

Rationale

This document should be read in conjunction with the Child Protection Policy, April 2020. This policy is available on the school website.

Contents:

1. Introduction
2. Principles & Aims
3. Framework
4. Relevant Associated School Policies
5. Safeguarding Themes

1. Introduction:

Safeguarding is everyone's responsibility and as such, this policy applies to all staff, regardless of role, including governors and volunteers, temporary and supply/visiting staff working in the school. Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Consequently, all staff undergo regularly updated safeguarding training and are required to ensure children in their care are taught about safeguarding, including Online Safety, in an age-appropriate manner.

Terminology:

Safeguarding and promoting the welfare of children (i.e. everyone under the age of 18) refers to:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring children are growing up in circumstances consistent with the provision of safe & effective care.
- Taking action to enable all children to have the best outcomes.

2. Principles and aims:

The aim of safeguarding is to enable children to have optimum life chances and to enter adulthood successfully. Safeguarding is an 'umbrella' term that incorporates child protection.

Child Protection is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering or at risk of significant harm. All agencies and individuals should proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

In order to carry out this policy, Laycock Primary School endeavours to ensure that:

- The welfare, wishes and feelings of all children are carefully considered when planning and carrying out school activities.
- All children have equal rights, irrespective of race, religion, gender, age, ability, language, sexual orientation or culture.
- All staff have a professional role to play in identifying and responding to the complex needs of children and reporting any concerns they may have.

To achieve this, we ensure that:

- All staff, including volunteers, receive the appropriate training to enable them to meet their statutory duties confidently and competently, promoting the safety and wellbeing of children at all times.
- School provides parents / carers and children with information about arrangements in school to keep children safe.
- School ensures a high profile of safeguarding on the school curriculum.
- School ensures safe and consistent best safeguarding practice across school.

3. Framework

This policy has been written in line with the expectations of DfE statutory guidance contained within the following documentation:

- “Keeping Children Safe in Education ” (September 2019)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf
- “Working Together to Safeguard Children” (2018, 21-2-19 update)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf
- “What to do if you are worried a child is being abused: advice for Practitioners. DfE 2015”
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
- “Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018” -
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf
- “Teacher’s Standards” -
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665520/Teachers_Standards.pdf

This policy is in accordance with government guidance and inter-agency procedures with the three Safeguarding Partners (Bradford Local Authority, the Chief Officer of West Yorkshire Police and the Local Clinical Commissioning Group).

4. Relevant Associated School Policies:

Laycock Primary School recognises that not all risks can be eliminated, and consequently takes the approach of risk management rather than risk elimination.

In order to promote the welfare and safety of children, this policy should be read in conjunction with these associated policies:

- Attendance Policy incl. CME
- Child Protection Policy
- Complaints Policy
- Educational Visits Policy
- First aid Policy incl. meeting the needs of pupils with medical conditions
- GDPR Policy
- Health and Safety Policy (including Site Security)
- Intimate care Policy
- Managing Allegations Policy
- Manual Handling Policy
- PREVENT Policy
- Online Safety and Acceptable Use Policies
- Positive Behaviour Policy (including Anti-Bullying Policy)
- Safer Recruitment Policy
- Safe Working Practice Policy
- SEND Code of Practice, Local Offer and School SEND Policy, incl. CLA and private fostering arrangements.

5. Safeguarding Themes:

Anti-Bullying.

Laycock Primary School recognises the right of all pupils to learn in an environment that is free from judgement, emotional and physical distress that might be caused by bullying; an environment that enables them to grow in self-

confidence and thrive. It is the responsibility of all staff at Laycock Primary School to monitor the behaviour of all pupils and to address any issues that are of a bullying nature. The Anti-Bullying Policy forms part of our Positive Behaviour Policy.

Attendance

In accordance with the School's Attendance Policy, absences are rigorously pursued and recorded by our Attendance Officer. The School, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children in its care. We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understand how important this practice is in safeguarding children.

Child Protection

Laycock Primary School has a separate and detailed Child Protection Policy in place, a copy of which is on the School Website and can be provided to parents on request. It is the responsibility of the Local Governing Body to ensure this policy is reviewed annually and is fit for purpose, with any identified deficiencies being addressed immediately. All Child Protection concerns are dealt with according to the School Policy, which in turn recognises the local practice as determined by the three local safeguarding partners (Bradford Local Authority, Chief of West Yorkshire Police and Clinical Commissioning Groups).

Contextual Safeguarding

In accordance with KCSIE (2019) we recognise that as well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families, e.g. at school and other educational establishments, from within peer groups or the wider community, including online. Staff are also aware that these threats could take a variety of different forms, including: exploitation by criminal gangs and organised crime groups such as County Lines, trafficking, online abuse, sexual exploitation and the influences of extremism leading to radicalisation.

Radicalisation

Staff receive regular training on the PREVENT programme and are aware of the signs of radicalisation in young people. Laycock Primary School ensures children are kept safe from extremist material by:

- having clear IT policies in place and effective filtering systems on the school IT network
- ensuring we integrate internet safety into our curriculum
- encouraging and promoting positive values and community cohesion, together with opportunities to express views and opinions in a safe environment
- building resilience to radicalisation by promoting fundamental British values and challenging extremist views through curriculum delivery e.g. PSHE and SMSC lessons
- helping children recognise and manage risk and therefore make safer choices.

Teachers are ideally placed to notice changes in behaviour and assist families who raise concerns about their child, pointing them in the right direction for support.

Complaints

Laycock Primary School uses the Local Authority Complaints Procedure, which is available to parents, pupils and staff who wish to report a complaint. This policy can be found on the school website. Any complaint that constitutes an allegation against a member of staff will be dealt with under the specific procedures for Managing Allegations Against Staff.

Confidentiality

All staff understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information will be stored and handled in line with the Data Protection Act 1998, Keeping Children Safe in Education 2019 and the Schools' GDPR Policy. Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents / carers do not have an automatic right to see them. School will retain these records on the pupil's electronic DSL file &/or hard records in the secure cabinet

in the SLT office and transfer to the next school, in line with the Information and Records Management Society & The Education (Pupil Information) (England) Regulations 2005. We will only share information about children with adults who have parental responsibility for a pupil, or appropriate external agencies such as Children's Social Care, Police, etc.

Safeguarding Curriculum

Children are taught to understand and manage risk through our Personal, Social, Health and Economic (PSHE) and Sex and Relationships (SRE) lessons and through all aspects of school life. Children are taught who they might talk to, both in and out of school. Visits, assemblies and workshops, as well as online materials support curriculum delivery, e.g. NSPCC, ThinkUKnow, CEOP, Police, Bradford PREVENT Team, Road and Rail Safety Teams, etc.

The school is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children know that we have senior members of staff who have specific responsibility for child protection, and they are made aware of who these members of staff are. They are also aware that all members of staff are responsible for ensuring their safety and that they can approach any staff member with a safeguarding concern. Children know that they will be listened to and steps will be taken to protect them from harm.

Online Safety

We have an Online Safety Policy which is available on our website. Our policy includes how we teach children to stay safe online, both in and out of school. Cyber-bullying will be treated as seriously as any other form of bullying and will be dealt with through our Positive Behaviour Policy and Anti-Bullying Policy.

Parents are required to sign a Computer and Internet User Agreement upon joining school. School reserves the right to withdraw some or all computer access if a child does not follow our safe user guidance and policy. Staff are required to sign a Staff Code of Conduct, within which clear guidance is given about appropriate use of IT, including personal IT equipment and accounts.

School ensures that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable material, so far as is possible. Senior Leadership monitors appropriate internet searches and keyword usage across the school network and challenges any inappropriate use, in accordance with school policies.

Digital images

School takes particular care with the use of digital images of children. Parents must give their permission for any digital image of their child to be used. Consequently, staff must always be mindful of those for whom permission has not been given when taking photographs in class, or of events.

Staff and children sign an ICT Acceptable Use Policy, which includes clarification about the use of digital images, as well as the use of personal mobile phones / cameras for taking pictures.

We recognise the importance and usefulness of including the children's use of technology across the curriculum to support learning, but at the same time we are aware of the potential risks of misuse without appropriate adult guidance. Consequently, it is understood that use of equipment such as ipads and cameras will always be supervised by an adult.

Health and Safety

We have a Health and Safety Policy which can be viewed on our website. This policy focusses on minimising risk to children both on the school site and when undertaking activities out of school under the supervision of school staff. At all times, there must be appropriate staffing levels and when off-site, appropriate and proportionate adult-pupil ratios are maintained, based on age of children and the activity being undertaken. The lead adult for a trip always fully risk-assesses the visit, with all visits being authorised by the EVC and the Headteacher using the EVOLVE online system.

School has Lone Working risk assessments in place, as well as full premises risk assessments.

Inclusion and Diversity

Some children may be at increased risk of neglect or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Our school ethos promotes and accepts the differences between all children and adults. In practice this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both teachers and children. The aim is to create a classroom environment where all children can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

In line with Keeping Children Safe In Education (DfE, 2019), we ensure that all of our pupils receive equal protection. We will also give special consideration to additionally vulnerable groups, e.g. children with disabilities or special educational needs, children who are looked after, etc. Special consideration is also given in the provision of safeguarding information and resources in accessible formats for children and adults with communication needs.

Managing Allegations against staff and volunteers

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

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.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in Part 4 of 'Keeping Children Safe in Education', DfE (2019) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO).

School has 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 has been removed from working (paid or unpaid) in regulated activity, or would have been had they not left. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the removal or resignation of the individual in accordance with advice from the Local Authority Designated Officer (LADO) and / or HR. We also adhere to the guidance issued in 2015 by the DfE regarding persons who are disqualified under the Childcare Act, 2006.

Partnership with other services

We recognise that it is essential to establish positive and effective working relationships with other agencies in order to support the Safeguarding of our children. We work closely with Bradford Local Authority, West Yorkshire Chief of Police and Clinical Commissioning Groups to ensure the safeguarding of all children.

Partnerships with Parents

We are committed to working in partnership with parents / carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

We share a purpose with parents / carers to educate, keep children safe and promote their welfare. We are committed to working with parents positively, openly and honestly. We will share with parents any concerns we may have about their child, unless to do so may put the child at risk of harm. We encourage parents / carers to discuss any concerns they may have with a member of staff, who may refer them to one of our Designated Safeguarding Team:

Mrs J Nove Headteacher, Designated Senior Person (DSP).

Mrs K Taylor, Deputy Headteacher, Designated Safeguarding Lead (DSL)

Mrs J McGuinness, Child and Parent Support Worker, Designated Safeguarding Lead (DSL).

The Designated Senior Person (DSP) and Safeguarding Leads (SLs)

In Laycock Primary School the Head Teacher (Deputy Head Teacher in her absence, or Child and Parent Support Worker if both these members of staff are absent) is the DSP. The DSP:

- Ensures that child protection procedures are followed within the school.
- Makes appropriate timely referrals to Children's Social Care in accordance with the locally agreed procedures.
- Ensures all staff employed, including temporary staff and volunteers within the school, are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.
- Meets with ALL staff at least annually (every September) to reiterate procedures.
- Keeps detailed, accurate, secure written records of concerns and referrals.

- Encourages a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.
- Ensures the policy is reviewed annually and is available publicly.
- Provides an annual report for the Governing Body detailing changes to policy or procedures, training undertaken by staff and any other relevant issues.
- Attends out-of-school training in line with statutory obligations and local recommendations, made by the Safeguarding Board for all DSL practitioners.

Safer Recruitment

The Governing Body and the School Leadership Team are responsible for ensuring the school follows safe recruitment processes and acts reasonably in making decisions about the suitability of the prospective employees based on pre-employment checks and other evidence such as reference and interview information.

For most appointments, an enhanced DBS (Disclosure and Barring Service) certificate will be required as the majority of staff will be engaging in regulated activity (work that is done regularly and involves teaching, instructing, caring for or supervising children).

The Single Central Record of all staff (including supply staff and trainee teachers on salaried routes, as well as volunteers) who work at the school is maintained in accordance to Government guidance (GOV.UK). It details the dates made and results of the recommended list of checks, including but not exclusively: identity, qualifications and the right to work in the UK.

Supply staff from an agency must provide written notification from the agency that appropriate DBS certificate checks have been successfully carried out.

The Initial Teacher Training Provider must provide written confirmation of an enhanced DBS certificate for their trainee teachers placed in our school. Teachers must provide student teachers with a copy of this policy and ensure that they are aware of procedures.

Under no circumstances is a volunteer about whom no checks have been made, left unsupervised or allowed to work in regulated activity. A supervised volunteer who regularly teaches or looks after children is not in regulated activity. The school undertakes a risk assessment and uses its professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. (See KCSIE 2019, Annex F: Statutory guidance - Regulated activity (children) - Supervision of activity with children which is regulated activity when unsupervised)

For further, detailed information regarding how the school regards and supervises contractors, in regulated or unregulated activity, work experience students either over or under the age of 16 or Governors who are volunteers, refer to DfE documentation 'Keeping Children safe in Education – Statutory guidance for schools and colleges. September 2019' paras 173 - 190 incl.

Safer Working Practice

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.

The Teacher's Standards (DfE, 2011) are augmented by standards of personal and professional conduct, e.g. ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British Values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability.' The Teacher's Standards can be found via this link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665522/Teachers_standard_information.pdf

All staff will be provided with a copy of Laycock Primary School's Staff Code of Conduct and, if appropriate, Teacher's Standards, at induction. These are sensible steps that every adult should take in their daily professional

conduct with children. 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.

Security

The security measures put in place at Laycock Primary School endeavour to balance the need to remain a welcoming environment whilst ensuring the safety of all our staff and children.

The following procedures are in place:

- In order to control access to the school grounds, the main gate and pedestrian access to the steps are closed between the hours of 9.15am and 2.45pm. Access to the school car park can still be made via the main gate.
- The gates to the rear path of school, the school garden and the playground are locked by way of a combination padlock, all with the same combination.
- Access to the building is via secure intercom, operated from the front office.
- All external doors are operated by external fob entry.
- Visitors to the site must enter via the school office and display a school visitor's badge at all times. The level of DBS check is indicated by the colour of the lanyard, with red denoting no DBS and visitor is not to be left unattended at any time, but must be escorted at all times by a member of school staff.
- Any individual who is not known or identifiable must be challenged by staff for clarification and reassurance, and escorted to the school office without delay.

The Governing Body

- Ensures that the school has an effective policy based on *locally agreed procedures*, which complies with the law at all times and that this policy is reviewed annually.
- Ensures that a member (usually the chair) is nominated to liaise with the designated officer (s) from the Local Authority should the need arise.
- Puts into place appropriate responses to children who go missing from education.
- Understands that details of individual child protection cases will not be shared, so as to maintain confidentiality.

Laycock Primary School nominates annually a member of the Governing Body to hold this role.

The use of school premises by other organisations.

Where services or activities are provided separately by another body, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place, in regard to safeguarding and child protection.

This policy will be reviewed annually in line with the current School Development Plan and/or in response to changes in statutory requirements

Comments from staff and governors will be considered-

Reviewed: June 2020

Signed Chair of Governors.

Date

To be reviewed: June 2021