



# **Grove Park Primary School**

## **Safeguarding and Child Protection Policy**

**Date of Policy:** September 2018  
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**Review Date:** September 2019

# Safeguarding & Child Protection Policy

## 1. Aims, Purpose and Application of the Policy

At Grove Park Primary School we fully recognise our responsibility for safeguarding. We aim to ensure that children are effectively safeguarded from the potential risk of harm and that the safety and well-being of the children is of the highest priority in all aspects of the school's work. In addition, we aim to maintain an ethos whereby staff, pupils, parents and governors feel able to articulate concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

This Safeguarding & Child Protection Policy applies to all adults, including volunteers, working in or on behalf of the school and it is expected that everyone working in, or for our school, shares the responsibility to keep children safe from harm and abuse.

We aim to:

- Ensure that all stakeholders are aware of, and take seriously, their responsibility to promote and safeguard the welfare of the children;
- Ensure that all adults who have contact with children in school have been properly vetted and cleared as suitable to work and support children in our care/charge;
- Have in place clear procedures for identifying and reporting cases, or suspected cases, of abuse and for supporting pupils where a child protection need has been identified;
- Ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively;
- Ensure that children within our school are safe at all times.

These aims will be met through:

- **Safe Working Practice** and clearly identified **Roles and Responsibilities**.
- Adherence to **Safer Recruitment and Selection** practices.
- Rigorous **Safeguarding Procedures**.
- Effective **Induction and Training**.
- The **Design of the School Curriculum** to equip children with the skills needed to keep themselves safe.
- The **Security of the School Site**

### 1.1 Equality and Vulnerable Groups

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs or disabilities
- Are young carers
- May experience discrimination due to their protected characteristics e.g. gender identification
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers

### **1.1 Partnership with parents**

The school shares a purpose with parents (including those with parental responsibility) to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so to protect a child. Grove Park Primary School will share with parents any concerns we may have about their child unless to do so may place the child at risk of harm. Schools are legally required to report safeguarding allegations to the local authority (LA), and this has not changed with the introduction of the General Data Protection Regulation (GDPR)

We encourage parents to discuss any concerns they may have with the school, and make parents aware of our Safeguarding and Child Protection Policy, which is available on the school website or in hard copy on request.

## 2. Safer Working Practice, Roles and Responsibilities

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

It is the responsibility of all adults working in school to:

- Read and understand at least Part 1 of the statutory guidance: 'Keeping Children Safe in Education';
- Know the role and identity of the Designated Safeguarding Lead (DSL) and deputies;
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to;
- Ensure children know that there are adults in the school who they can approach if they are worried or concerned;
- Read, understand and follow our Staff Code of Conduct;
- Read, understand and follow our Behaviour Policy;
- Know the school's safeguarding response to children missing education (see Attendance Policy);
- Act immediately if they have any concerns about a child's welfare;
- Speak to the DSL and follow this policy if they have concerns about a child;
- Raise any female genital mutilation (FGM)-related concerns with the DSL or deputy.

In addition, adults must comply with **safer working practice** in line with 'Guidance for Safer Working Practice for Adults Who Work with Children and Young People in Education Settings.' to ensure that safeguarding is **proactive and preventative** i.e. to:

- Be responsible for their own actions and behaviour and avoid any conduct that would lead any reasonable person to question their motivation and intentions;
- Work in an open and transparent way;
- Work with other colleagues where possible in situations open to question;
- Discuss and / or take advice from school management over any incident that may give rise to concern;
- Record any incident or decisions made;
- Apply the same professional standards, regardless of gender, race, disability or sexuality.
- Be aware of confidentiality policy and GDPR regulations;
- Be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them;
- Routinely undertake risk assessment and risk management relating to activities planned for the children, the learning environment, and people who will have access to the children.

Those working in the school should refer to the full document for further guidance.

### ***2.1 Designated Safeguarding Lead (DSL) for child protection***

The ***Designated Safeguarding Lead (DSL)*** for safeguarding and child protection at Grove Park is the **Deputy Head: Rachel Davies who can be contacted at the school on: 020 8994 7405. If Rachel Davies is not available and there is a safeguarding or child protection concern it must be reported to the Headteacher (Darren Jones) or a member of the Senior Leadership Team (Vicky Rodrigues, Helen Alvey, Michelle McGregor, Richard Charlesworth, Casey Arnaouti)**

The role and responsibility of the DSL is to:

- Ensure that all adults read and understand at least Part 1 of the statutory guidance: 'Keeping Children Safe in Education';
- Ensure that proper procedures and policies are in place and are followed with regard to child protection and safeguarding;
- Ensure that all members of staff, volunteers and other adults who have contact with children in school and members of the governing body know the name of the DSL and deputies and her / his role;

- Ensure all staff and volunteers understand their responsibility to be alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection;
- Advise on the response to safeguarding concerns;
- Take the lead on early help cases;
- Act as a source of advice and coordinate action within the school over child protection cases;
- Refer cases of suspected abuse or allegations to the relevant investigating agencies in line with the statutory guidance: 'Keeping Children safe in Education' Working together to safeguard children, and departmental advice 'What to do if you are worried a child is being abused - Advice for practitioners'.
- Notify Children's Social Care if there is an unexplained absence of more than two days of a pupil who is subject to a child protection plan;
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at case conferences;
- Keep detailed accurate secure written records of referrals / concerns, and ensure that these are held in a secure place;
- Develop and follow procedures where an allegation is made against a member of staff or volunteer. The school has a Whistleblowing Policy which is on the school website;
- Attend any relevant or refresher training courses and ensure other staff receive induction, training and refresher training (training should be at least annually);
- Where s/he has concerns that a referral has not been dealt with in accordance with the child protection procedures, seek advice and support from the Local Authority Designated Officer (LADO) [MASH-GCSX@hounslow.gcsx.gov.uk](mailto:MASH-GCSX@hounslow.gcsx.gov.uk)
- Ensure that this policy is monitored and reviewed annually and work with the designated governor (Gill Golding) for child protection regarding this;
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations and publishing our policy on the school website;
- When children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, but certainly within the 15 day national requirement, separately from the main file, and addressed to the designated person for child protection;
- When a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils. The school has a protocol for reporting Children Missing from Education (CME) and this is included in our Attendance Policy, which is available on the school website.

## **2.2 Designated governor for child protection**

The designated governor for child protection is Gill Golding. Her role is to:

- Ensure that a safeguarding audit is undertaken at least annually, including review of this policy and practice and actions prioritised, addressed and reviewed as a rolling programme;
- Meet with the designated person termly to monitor the policy and safeguarding in the school.
- Ensure child protection is integrated within induction procedures for all new members of staff and volunteers;
- Ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing to training;
- Receive training where appropriate;
- Ensure safe recruitment practices are always followed, so that only persons suitable to work with children are employed in the school, or work at the school in a voluntary capacity.
- Where safeguarding concerns about a member of staff are raised, take appropriate action in line with the 'Hounslow Council Child Protection Procedures for Dealing with Allegations Against Teaching and Other Staff'. (The Chair of Governors, Neil Taylor, should be contacted directly where there are allegations / complaints against the Headteacher).

### **2.3 Employees of the school who have contact with children**

It is the responsibility of all employees of the school to:

- Safeguard and promoting the welfare of children and remember that it is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child;
- Attend training in child protection at least once every three years.
- Be alert to signs of abuse and report concerns immediately to the designated person in line with procedures (section 4) or, if the concern relates to the Headteacher or Deputy Headteacher, to the Chair of Governors, Neil Taylor.
- Make accurate, dated notes of first-hand information received and give them to the designated person when reporting an incident on the **Safeguarding Incident / Concern Form** (Appendix 1).
- Take further action, e.g. conversation with child or parent, **only** as advised by the designated person.
- To raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime using the school's Whistleblowing Policy.

### **2.4 Volunteers, work experience students and other visitors who have contact with children**

Volunteers and visitors are expected to:

- Provide documentation on request to confirm their identity;
- Agree to, or provide evidence of, suitable checks (DBS: Disclosure & Barring Service check), as appropriate before commencing work in the school;
- Comply with safe working practice (see above);
- Have only **supervised** access to the children unless full DBS checks are in place;
- Report any concerns immediately to a member of staff, who will direct them to the Deputy Head (Rachel Davies) or the Headteacher (Darren Jones) if necessary.

## **3. Safer Recruitment and Selection**

The school pays full regard to Part 3 of 'Keeping Children Safe in Education'. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Our recruitment practice therefore includes; scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job. It also includes undertaking interviews and where appropriate, undertaking ISA Barred List (formerly List 99) or Criminal Records Bureau checks and providing honest and accurate references when individuals move on.

In particular:

- An Enhanced Disclosure from the Disclosure and Barring Service will be obtained for all new appointments to our school workplace (including volunteers, where appropriate).
- An up-to-date single, central record detailing a range is maintained of checks carried out on our staff, volunteers and governors.
- All new appointments to the school's workforce from overseas or those who have lived outside the UK, will be subject to additional checks as appropriate.
- Our school ensures that supply staff have undergone the necessary checks and are made aware of this policy.
- Identity checks will be carried out on all appointments to our school workforce before the appointment is made, in partnership with the Local Authority.
- If we place a pupil with an alternative provision provider, Grove Park continues to be responsible for the safeguarding of that pupil, and should be satisfied that the provider meets the needs of the pupil. We will obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that a school would otherwise perform in respect of our own staff

At least one person on any interview/appointment panel for a post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education's statutory guidance, Keeping Children Safe in Education, and be in line with local safeguarding procedures. Vicky Rodrigues and Rachel Davies attended Local Authority Safer Recruitment Training in October 2017

### ***3.1 Visitors to the school with a professional role***

Visitors with a professional role, such as peripatetic music teachers, agency supply teachers and support staff, student teachers, a school nurse or members of the Early Intervention Service should have been vetted to work with children through their own organisation. When there are planned or regular visits to the school, the Headteacher will ensure that written confirmation is received from the employing organisation that the individual has been vetted through the Disclosure and Barring Service (DBS), and cleared to work with children. A record of these checks is kept for peripatetic music teachers, supply staff and governors is kept on the school's Single Central Record, along with details for permanent members of staff.

When individuals make ad hoc or unplanned visits to the school, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to the children until confirmation of their vetting status has been confirmed. No examination / medical treatment of any child will be allowed unless the professional has suitable clearance prior to their visit. It is recognised that in emergency situations e.g. when a member of the Emergency Services is called, it may not be possible to confirm their identity before access to the school site is allowed. The Headteacher will use his professional judgement to effectively manage these situations.

### ***3.2 Visitors to the school in a voluntary capacity***

We welcome volunteers, such as parents, into school, but ensure that such volunteers are suitable to work with children. Those who volunteer on a regular basis with the children are required to undergo checks before they do so. In line with SCSRE sections 4.56/4.57, the level of check depends upon the frequency of the volunteering activity, the contact the volunteers have with children and the school's risk assessment of the activity. For new volunteers where the volunteering is regular (e.g. once a week or three or more times in a 30 day period) and involves contact with children, an enhanced DBS disclosure will be obtained. Volunteers are not able to have unsupervised access to a child unless a full DBS disclosure has been obtained.

### ***3.3 Work Experience Students***

Students of school age are not expected to undergo a formal check before undertaking work experience in the school. However, all such students have an informal interview and induction meeting before beginning their work experience. At this meeting, safer working practice is discussed, including matters such as suitable dress, use of mobile telephones, appropriate and inappropriate physical contact etc. The school also seeks to ascertain any needs e.g. special educational or medical that the student may have, so that suitable support can be given. Grove Park Primary School seeks to safeguard these students alongside its own pupils. Should there be a safeguarding concern about such a student, the Headteacher will liaise directly with the designated person for child protection at the student's own school.

## **4. Child Protection Procedures**

The school has adopted the London Child Protection Procedures (November 2015), and 'Safeguarding and Promoting the Welfare of Children and Young People in Schools and Education Settings' (Hounslow Child Protection Guidance and Procedures for Schools and Education Settings). Members of staff are expected to refer to the guidance and follow the procedures set out within it. This has been further updated by the Keeping Children Safe in Education statutory guidance (September 2018).

Specific safeguarding issues to recognise include: child missing from education, child missing from home or care, child sexual exploitation, bullying (including cyberbullying), domestic violence, drugs, fabricated or induced illness, faith abuse, FGM, forced marriage, gang violence, mental health, radicalisation, sexting and trafficking.

The main types of abuse can be categorised as: physical abuse, emotional abuse, sexual abuse and neglect.

#### **4.1. Reporting safeguarding or child protection concerns**

Any concerns (i.e. action, observation or discussion that makes a member of staff or volunteer feel anxious or worried about the well-being or safety of a child so that he / she believes that a child may be suffering, or may be at risk of suffering significant harm) should be referred *immediately* to the school's **Designated Safeguarding Lead, the Deputy Headteacher**. If they are unavailable, the referral should be made to the Headteacher or a member of SLT (Vicky Rodrigues or Helen Alvey). If none of these are available, a middle leader should be informed (Casey Arnaouti, Richard Charlesworth, Michelle McGregor) or the Local Authority Lead Officer, Lyn Wilson, contacted directly on 020 8583 2785. If the concern is against the Headteacher, the Chair of Governors, Neil Taylor or Lyn Wilson should be contacted.

Following verbal referrals, a **Safeguarding Incident / Concern Form** (Appendix 1) should be completed, and returned as soon as possible. The Designated Lead for Safeguarding (or person acting in her absence) will decide on the appropriate course of action and inform the person making the referral of the action taken and outcomes. Please refer to Appendix 2 – 'A Flow Chart for Referral'.

If a decision is taken to make a referral to Children's Social Care, this is done by telephone call in the first instance. As soon as possible, a **CFAN form** is completed by the designated ~~person~~ lead (or person acting in their absence), and sent to the Social Care office where the initial referral was made. In most cases the school will inform parents if a referral is to be made, and endeavour to seek their agreement for this to happen. The school will not inform parents if they believe such a discussion would place the child at risk of significant harm.

Even if a decision is made not to make a referral, a record will kept of the incident in Safeguarding records. This will include the Safeguarding Incident / Concern Form and basic information about the child and his / her family, including any siblings. Other staff are made aware that a vulnerable pupil has been identified as appropriate. Any further discussions, telephone calls or meetings in relation to the child must then be recorded on the pupil's chronology record sheet.

The designated lead meets on a termly basis with the Safeguarding governor to discuss and review all children on the vulnerable pupils' file. This provides the opportunity for designated lead to monitor and evaluate the impact of any actions that have taken place and agree next steps.

#### **Emerging Safeguarding Concerns**

As part of Hounslow's Safeguarding Board Priorities from 2015/16 the following areas have been incorporated within Grove Park's Safeguarding & Child Protection Policy

##### **4.1.1 Female Genital Mutilation FGM**

Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of external female genitalia or other injury to female genital organs. It is illegal in the UK and a form of child abuse with long lasting consequences. Section 5B of the Female Genital Mutilation Act means such instances need to be reported immediately to the Safeguarding Lead and Police. Evidence can be gained either through disclosure or visual evidence. Examinations cannot be carried out by members of staff but instead referred for medical examination.

#### **4.1.2 Radicalisation & Prevent**

Under section 26 of the Counter Terrorism and Security Act the school takes “due regard” to the need to prevent people being drawn into terrorism. This is known as the **Prevent Duty**. The Designated Safeguarding Lead undertakes Prevent Awareness Training and is required to keep staff informed of key information. Children identified as being at risk need to be referred to the **Channel Programme** – aimed at those at risk of being drawn into terrorism.

#### **4.1.3 CSE**

Child sexual exploitation (CSE) is a form of child abuse. It occurs where anyone under the age of 18 is persuaded, coerced or forced into sexual activity in exchange for, amongst other things, money, drugs/alcohol, gifts, affection or status. Consent is irrelevant, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and may occur online.

In the first instance recognition of this circumstance occurring through disclosure or indicators need immediate referral to the Designated Safeguarding Lead.

#### **4.1.4 Self-harm**

Self-harm is defined by the National Institute of Clinical Excellence Guidelines (2004) as an “expression of personal distress, usually made in private, by an individual who hurts him or herself”. Essentially, self-harm is any behaviour where the intent is to cause harm to oneself (Multi Agency Guidelines for Professionals Working with Children and Young People Who Self-Harm, January 2012).

As most self-harm is privately or secretly carried out it can be hard to notice that a young person is self-harming but some signs to look out for are:

- Changes in clothing to cover parts of the body, e.g. wearing long sleeved tops
- Reluctance to participate in previously enjoyed physical activities, particularly those that involve wearing shorts or swimsuits, for example
- Changes in eating and/or sleeping habits
- Consumption of drugs/alcohol
- Changes in levels of activity or mood
- Increasing isolation from friends/family

Multi Agency Guidelines for Professionals Working with Children and Young People Who Self-Harm, January 2012

All suspicions relating to self-harm need to be referred to the Designated Safeguarding Person who will turn will need to determine if medical intervention is required and consult with parents/carers, medical staff and CAHMS according to the severity of the condition. Referral to an appropriate form of therapy/counselling also needs to be determined therein by parties concerned as follow-up.

#### **4.1.5 Forced marriage**

Forced Marriage concerns are contained in the Multi Agency Practice Guidelines ‘Handling Cases of Forced Marriage’ <http://www.fco.gov.uk/en/travel-and-living-abroad/when-things-go-wrong/forced-marriage/publications>

A ‘forced’ marriage is distinct from a consensual ‘arranged’ marriage because it is without the valid consent of both parties and where duress is a factor. A child who is forced into marriage is at risk of significant harm through physical, sexual and emotional abuse.

Information about a forced marriage may come from the child themselves, of the child's peer group, a relative or member of the child's local community or from another professional. Forced marriage may also become apparent when other family issues are addressed, e.g. domestic violence, self-harm, child abuse or neglect, family/young person conflict, a child absent from school or a missing child/runaway.

Forced marriage may involve the child being taken out of the country for the ceremony, is likely to involve non-consensual/underage sex and refusal to go through with a forced marriage has sometimes been linked to 'honour killing'. Honour based violence is an ancient cultural tradition that encourages violence towards family members who are considered to have dishonoured their family.

It is rooted in domestic violence and is often a conspiracy of family members and associates meaning victims are a risk from their parents and families. School staff should respond to suspicions of a forced marriage or honour based violence by making a referral to the Designated Safeguarding Lead who will then determine contact with Children's Social Care and if the risk is acute, to the Police Child Abuse Investigation Team 020 7527 8102 .

School staff should not treat any allegations of forced marriage or honour based violence as a domestic issue and sends the child back to the family home. For this reason, staff should not approach the family or family friends, or attempt to mediate between the child and family, as this will alert them to agency involvement.

#### **4.1.6 Allegations of abuse made against other pupils (peer on peer abuse)**

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as "banter" or "part of growing up".

Most cases of pupils hurting other pupils will be dealt with under our school's behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk
- Is violent
- Involves pupils being forced to use drugs or alcohol
- Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting)

If a pupil makes an allegation of abuse against another pupil:

- You must tell the Designated Safeguarding Lead (DSL) and record the allegation, but do not investigate it
- The DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved – both the victim(s) and the child(ren) against whom the allegation has been made – with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

We will minimise the risk of peer-on-peer abuse by:

- Challenging any form of derogatory or sexualised language or behaviour
- Being vigilant to issues that particularly affect different genders
- Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent
- Ensuring pupils know they can talk to staff confidentially by using the Bubble Boxes in each classroom or the Worry Box in The Retreat (for those pupils who work with the Well-Being Learning Mentor)
- Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy

#### **4.1.7 Child-on-child sexual violence and sexual harassment.**

Through training, staff will be made aware of Part 5 of 'Keeping Children Safe in Education September 2018'

The DfE has published detailed advice to support schools and colleges. The advice is available here: <https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

Reports of sexual violence and sexual harassment are likely to be complex and require difficult professional decisions to be made, often quickly and under pressure. Ultimately, any decisions are for the school to make on a case-by-case basis, with the DSL (or a deputy) taking a leading role and using their professional judgement, supported by other agencies, such as children's social care and the police as required.

Where the report includes an online element, the key consideration is for staff not to view or forward illegal images of a child. The above DfE advice provides more details on what to do when viewing an image is unavoidable.

Immediately after a report of Child-on-child sexual violence and/or sexual harassment. The school will decide whether to:

- Manage the case internally
- Seek early help with a multi-agency approach
- Refer to children's social care
- Report the case to the police

#### **4.2 Management of allegations against members of staff and volunteers**

Grove Park Primary School has adopted Hounslow Safeguarding Children Board's (HSCB) 'Procedures for Managing Allegations Against Professionals':

<https://www.hscb.org.uk/article.php?id=403&menu=2>

Allegations of suspected abuse by a member of staff or volunteer must be made to the Deputy Headteacher (see Whistleblowing Policy). If unavailable, the referral should be made to the Headteacher or most senior member of staff on site. Allegations of suspected abuse against the Headteacher should be made to the Chair of Governors or DO (see 4.1 above)

Information and the DO Referral form can be found on the HSCB website:

<https://www.hscb.org.uk/article.php?id=433&menu=3>

**In no circumstances should an accused member of staff be informed by a colleague that an allegation has been made against him / her.**

#### ***4.3 Reports by parents***

If a parent reports a concern about children other than their own, they are asked to inform Children's Social Care directly; the school does not act on their behalf. However, if the school already has concerns about a child, the Headteacher will decide who needs to be informed when information is obtained in this way.

#### ***4.4 Safeguarding pupils during off-site activities and on school journey***

The duty of care means that any leader of a school journey or off-site activity must act in the same manner that a reasonably careful parent would act. All reasonable steps are taken to ensure that the pupils in the care of staff are safe and protected from unacceptable risks.

A school journey or off-site activity (e.g. swimming lessons) may present opportunities for child protection matters to arise. Before any such activity is undertaken, all staff should familiarise themselves with the Local Authority guidance on off-site activities and must be aware of how to deal with child protection matters. Any concern should be reported to the Headteacher or Deputy Head or if unavailable, directly to Hounslow's Designated Officer (DO) on 020 8583 2785. Any concern reported about a child on a residential school journey will be referred immediately to the DO for advice.

#### ***4.5 Safeguarding pupils absent or excluded from school***

Absences from school are closely monitored in line with London Borough of Hounslow Pilot Procedures Autumn 2017(see Attendance Policy). Any patterns of absence e.g. absences either or both sides of a school holiday are particularly carefully monitored. Should a child be absent without contact from the family to notify of the absence and reason for it, advice will be sought from Education Welfare and if necessary a safeguarding referral will be made (NB the school always attempts to initiate contact prior to such referral).

In deciding whether to exclude a child, the Headteacher has regard to Government guidance. If he considers exclusion may put the safety of the child at risk, he will seek advice from the DO before making a decision.

Where the Headteacher feels it is essential for a pupil who has been excluded to leave the premises immediately, the parent/carer is asked to come and collect the child. The child is not allowed to leave the premises alone. If a parent refuses to co-operate with a formal exclusion by sending the child to school or refusing to collect or arrange collection of him/her at lunchtime, where lunchtime exclusion is in force, the school must have due regard to the pupil's safety in deciding what action to take.

#### ***4.6 Information sharing and confidentiality***

At Grove Park we recognise that information sharing is vital to good safeguarding.

The school respects the right of all members of its community to confidentiality and follows the GDPR regulations. All school records, including verbal information given about children, their families, members of staff or others are treated in strict confidence, and in line with our GDPR Policy, by members of staff and governors who may become party to it. All such information is only shared with other professionals, including colleagues, on a 'needs to know' basis. However, the school recognises that sharing information to facilitate integrated working across services is important with the aim of delivering more effective intervention at an earlier stage. It is critical where there is reasonable cause to believe a child **may be suffering or at risk of suffering significant harm** and such concerns may justify sharing information without parental consent. Volunteers and other adults in school are also reminded of the importance of GDPR and confidentiality during their induction.

Schools are legally required to report safeguarding allegations to the local authority (LA), and this has not changed with the introduction of the GDPR.

If an adult becomes aware that a child wishes to disclose or has disclosed information of a sensitive nature, he / she should remind the child that confidentiality will be respected, but that in certain cases information may have to be shared with 'another adult who can help'. It is important that promises are not made 'not to tell anyone' that cannot be kept. Similarly, if personal or sensitive information is given by an adult to a member of staff, the adult should be told that the Headteacher may have to be informed, unless the information constitutes an allegation against the Headteacher, in which case the Chair of Governors will be informed (see 4.1 above)

When writing a report staff will only record the facts as the child presents them. The notes should not reflect the personal opinion of the note taker.

Written records which contain sensitive information, such as those referring to child protection or vulnerable pupils are secured in locked filing cabinets and should not be removed from the school premises except for professional purposes, with express permission of the Headteacher. If the information needs to be shared within school, child protection records should be read only in the Deputy Headteacher's or Headteacher's office.

#### **4.7 Photographing and filming**

At Grove Park Primary School we acknowledge the value of photographs and video images as a tool for learning and as a way of recording children's achievements and promoting success. However, the need to safeguard the privacy, dignity, safety and well-being of pupils is paramount. Adults need to remain sensitive to any children who appear uncomfortable, for whatever reason, and should recognise the potential for the taking of photographs to raise concerns or lead to misunderstandings. **It is not appropriate** for adults to take photographs of children for their personal use.

The following safeguards are in place:

- Written permission is sought from parents when their child joins the school for photographs taken of their children to be used in any way e.g. school newsletter, website, twitter, school displays, school publicity
- Children's full names are not attached to photographs in the school newsletter or on the school website.
- Digital images / video of pupils are only stored in the password protected multi-media folder on the network
- Specific parental permission is sought if images are taken by other parties and may be used for publicity purposes e.g. in television programmes or brochures.

In particular members of staff must:

- ensure any child photographed understands why the images are being taken.
- take photographs only on equipment provided or authorised by the school and not on personal devices such as mobile telephones.
- download images from the camera as soon as possible after the pictures have been taken and then delete them from the camera's memory.
- report immediately any concerns about any inappropriate or intrusive photographs found.
- avoid making images in one-to-one situations or that show a single child with no surrounding context or take images in situations that may be construed as being secretive
- follow the Staff Code of Conduct and GDPR Policy

We understand that parents like to take photos or video of their children at school events and this is acceptable with the understanding that these are for private family use only. The school cannot, however, be held accountable for photographs or video footage taken by parents and family members at school functions.

## **5. Induction and Training**

The school's Designated Safeguarding Lead (DSL) and any named deputies undertake specific child protection training that includes how to undertake this role. This is in the form of inter-agency child protection training provided by the Local Authority or another approved organisation e.g. Andrew Hall. Refresher training is undertaken at least annually

All staff members will receive appropriate safeguarding and child protection training which is regularly updated. In addition all staff members should receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

The designated governor will complete child protection training via a face-to-face course or online as soon as possible after assuming the responsibility.

New members of staff appointed to the school receive induction in this policy and, if without training from a previous post, or due for refresher training, are expected to complete an online training course and / or attend training via the Local Authority or alternative provider as a matter of priority.

Volunteers are made aware of their responsibilities in relation to this policy (see 2.4 above) through in-house induction and are encouraged to make themselves familiar with this policy.

## **6. Design of the School Curriculum**

### ***6.1 Personal, Social and Health Education***

The value of direct teaching on the subjects of respect, healthy relationships and keeping oneself safe is recognised as a key feature of the school's proactive and preventative approach to safeguarding. In Personal, Social and Health Education (PSHE) teaching units around related issues take place with the children. Topics include such themes as Drugs, Alcohol and Tobacco Education (DATE), Sex and Relationships Education, Stranger Danger, e-safety issues and other aspects of the SEAL (social and emotional aspects of learning) programme.

However, the school also recognises that opportunities to help children develop skills to keep themselves safe occur beyond the planned curriculum. Discussions at circle time or after playtimes are often guided by concerns the children raise themselves or relationship difficulties. Children are supported to find solutions to problems and to develop positive strategies to use in their dealings with others.

The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. We inform pupils who they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

### ***6.2 Risk assessment and educational visits***

The curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PE, Design and Technology and Science. Generic risk assessments are available to staff for these activities and staff are expected to assess and manage risks as part of ongoing practice – see Health and Safety Policy

Appropriate staffing levels will be maintained at all times when the curriculum is being delivered off the school site with agreed pupil / adult ratios. The lead adult always assesses visits and trips for risk to ensure children are safeguarded and protected from harm and submits this risk assessment to the Headteacher before the event is finally authorised.

### ***6.3 Internet use and e-safety***

Children are encouraged to use the internet at all times in a safe way. On entry to the school, parents are required to sign an 'appropriate usage' form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. Members of staff are also required to adhere to appropriate usage at all times. If children or adults become aware of misuse,

either by an adult or a child, the issue must be reported to the Headteacher, who has overall responsibility for internet safety with access to all email addresses and passwords provided. Further details are available in the school's e-safety policy in the staff handbook and in our Staff Code of Conduct

#### **6.4 Inclusion**

We are committed to ensuring that children with special educational needs or disability have access to the curriculum at an appropriate level and will make reasonable adjustments to ensure this.

### **7. Security of the School Site**

Grove Park Primary School aims to provide a secure school site, but recognises that the site is only as secure as the people who use it. It is recognised that laxity can cause potential problems to safeguarding. Therefore, the school ensures that:

- gates to the playground are locked except at the start and end of each day.
- the boundary is regularly checked to ensure it inhibits easy access / egress.
- visitors and volunteers are expected to enter through the main entrance and must sign in at the office, with a visitor badge
- the school community is made aware of the importance of keeping the site secure, i.e. not opening the door for others unless authorised to do so.

#### **7.1 Collection of children**

It is vital that teachers recognise the parents or named carers of the children in their class and members of staff seek to do this as soon as possible when taking on a new class. Should a supply teacher be with a class, permanent members of staff assist in ensuring that children are collected safely. Any person arriving to collect a child without authorisation must be referred to the school office. Parents wishing someone else to collect their child must themselves inform the teacher, or the school office, in advance. Any child who has not been collected by 3.30pm is taken by a member of staff to the school office where he / she waits whilst a member of the office staff contacts parents / carers.

Children in Year 6 may travel to and from school alone and children in Year 5 may also do so, provided the parent has given written permission. A list of such children is kept in the school office so that immediate action can be taken if a child fails to arrive at school without notification of absence having been received. Children are not allowed to leave the school site alone during school hours and if collected by an adult, must be signed out at the school office.

In the event of a child being unaccounted for, the Headteacher, or the most senior member of staff available, must be informed immediately and members of staff will be organised to search for the missing child. If the child is suspected of leaving the school premises, the Headteacher or senior member of staff will inform parents and the local police of the circumstances, without delay. If the child has not been found by the end of the day by any agencies involved, then the Local Education Authority must be informed.

For further information regarding safe travel initiatives and other Health and Safety matters including regular risk assessments of the site, please refer to the Health and Safety Policy and School Travel Plan

### **8. Monitoring and Review of the Policy**

- A termly meeting will be held between the senior designated person and designated governor to monitor safeguarding and this policy
- This policy will be reviewed annually as part of the school's safeguarding audit.
- The Headteacher will report annually on safeguarding and the implementation of this policy to the Governing Body via the Headteacher's report.

## Appendix 1

<b>Grove Park Primary School</b> Please return this document to the Designated Safeguarding Lead Rachel Davies (Deputy Headteacher)	
<b>CONFIDENTIAL</b> <b>Safeguarding Report</b>	
<b>DATE:</b>	
<b>TIME:</b>	
<b>REPORTED BY:</b>	
<b>CONCERNING:</b>	
<b>DATE OF BIRTH:</b>	
<b>SIBLINGS</b>	<b>DATE OF BIRTH</b>
<b>REPORT:</b>	
<b>SIGNED:</b>	<b>DESIGNATION:</b>
<b>ACTION TAKEN IN RESPONSE TO THIS REPORT:</b>	

## Flowchart for Referral of Child Welfare

(from Hounslow Child Protection Guidance and Procedures for Schools and Education Settings)

