSL (school or base) is responsible for ensuring that all staff members and volunteers at the base are aware of our policy and the procedures 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 schools to the agreed safeguarding training pack provided by Children's Services.

4. TRAINING & INDUCTION

4.1 When new staff join the school, they will be informed of the safeguarding arrangements in place. They will be given a copy of the Schools' Safeguarding Induction Sheet- see Appendix 1: Safeguarding policy along with the staff code of conduct, Part one and Annex A of '*Keeping Children Safe in Education*' and will be informed of who the Designated Safeguarding Leads (DSL) are. All staff are required to read these key documents and sign to confirm their compliance. They will also be provided with the recording form, given guidance on how to complete it and who to pass it on to.

4.2 Every new member of staff or volunteer will receive safeguarding training during their induction period within one term of joining the school. This programme will include information relating to

- signs and symptoms of abuse
- how to manage a disclosure from a child
- how to record a concern
- 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.

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 2018*'.

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 systems involve.

4.5 The DSL, the alternate designated lead (s) and any other senior member of staff who may be in a position to make referrals or attend 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.

4.6 The DSL and alternate DSL will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, the safeguarding leads 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 and through accessing e-courier and disseminating national and local updates to staff, attendance at DSL cluster meetings and local Safeguarding Children's Groups.

4.7 The 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 schools. Training for Governors to support them in their safeguarding role is available from Norfolk Governor Services.

4.8 We actively encourage all 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*' (2018) 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 and within the Safeguarding Section of the Norfolk Schools website: <http://www.schoolss.norfolk.gov.uk/safeguarding>.

5. PROCEDURES FOR MANAGING CONCERNS

5.1 The schools adhere 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 act as outlined 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. However, concerns accumulate over a period 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 (school or base) 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 schools' 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) (school or base) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our schools. Any member of staff or visitor to the schools who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the base 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 2.

5.7 Following receipt of any information raising concern, the DSL (school or base) 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 Headteacher or Head of School. 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 Headteacher and CEO are all unavailable
- they are convinced that a direct report is the only way to ensure the pupil's safety

Staff should report this as soon as possible to their Headteacher or Head of School following any of the actions above.

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 in written form with the Headteacher, Head of School or the Chair of Governors. If any member of staff

does not feel the situation has been addressed appropriately at this point 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
- communication barriers and difficulties in overcoming these barriers

5.14 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 (school or base) 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. The Trust schools 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 schools 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 DSLs (school or base) have received Prevent training and will act as the point of contact within our schools for any concerns relating to radicalisation and extremism
- The DSLs (school or base) 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 at our schools they will record their concern on the agreed reporting form – see Appendix 2 They should ensure that the form is signed and dated. Any concerns should be passed to the DSL (school or base) 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 DSLs (school or base). Child protection information will only be shared within schools 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 Safeguarding 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. Safeguarding information will be logged onto the Safeguarding Intervention Log which will also be kept up to date within this file.

6.4 When a child leave the school, the DSL (school or base) will ensure all safeguarding information is shared with the DSL at the new school and that the child protection file is forwarded to the receiving school in an appropriately agreed manner-see Appendix 4. 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 schools 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. SPECIFIC SAFEGUARDING ISSUES

Contextual safeguarding

7.1 At our Schools, we recognise that safeguarding incidents and/or behaviours can be associated with factors outside the schools environment.

Peer on peer abuse

7.2 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers remember the impact on both 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 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; it must never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”.

7.3 All staff are trained so that they are aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- Sexual violence and sexual harassment;
- Sexting (also known as youth produced sexual imagery); and
- Initiation/hazing type violence and rituals

7.4 All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about peer on peer abuse. The DSL will respond to any concerns relating to peer on peer abuse in line with guidance outlined in Part five of ‘Keeping Children Safe in Education and ‘Sexual violence and sexual harassment between children in schools and colleges’ (May 2018). We will ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.

7.5 We will work with other agencies as required to respond to concerns about sexual violence and harassment. We will seek consultations where there are concerns or worries about developmentally inappropriate or harmful sexual behaviour from the Harmful Sexual Behaviour (HSB) Team as required so that ensure we are offering the right support to the child(ren).

8. WORKING WITH PARENTS AND CARERS

8.1 The Trust Schools are committed to working in partnership with parent and carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

8.2 When new pupils join the school, parent and carers will be informed that we have a safeguarding policy. A copy will be provided to parent and carers on request and is available on the schools’ website. Parent 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 Children’s Services.

8.3 We are committed to working with parent and carers positively, openly and honestly. We ensure that all parent and carers are treated with respect, dignity

and courtesy. We respect parent and carers' 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.

8.4 We will seek to share with parent and carers 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 schools has about a child will not prevent the DSL (school or base) making a referral to Children's Services in those circumstances where it is appropriate to do so.

8.5 In order to keep children safe and provide appropriate care for them, the schools requires parent and carers 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 Trust schools will retain this information on the pupil file. The schools 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.

9. CHILD PROTECTION CONFERENCES

9.1 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.

9.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the schools in respect of individual children. Usually the person representing the schools at these meetings will be the Headteacher, Head of School or DSL (school or base). 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.

9.3 All reports for child protection conferences will be prepared in advance using the guidance and template report provided by CADS. The information contained in the report will be shared with parent/carers and as appropriate with the young person 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 schools. In order to complete such

reports, all relevant information will be sought from staff working with the child in school.

9.4 Clearly child protection conferences can be upsetting for parent and carers. We recognise that we are likely to have more contact with parent and carers than other professionals involved. We will work in an open and honest way with any parent or carer 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 parent/carers.

10. SAFER RECRUITMENT

10.1 We will ensure that the Headteacher or Heads of School and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Headteacher or Heads of School and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'*, DfE (2018).

10.2 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.

10.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements. A senior member of staff will check the SCR regularly to ensure that it meets statutory requirements.

11. SAFER WORKING PRACTICE

11.1 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.

11.2 All staff will be provided with a copy of our schools' code of conduct at induction. They will be expected to know our schools' Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasions 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 Schools' Lead Norfolk Steps tutor.

11.3 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.

11.4 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 2018). 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.

12. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

12.1 Our aim is to provide a safe and supportive environment which secures the wellbeing 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.

12.2 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.

12.3 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 (2018) 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. The telephone number for the LADO Team is 01603 223473.

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

12.5 The Headteacher, Heads of School 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.

12.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher, Heads of School or Chair of Governors should contact the LADO directly on 01603 223473. Further national guidance can be found at: www.gov.uk/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.

12.7 The Schools have 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 schools, 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.

13 RELEVANT POLICIES

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

- Staff Code of Conduct
- Anti-Bullying
- Positive handling policy
- Recruitment & Selection
- Whistle-blowing
- E Safety
- Health and Safety including site security
- Supporting pupils with medical conditions
- Intimate Care
- Off-site visits

14. 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 (2018)
- 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)

Appendix 1: 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. At the Trust schools we take this responsibility very seriously.

If you have any concerns about a child or young person in the school or base, 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, neglect or radicalisation/extremism 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 Designated Safeguarding Lead in school or on base. Please ensure you complete all sections as described.

If you are unable to locate them ask a member of the schools’ 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 parent and carer or a volunteer should be reported immediately to a Designated Safeguarding Lead, Headteacher or Heads of School. If an allegation is made about the Designated Safeguarding Lead, Headteacher or Heads of School, 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.

The people you should talk to in schools are:

School or Base Designated Safeguarding Lead (DSL): See the displayed poster within the base or school.



Appendix 2a

RECORD OF CONCERN

Number _____

Tier 1 2 3 4

Pupil's Name :		Pupil's DOB :	
Date:		Time of Concern:	
Type of concern (number in relation to significance):			
Physical	HSB/CSE	Neglect	Absconding
E Safety	Radicalisation/ Extremism	Self-Harm	Forced Marriage or FGM
Emotional	Substance Abuse	Other	
Alleged harm:			
To another child/young person		Towards an adult	
From another child/young person (peer on peer abuse)		From an adult (if this is a self-disclosure please annotate the box with the initial SD)	
Your Account of the Concern: <i>(please include where you were, what you saw and what the child said or did)</i>			
Additional Information: (your opinion, context of concern/disclosure)			
Your Response: (what did you do/say following the concern)			
Pupil Voice: Was it appropriate to ask the child what they would like to happen next? NO: YES: (Response)			
Was there an Injury? Describe it and mark on the plan overleaf. NO: YES: (Describe)			
Your Name:		Your Position in Schools:	
Your Signature:		Date and Time of this Recording:	

RECORD OF CONCERN

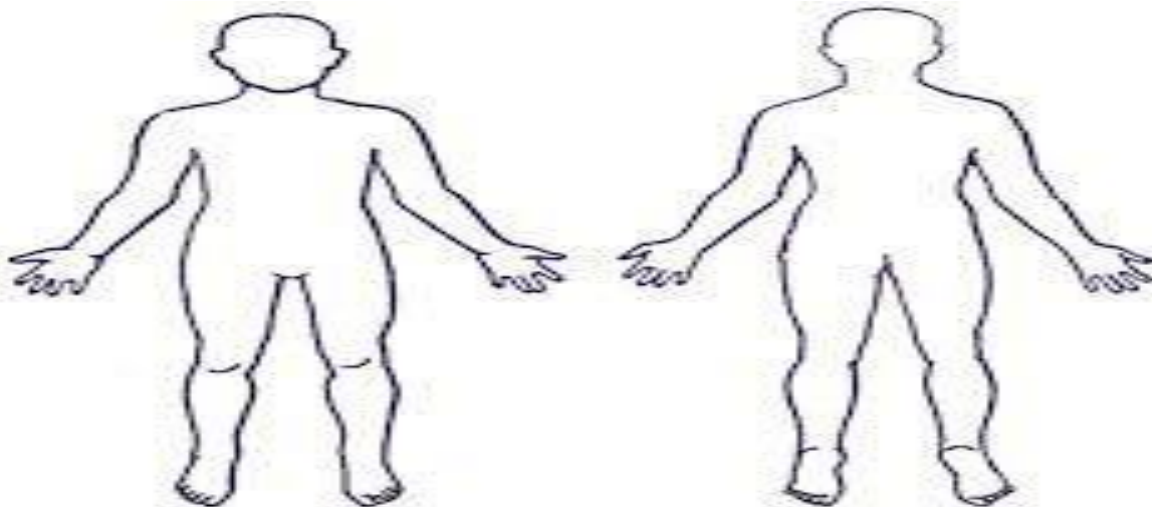
Number _____

Tier 1 2 3 4

Action and Response of DSL			
Tier 1 Universal services: Children's needs are met and they are safe from harm Parents Informed	Tier 2 Early Help: Children with some additional needs – requiring universal plus services/ early intervention support	Tier 3 Targeted Support: Children with complex and multiple needs requiring enhanced support from early help services and/or children's social care and other agencies	Tier 4 Child Protection: Children at risk of significant harm with complex and/or acute needs requiring statutory intervention under section 47
Feedback /Informed Parent Carer Y/N			
Name:		Date:	
Alt DSL Informed: (this should happen as soon as possible and certainly on the same day)		Date:	

PHYSICAL MARKINGS

Please record any physical marks (describing size, colour and severity) or areas of concern on the diagram below





The Pinetree School

Appendix 1: Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to Sandra Govender (DSL), Julie Cox (Deputy DSL) or James Rice (ADSL) 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. (Please continue on the back if necessary)	
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:	
Your signature:	
Time form completed:	
Date:	



The Pinetree School

Time form received by DSL:

Action taken by DSL

Referred to...?

Attendance
Improvement
Officer

Police

School Nurse
Services

Children's
Advisor

Guidance

PSA

Other

Date:

Time:

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

Feedback given to...?

Pastoral team

Tutor

Pupil

Person who recorded disclosure

Further Action Agreed:

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

Full name:

Full name:

DSL Signature:

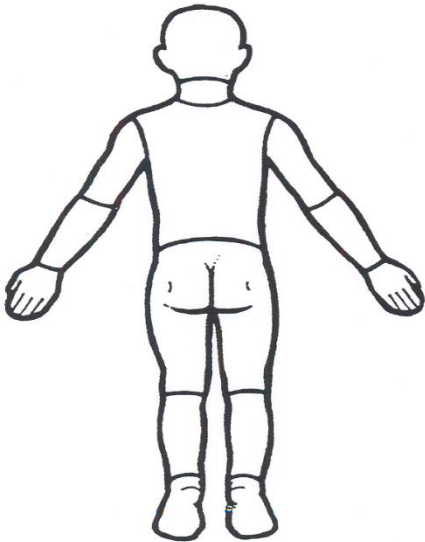
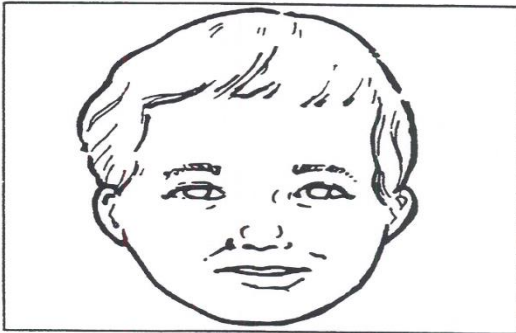
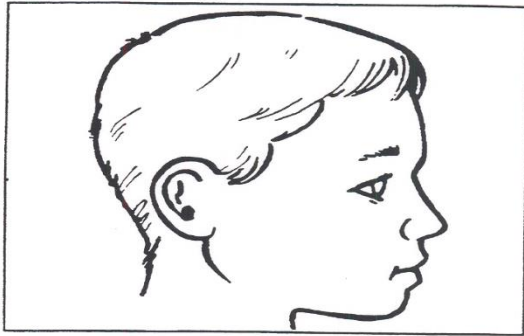
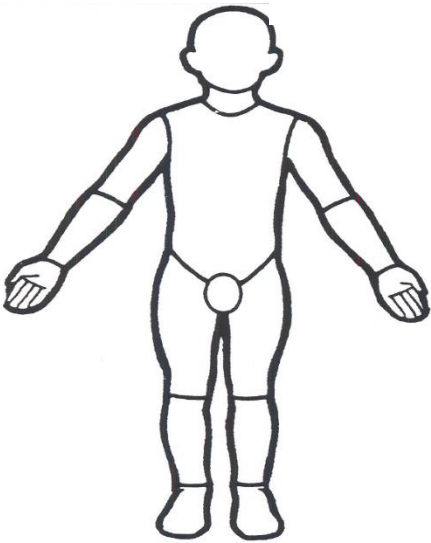
DSL Signature:

Date:

Date:

Sexual		CSE (Inc. Sexual Predation)		E Safety (Inc. Cyber Bullying)		
Neglect		Self Harm		Forced Marriage	FGM	Bullying
Homophobic		Psychological		Physical	Radicalisation/Extremism	Substance Misuse

Recording Form: Older Child Body Plan



Appendix 3



Norfolk County Council

Children's Advice and Duty Service (CADS) – what to do if you need to make a call

If you are a professional concerned about a child in Norfolk and want to speak to someone, you can call the Children's Advice and Duty Service, on our direct line 0344 800 8021. If you are a member of the public you can do this through our Customer Service Centre on 0344 800 8020. You may wish to refer to the FAQ's to help you prepare for the conversation.

For any call raising concerns about a child, CADS will ask:

- all of the details known to you/your agency about the child;
- their family composition including siblings, and where possible extended family members and anyone important in the child's life;
- the nature of the concern and how immediate it is;
- Any and what kind of work/support you have provided to the child or family to date.

They will also need to know where the child is now and whether you have informed parents/carers of your concern.

Notice to callers:

- Preparing for the conversation: please see the tools developed by the CADS to support communication. This includes, FAQs and a flow chart. Please remember to record your concerns for your internal audit trail.
- Consent: It is good practice and the expectation that you seek consent from parents. We acknowledge that there are occasions when to do so could put a child at risk or undermine the investigation into a serious crime. In these instances, we would accept a call without consent from the parents. Reasons for not seeking consent should be clearly stated when speaking with CADS and recorded on internal systems for your records.

For more information see the Norfolk Threshold Guide

**Children's Advice and
Duty Service (CADS)**

**Call: 0344 800 8021
8am-8pm (Mon-Fri)**

**Out of hours: 0344 800 8020
In an emergency call 999**

Appendix 4

Retention, Transfer and Archiving of Safeguarding & Child Protection Records

Introduction

Keeping Children Safe in Education' (2018) states that it is the responsibility of a Designated Safeguarding Lead to ensure that, '*Where children leave the schools or college ensure their child protection file is transferred to the new schools or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.*'¹

The responsibility for the transfer of records lies with the original base, as the receiving setting may not otherwise know that safeguarding /child protection concerns exist. It is important that all safeguarding/child protection records are transferred at each stage of a child's education up until the age of 18 years and includes a child's transfer into post-16 education.

Retention of child protection records

When pupils transfer from your base and records of safeguarding/child protection concerns have been made the originals should be sent to the receiving schools as soon as possible. Bases may wish to keep a copy of the file themselves; this will provide the schools of evidence of what the schools knew and the actions they took to safeguard and promote the welfare of the child. If a base decides to retain a copy of any Safeguarding/child protection records they have transferred, these should be stored securely and destroyed once the retention period has expired as detailed below.

The Schools' safeguarding and/or child protection records will be retained until a child's 25th birthday (6 years after the subject's last contact with the Authority). Records will be then securely disposed of and a record of disposal kept. Paper records will be shredded and electronic records deleted. This recommendation is in line with the Information and [Records Management Society Guidance](#).

Procedures for Transfer

When a pupil transfers from one schools to another, their safeguarding /child protection file should be forwarded to the new schools within **five schools days**. **This transfer should be arranged separately from the main schools file** by a secure method.

Whenever a file is transferred, the School will retain evidence of the transfer of the record and request confirmation of receipt of the file in a secure cabinet.

Where children are dual registered (e.g. on roll at a mainstream schools, but receiving education in another establishment) details of any existing safeguarding/child protection records should be shared with the new establishment prior to the agreed start date to enable them to support the child appropriately.

Whenever a child leaves a setting outside of normal transition times, settings should follow **Norfolk County Council Children Missing Education Procedures**. When a child leaves and the new schools is not known, safeguarding/child protection files should be retained by the setting and transferred to the new setting, once known, or destroyed once the retention period has expired as detailed above. Where a child is subject to a Child Protection Plan and the receiving schools' identity is not known, the DSL should also contact the child's allocated social worker without delay.

Where a parent elects to remove their child from a schools roll to home educate, any safeguarding concerns should be detailed on the Services to Home Educators (SHE) Notification Form in line with **LA guidance**. If the child has a child protection file, a copy of this should be sent to the Lead Teacher - Services to Home Educators, Children's Services, Professional Development Centre, 144 Woodside Road, Norwich, NR7 9QL using the secure processes outlined above. Services to Home Educators will store and transfer child protection files as detailed in this guidance.

When a pupil transfers to a Further Education or 6th Form College, the schools must follow the procedures as described above and transfer the safeguarding/child protection file to the college as part of the transition process. If at any stage safeguarding/child protection files are requested by another agency for the purposes of conducting a criminal investigation or Serious Case Review, the schools must make and retain copy of the file before providing this information. The setting should also retain evidence of who the information was passed to and for what purpose.

Archiving Files

When it is known that the child has started work or employment. The pupils Safeguarding/Child protection file will be archived within the pupil's base.

If a schools does not have a confirmed destination for a pupil post-16, they should contact the Participation Strategy Team at cs.rpaqueries@norfolk.gov.uk or by contacting Mark Horton, Tracking Co-Ordinator directly on 01603 638464 for support.