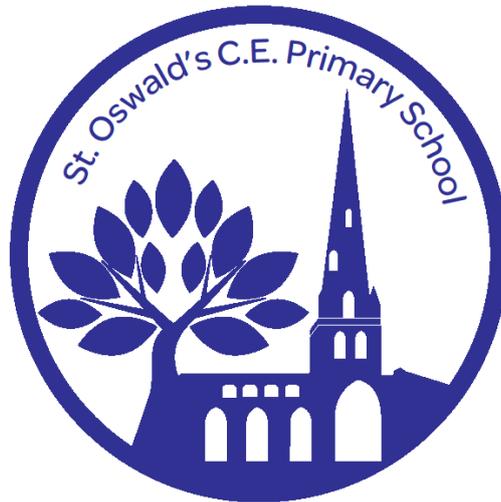


Date	Minute number	Amendments
10/7/17	2258	DBs checks Primary status DSL



### **St Oswald's C.E. Primary School Overarching Safeguarding Policy**

St. Oswald's C.E. Primary School fully recognises its responsibilities for child protection and safeguarding. The safeguarding file held within the school holds all the policies and documents which relate to the safeguarding of the children and adults within the school. In addition to this file we have the Single Central Record which is continually updated when new staff or volunteers join the school or when DBS checks are required to be renewed.

Our policy which is reviewed annually and approved by the governing body applies to all staff, governors and volunteers working within the school. There are five main elements to our policy;

1. Ensuring we practice safer recruitment by checking the suitability of prospective staff and volunteers to work with children. (Recruitment Policy)
2. Training and supporting staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may be in need of safeguarding (Child Protection Policy, staff meeting minutes and mail shot information posted in pigeon holes)
3. Raising awareness of child protection issues with staff and equipping children with the skills to keep them safe.
4. Implementing and reviewing regularly, in the light of experience, our procedures for identifying and reporting cases or suspected cases of abuse.
5. Supporting pupils who have been abused in accordance with his/her agreed child protection plan.

6. Establishing a safe environment in which children can learn and develop. (Whole School Ethos).

We will follow the procedures set out by the Derbyshire Safeguarding Children Board in the Derby and Derbyshire Safeguarding Procedures ([www.derbyshirescb.org.uk](http://www.derbyshirescb.org.uk)) and take account of the guidance issued by the Department for Children Schools and Families (in particular Safeguarding Children and Safer Recruitment in Education 2007).

A Section 175 audit is carried out twice a year which is contained in the Safeguarding File it is completed by the designated Safeguarding lead and Safeguarding Governor. Actions arising from the audit form part of the Safeguarding Action Plan and feed into the School Improvement planning cycle. This is reported at the Climate for Learning Committee and Full Governing Board meeting.

**Raising awareness of child protection and safeguarding with staff and equip children with the skills needed to keep them safe.**

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. Therefore the school will;

1. Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to. Our school ethos, as well as the buddy system and caring understanding staff promote this.
2. Ensure children know that there are adults in the school whom they can approach if they are worried. This is done through open and honest climate, school ethos, security of established school staff in each classroom, SEN and inclusion support.
3. Include opportunities in the PSHE curriculum for children to develop the skills they need to staff safe from abuse. This is done through the PSHRE, THE SRE curriculum and Safeguarding Curriculum and Online safety curriculum which is integrated into the themed creative curriculum. It is also addressed through collective worship and with outside speakers (NSPCC, Safe Speak ) visiting the school
4. Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus. Information is also placed on the school website.
5. Have a clear page on the school website dedicated to safeguarding and online safety.

**Ensuring we practice safer recruitment by checking an continually assuring ourselves of the suitability of staff and volunteers to work with children.**

1. Ensure safer recruitment practices are always followed. Any interview panel will have at least one member who has the certificate in safer recruitment. We will check the identity of candidates, follow up references with referees and scrutinise applications for gaps in employment. We will ensure that safeguarding

considerations are at the centre of each stage of the recruitment process. (The Recruitment Policy provides more details on how we achieve safer recruitment).

2. Ensure that all staff are aware of the government guidance document "Guidance on Safer Working Practice for adults who work with children and young people" DCSF 2007 and ensure that its recommendations are followed. The guidance on the use of new technology is particularly important such as not sharing personal mobile phone numbers with students and making sure that personal and professional boundaries are maintained in e-mail and social networking environments. (E-Safety Policy goes into more detail with regards to this element).
3. Follow the "Derbyshire handling allegations against staff" procedures where an allegation is made against a member of staff or volunteer. This will include in the first instance seeking advice from the local authority designated officer (LADO) or the Child Protection manager (Education) or an HR officer. (Further detailed in our Allegations against Staff policy).

**Training and supporting our staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may be in need of safeguarding.**

1. Ensure we have a Designated Safeguarding Lead for Safeguarding and child protection who has received appropriate training and support for this role. This is detailed in the Safeguarding Folder. They will access Safeguarding training every two years. Currently this is Mrs Rebecca Wood, Head teacher.
2. Ensure we have nominated governors responsible for child protection and ensure that they access appropriate safeguarding training. The Safeguarding Governor who attends all training and works closely with the head teacher is Mrs S Shearer. The head teacher reports annually to the Governing body with regards to safeguarding activity over the previous year and all Governors complete safeguarding training.
3. Ensure that every member of staff (including temporary/supply staff/contracted staff and volunteers) and the governing body knows the name of the designated Safeguarding Lead responsible for child protection and their role. A booklet has been created and is issued to each supply staff/volunteer. (Copy contained in the Safeguarding File.)
4. Ensure that all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for child protection. All members of staff will receive training in safeguarding at least every two years and a record of attendance kept in school. Safeguarding updates are provided to all staff during the year.

**Implement and review regularly, in the light of experience, our procedures for identifying and reporting cases of suspected cases of abuse.**

1. Notify children's social care immediately if there is an unexplained absence of a pupil who is subject to a child protection plan.
2. Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at case conferences and core group and the provision of relevant reports.
3. Maintain links with relevant agencies when children and families are seeking support and help under the Multi Agency Team (MAT) arrangements or under Children in Need planning.
4. Keep written records of concerns about children, even where it is decided that there is no need to refer the matter immediately. These records will be kept separately from the child's education record.
5. When making a referral, the school will complete a child referral form, sending one copy to children's social care, a copy to the child protection manager (Education) and retaining a copy for themselves in the school file. This is detailed in the child protection policy (the flow chart).
6. Any immediate concerns can be phoned into Starting Point by calling; 01629 533190
7. Ensure all records are kept securely; separate from the main pupil file and in locked locations.

**Supporting pupils who have been abused in accordance with their agreed child protection plan.**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure predictable environment in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the child through;

- The content of the curriculum
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- The school Behaviour Policy which is aimed at supporting vulnerable pupils within the school. The school will ensure that the pupil knows that certain behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the child, i.e. children's social care, child and adolescent mental health service, education welfare service and educational psychology service.
- Ensuring that where a pupil who is the subject of a child protection plan leaves their information is transferred to the new school immediately and that the child's social

worker is informed. Child protection information will be transferred securely and separately from the child's education file.

### **Establishing a safe environment in which children can learn and develop**

1. The school will keep up to date with the Single Central Record in line with the DCSF guidance "Safeguarding Children and Safer Recruitment in Education" (ref: 04217-2006BKT-N) to ensure that identity checks have been carried out, that DBS checks have been completed as appropriate and the date recorded. Required qualifications for any post are recorded alongside any professional registration details.
2. In creating a safe environment for children and young people the school will have a well circulated anti bullying policy and Children's Charter, the impact of which is regularly reviewed and evaluated. The policy will make specific references to the measures to be taken when instances of racist, sexual or cyber bullying occur. (The school has received the Bronze Award).
3. Processes for children and young people to report concerns or make complaints about others are understood by both children and staff. This means by which this should be done are well advertised and understood by all. This is achieved by the open school ethos and buddying systems in place.
4. The use of physical intervention with young people needs to be only used when circumstances require it in order to prevent damage to the child or young person themselves to the young people or an adult. Additionally if the young person is disrupting the learning of others this can also be a reason to intervene. In all cases the intervention must be appropriate to the level of perceived risk, only last as long as is required to reduce this risk and minimise any possible harm to the child. Only staff who have received training should be approved to intervene. In emergency situations any staff member present should act in the best interest of the child or children. Any use or physical intervention should be reported to the head teacher without delay and the relevant report form completed. Derbyshire's Physical Intervention Policy gives full details of expected practise – Staff received Physical Intervention training during 2012.
5. Security within the school is carefully managed and reviewed annually. All visitors to the school must sign in, show any official identification if they have one and be accompanied by an adult at all times on the premises. A lower level of supervision will be required where the school is satisfied that the visitor has had the relevant checks carried out by their employer. The gates are locked at 9.15 a.m. and opened again at 3.00pm The school is fully aware of the health and safety legislation and complies with all aspects of this in order to keep both pupils and staff safe. Risk assessments are undertaken when required and advice is sought from the Derbyshire Health and Safety team as appropriate.
6. This policy will be made available to parents on request.

This policy is linked to all the other Safeguarding Policies retained within school. A list of these can be found in Appendix A.

Date .....

Chair of Governors signature .....

## **Appendix A**

### **A List of Safeguarding Policies held with in St Oswald's C.E. Primary School**

**Behaviour Policy**

**Child Protection policy**

**FGM Policy**

**Safer recruitment Policy**

**Prevent radicalisation Policy**

**Health and Safety policy**

**Critical Incident plan**

**Anti Bullying Policy**

**Sexual Exploitation Policy**

**Intimate care policy**

**First aid policy**

**Administering medicines policy**

**School separated parent's policy**

**Attendance policy**

**Domestic violence policy**

**Managing allegations against staff**

**Managing allegations against other pupils**

**Peer on Peer Abuse Policy**

**Mobile Phone Policy**

**Mental Health and Wellbeing Policy**

**On-line safety policy**

**Equal opportunities policy**

**Dress code and professionalism**

**Statement on safer working practices**

**Disability equality scheme**