

Burston & Tivetshall Primary Schools

WHOLE SCHOOL POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

Full Governing Body

Review Annually September 2019

September 2018

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

We recognise the expertise our staff builds 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 (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all staff are given access to Part One of the statutory guidance '*Keeping Children Safe in Education*' 2018 [online](#) and instructed to read it.

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

CONTENTS

Section
1. Purpose & Aims
2. School Ethos
3. Roles & Responsibilities
4. Training and Induction
5. Procedures for Managing Concerns
6. Recording & Information Sharing
7. Working with Parents & Carers
8. Child Protection Conferences
9. Safer Recruitment
10. Safer Working Practice
11. Managing Allegations against Staff
12. Other relevant policies
13. Statutory Framework
Appendices
1. Recording form for reporting concerns
2. Induction checklist for staff & volunteers including the four types of abuse and neglect
3. Safeguarding Referral Procedures

1. PURPOSE & AIMS

1.1 The purpose of Burston & Tivetshall Primary School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work, through a culture of vigilance, to:

- Protect our children and young people at our schools from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that our children and young people grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable our children and young people at our school to have the best outcomes.

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

1.3 Our school fully recognises the contribution it can make to protect children from harm and in supporting and promoting the welfare of all children who are registered pupils. 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. The Designated Safeguarding Lead will discuss with the Headteacher all persistently absent pupils and those who go missing 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, parents, governors, volunteers and visitors.

2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our school will establish and maintain an ethos where our pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school 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 school play a particularly important role as they are in a position 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 have to 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. We will include many of these within PSHE and SRE learning opportunities, and age specific sessions on personal safety including road, personal and online safety. Our Forest School curriculum affords children many opportunities to assess and control these risks in a safe environment. Staff will ensure that children are taught to recognise when they are at risk and how to get help when they need it.

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

3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Designated Safeguarding Lead	Mark Carlyle	01379 741256 (Burstton) 01379 677350 (Tivetshall)
Alternate DSL	Nicky Hart Sandra Potter	01379 741256 01379 677350
Executive Headteacher	Mark Carlyle	01379 677350 / 741256
Named Safeguarding	Rebecca Chamberlain	01379 674509

Governor		
Sapientia Education Trust (SET) Safeguarding Lead	Zoe Fisher/Claire Fox	Wymondham College 01953 609000
Chair of Governors	Rebecca Chamberlain	01379 764509

3.1 It is the responsibility of **every** member of staff, volunteer and regular visitor to our school 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 school. This includes the responsibility to provide a safe environment in which children can learn.

The Governing Body

3.2 The Governing Body of Burston and Tivetshall Primary Schools is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our children, we also have a named governor who champions safeguarding within the school.

The named governor is **Rebecca Chamberlain**.

3.3 The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures;
- The school contributes to inter-agency working in line with Working Together to Safeguard Children (2018);
- A senior member of staff from leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is a deputy DSL who is appropriately trained member to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role which will be evidenced in the role holder's responsibilities;
- **Prior to commencing duties** all staff receive a safeguarding induction and are provided with a copy of this policy, the staff code of conduct, the Behaviour policy and the school safeguarding response for those pupils who go missing from education as detailed in section 6 of this policy;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;

-
- All staff undertake appropriate child protection training that is updated annually and on-line safety training;
 - Safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'* DfE (2018);
 - They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 The governing body will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the school. 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 At Burston & Tivetshall Schools the Headteacher is responsible for:

- Identifying a member of the Senior Leadership Team to be the Designated Safeguarding Lead (DSL);
- Identifying an alternate members of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for the role;
- 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, volunteer or visitor;

The Designated Safeguarding Lead (DSL)

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 within our school. The DSL will carry out their role in accordance with the responsibilities outlined in Annex B of *'Keeping Children Safe in Education'* DfE (2018).

3.7 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.

3.8 During term time the designated safeguarding lead and or a deputy will always be

available (during school hours) for staff in the school 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 media.

3.9 The DSL at Burston and Tivetshall Schools will represent our school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL 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 interagency meetings and contribute to the assessment of children.

3.10 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.11 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure 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 school to an appropriate level.

3.12 The DSL will obtain details of the Local Authority Personal Advisor appointed to guide and support a care leaver.

4. TRAINING & INDUCTION

4.1 When new staff join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy, along with the staff code of conduct, Part one and Annex A of '*Keeping Children Safe in Education*' and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. They will also receive a copy of the Behaviour Policy and the school's response to children who go missing from education - this information is included in Section 6 of this policy. All staff are expected to read these key documents. They will also be provided with the recording form (Appendix 1), given information on how to complete it and who to pass it to.

4.2 Every new member of staff or volunteer will receive safeguarding training before commencing work at 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, the processes for referral to Children's Services, the statutory assessments under Section 17 Section 47 as well as 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. Staff will also receive on-line safety training as this is part of the overarching safeguarding approach of

our school.

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*' DfE (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 and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;
- all relevant documentation and links are provided to all staff online through Office 365 which staff are expected to read.

4.4 All regular visitors, temporary staff and volunteers to our school will be given a summary of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and what the recording and reporting system is. (See Appendix 1).

A safeguarding leaflet is given to all regular visitors, temporary staff and volunteers; the name of the DSL is advised. All visitors are politely requested to read the school's safeguarding procedures, attached to the signing in book, every time they come onto the school premises. (Appendix 2). We also display the details of the DSL at key points around the school.

4.5 The DSL, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending 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. The DSL and alternate will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, the DSL 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. The DSL will also attend training and safeguarding meetings offered by Sapientia Education Trust. This will be following recommendations from Norfolk Safeguarding Board. The DSL will disseminate Local and National updates to staff.

4.6 Our 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 school. Training for Governors to support them in their safeguarding role is available from [Norfolk Governor Services](#).

4.7 We actively promote and encourage all of 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*’ DfE (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.schools.norfolk.gov.uk/safeguarding>.

5. PROCEDURES FOR MANAGING CONCERNS

5.1 Burston and Tivetshall Primary Schools adhere to child protection procedures that have been agreed locally through the Norfolk Safeguarding Children Board (NSCB). Where we identify children and families in need of support, we will carry out our responsibilities in accordance with the Norfolk Local Assessment protocol <https://www.norfolkscb.org/revise-norfolk-threshold-guide-september-2017/> the [NSCB Threshold Guidance](#).

5.2 Every member of staff including volunteers working with children at our school 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 take action 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. More often however, concerns accumulate over a period of time 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 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 school 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 (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must

report it immediately to the 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 SET Safeguarding Team for advice.

5.6 All concerns about a child or young person should be reported without delay and recorded in writing using, when practicable, the agreed template (see Appendix 1).

5.7 Following receipt of any information raising concern, the DSL 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. 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. Concerns should always lead to help for the child at some point.

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 the member of staff should dial 999 a referral should be made to Children's Services immediately. Anybody can make a referral.

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, or their alternate are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety.

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 with the Chair of Governors (Rebecca Chamberlain). If any member of staff does not feel the situation has been addressed appropriately at this point they should contact Zoe Fisher at SET and if concerns continue to exist, 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.

6. Specific Safeguarding Issues

Contextual safeguarding

6.1 At Burston & Tivetshall Schools we recognise that safeguarding incidents and/or behaviours can be associated with factors outside of the school environment and/or can occur between children outside of the school. This is known as contextual safeguarding. It is key that all school staff are aware of the definition of contextual safeguarding and when reporting concerns, they include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

6.2 We recognise that children with special educational needs and/or disabilities (SEND) 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; and
- communication barriers and difficulties in overcoming these barriers.

6.3 At Burston and Tivetshall Schools we recognise that a previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together and prompt action is taken

when necessary to safeguard these children, who are a particularly vulnerable group.

So-called 'Honour-abuse'

6.4 At Burston and Tivetshall Schools 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 who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

6.5 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](#) Home Office (December 2015)

Preventing radicalisation and extremism

6.6 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At Burston & Tivetshall Schools we 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 school 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 school by using effective filtering and usage policies.
- All staff have engaged in Prevent training and the DSL will act as the point of contact within our school for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with [Norfolk Channel procedures](#) and will represent our school at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

Peer on peer abuse

6.7 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 to 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 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; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing

up’.

6.8 At Burston and Tivetshall 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.

6.9 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 related to peer on peer abuse in line with guidance outlined in Part five of ‘Keeping Children Safe in Education’ DfE (2018) 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.

6.10 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 we ensure we are offering the right support to the child(ren). Support will depend on the circumstances of each case and the needs of the child, it may include completion of risk assessments to support children to remain in school whilst safeguarding other children and the victim, delivery of early intervention in respect of HSB and/or referral to [The Harbour Centre Sexual Assault Referral Centre](#) (SARC) where a pupil discloses a rape, an attempted rape or a serious sexual assault whether this has happened recently or in the past. The assault does not have to have taken place in Norfolk but the victim must live in Norfolk to access support. The SARC also has a 24/7 helpline 01603 276381 if pupils or staff need to speak to a Crisis Worker for help & advice. Referral forms can be found on The Harbour Centre website.

Safeguarding responses to children who go missing

6.11 At Burston & Tivetshall all staff will be aware of the safeguarding responsibilities for children who are missing education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.

6.12 At Burston and Tivetshall we adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who missing:

- An attendance register is taken at the start of the first session of each school day and at the start of the afternoon session;
- We make every effort to contact parents and carers and follow up with the emergency contacts held;
- We hold at least two emergency contact numbers for each of the pupils on our roll wherever possible.

-
- Staff will alert DSLs to any concerns raised regarding children who are absent from school; where contact cannot be made with the parents, the DSL will visit the home and contact the relevant authorities should it be deemed necessary;
 - The DSL is also the Attendance Lead and SENDCo and therefore able to ensure that each response is thorough and takes into account all the relevant information about individual children;
 - We will follow the procedures outlined in our attendance policy including undertaking first day calling and monitoring data to ensure we intervene early in cases of poor attendance and/or unexplained absences.
 - When removing a child from roll at the standard and non-standard transition points we will inform the Local Authority in accordance with statutory requirements and pass on all safeguarding files.

6.13 Private Fostering

We will fulfill our mandatory duty to inform the local authority of children in [a private fostering arrangement](#).

6.14 We recognise the changing role of safeguarding and staff will receive regular updates and training as the need arises e.g County Lines.

7. RECORDS AND INFORMATION SHARING

7.1 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 (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

7.2 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 DSL. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential. We will follow [NSPCC](#) guidelines on the retention and storage of records.

7.3 Child protection information will only be kept in the 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. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

7.4 When a child leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school

in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this is in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. *We believe that it is in the best interests of a child to retain copies until we have received official confirmation of receipt.* 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.

8. WORKING WITH PARENTS & CARERS

8.1 Burston and Tivetshall Schools 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.

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

8.3 When a pupil joins our school we will always contact the pupil's previous school to ascertain whether there are any safeguarding concerns.

8.4 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 in order to safeguard a child from harm.

8.5 We will seek to share with parents 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 school has about a child will not prevent the DSL making a referral to Children's Services in those circumstances where it is appropriate to do so.

8.6 In order to keep children safe and provide appropriate care for them, the school requires parents 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 school staff is aware of the duty regarding Children Missing in Education and and monitor attendance regularly.

Pupils who are absent from school without good reason or having failed to inform the school by 9.15 am are marked as unauthorised and follow- up telephone calls and texts are sent to the child's parent. Parents of pupils with persistent absence will be contacted by the school and legal proceedings may follow.

The School will retain this information on the pupil file. The school 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.

8.7

At Burston and Tivetshall we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Multi-agency Safeguarding Hub will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the '*Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools*'. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy. (Appendix 3)

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 school in respect of individual children. Usually the person representing the school at these meetings will be the Headteacher or DSL. 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 the NSCB (Appendix 5). The information contained in the report will be shared with parents 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 school. 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 parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent 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 parents.

10. SAFER RECRUITMENT

10.1 We will ensure that the Headteacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Headteacher 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 At Burston and Tivetshall we will follow Sapiientia Education Trust's 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. The DSL will check the SCR regularly to ensure that we are compliant. The safeguarding governor (Rebecca Chamberlain) will also check the SCR. These checks will be noted in the Headteacher's report.

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 the Code of Conduct prior to commencing work. They will be expected to know Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion 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 Headteacher and included in the

safeguarding folder. Training will be updated regularly.

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 do have a clear glass panel in them and ideally should 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 2015). 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.

When employing staff or volunteer adults adhere to the Disqualification by Association under the Childcare Act 2006 (as amended)

12. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

12.1 Our aim is to provide a safe and supportive environment which secures the well being 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 school 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 first point of contact is the LADO who 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 307797. A duty advisor will give advice and guidance on next steps. If the advice is to make a referral to the LADO then the form should be completed.

12.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. This includes concerns relating to agency and supply staff and volunteers. Should an

allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that the Headteacher or Chair of Governors is not contactable on that day, the information must be passed to and dealt with by Zoe Fisher (SET). If a member of staff has any concerns about another member of staff or if they need to report a compromising situation they have found themselves in, staff are encouraged to contact the LADO directly without waiting to discuss it with the headteacher first.

12.5 The Headteacher 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 or Chair of Governors should contact the LADO directly on 01603 223473. Staff should refer to the SET Whistleblowing Policy. Further national guidance can be found at: [Advice on 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 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 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 school, 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.

12.8 The school has an 'open door policy'. When an adult or adults are with a child or children, they will ensure that the door to the room they are in remains ajar; there may be occasions where curriculum activities mean that this is not practical. This applies to all staff, volunteers and visitors including (but not exclusively) health professionals, social workers and police. This is to safeguard our children and protect adults from false allegations.

13 RELEVANT POLICIES

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

- Anti-Bullying
- Staff Code of Conduct

- Behaviour Policy
- Recruitment & Selection
- Whistle-blowing
- Attendance
- Online safety
- Health and Safety including site security
- Harassment and discrimination including racial abuse
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays

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 (2018)
- ∄ [‘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](#)
- ∄ [‘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 (June 2015)
- [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015)
- ∄ The [Childcare \(Disqualification\) Regulations 2009](#) (and [2018 amendment](#)) and [Childcare Act 2006](#), which set out who is disqualified from working with children
- ∄ [Sexual Violence and Sexual Harassment between children \(May 2018\)](#)
- ∄ [NSPCC Signs of Abuse](#)
- ∄ [Criminal Exploitation of Children](#)
- ∄ [Child Sexual Exploitation](#)
- ∄ [UKCCIS: Sexting in Schools and Colleges](#)
- ∄ [Private Fostering](#)

The [statutory framework for the Early Years Foundation Stage](#)

Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#),

[The Children Act 1989](#) (and [2004 amendment](#))

Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), [Statutory guidance on FGM](#),
[The Rehabilitation of Offenders Act 1974](#)

Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#)

Statutory [guidance on the Prevent duty](#),

Burston and Tivetshall Schools 2018 -2019
Appendix 1: Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to the DSL if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Class and School	Your name and position

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.			
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:		Date:	
Position:		Time:	
Your signature:		Date:	

Burston and Tivetshall Schools

Action taken by DSL

Referred to...?

Attendance Improvement Officer	Police	School Nurse	Children's Services	PSA	Parents	Guidance advisor	Other(specify)

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

Feedback given to...?

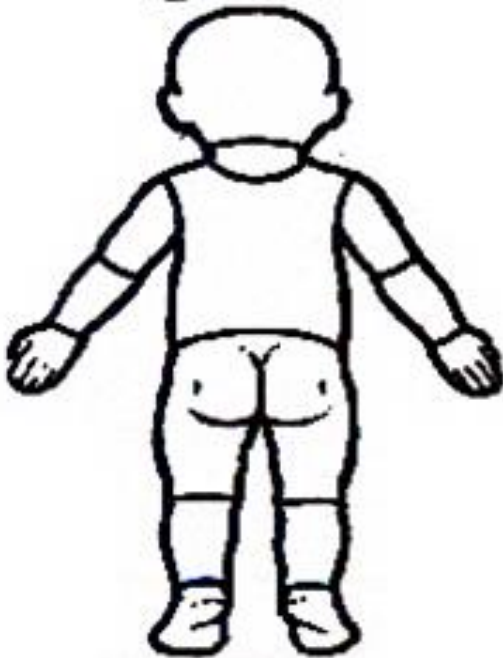
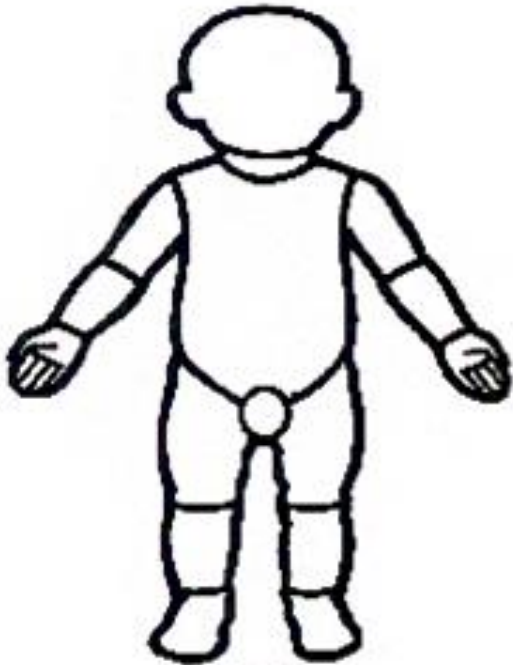
Pastoral team	Tutor	Child	Person who recorded disclosure

DSL Full name:

DSL Signature:

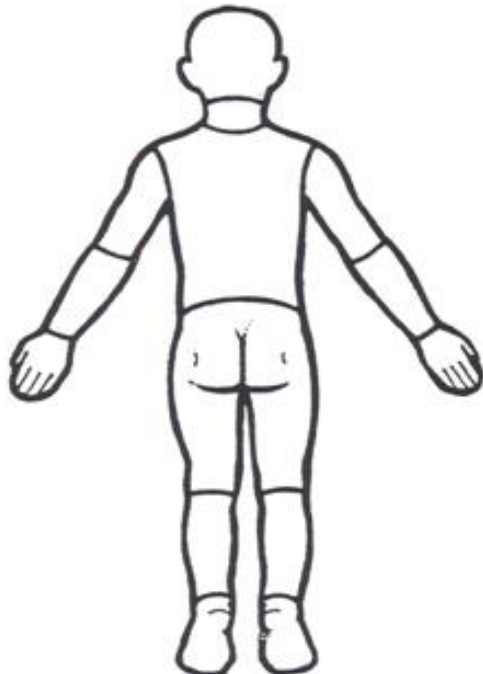
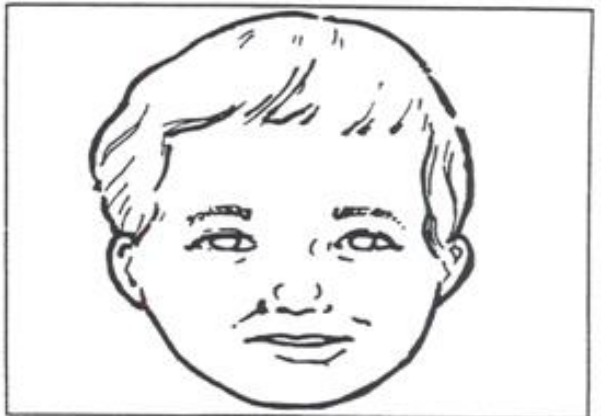
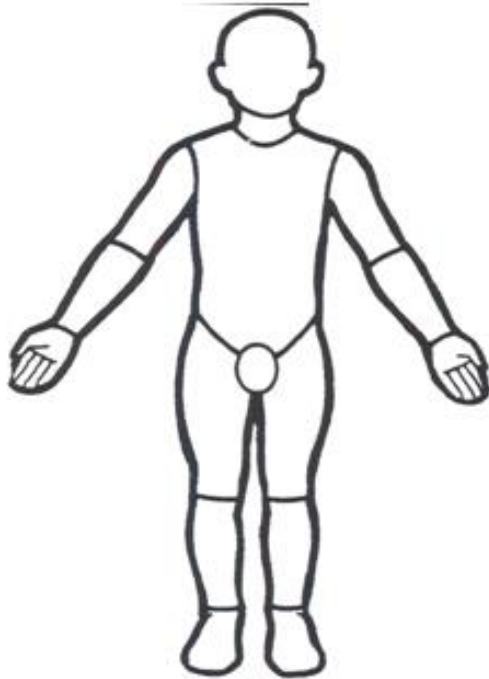
Date:

Young Child



Body Map

Older Child



Burston and Tivetshall Schools

Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

The four types of abuse.

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously. If you have any concerns about a child or young person in our school, 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 or neglect, 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 Staff Room or school office. Please ensure you complete all sections as described.

If you are unable to locate them ask a member of the school 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 foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Local Authority Designated Officer on 01603 307797.

The people you should talk to in school are:

Designated Safeguarding Lead (DSL):

Mark Carlyle

Location of office: Burston Primary School / Tivetshall Primary School

Contact Number: 01379 741256 / 10379 677350

Alternate Designated Safeguarding Lead:

Nicky Hart

Sandra Potter

Location of office: Burston School,

Tivetshall School

Contact Number: 01379 741256

01379 677350

Chair of Governing Body: Rebecca Chamberlain

Contact Number: 01379 674509

At Burston and Tivetshall Schools we strive to safeguard and promote the welfare of all of our children.

The four types of abuse

Neglect, Sexual, Physical and Emotional.

[Signs of Abuse](#)

Burston and Tivetshall Schools

Appendix 3: Local Safeguarding Referral Procedures



NORFOLK MASH
Multi-Agency Safeguarding Hub: Referral Procedures

Where an agency/organisation or worker has concern for the welfare or safety of a child they can make a telephone referral via Care Connect by telephone on 0344 800 8020.

A telephone referral must then be confirmed in writing using the form marked [NSCB1](#), within a maximum of 48 hours, ideally 24 hours. The completed NSCB1 can be:

- Faxed to the MASH Team on 01603 762445
- Posted to: The MASH Team Manager, Floor 5, Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET
- NSCB1 forms can also be e-mailed to MASH via mash@norfolk.gcsx.gov.uk but must only be sent from a secure email address.

Appendix 3
Operation Encompass School Responsibilities

Name : Mark Carlyle School : Burston & Tivetshall Primary Schools Designation: Executive Headteacher, DSL	
Responsibility	
Key adults to attend the Operation Encompass briefing, be a DSL and part of the SLT Carol Green and Elizabeth Williams attended	
School will provide up to date contact details to MASH and ensure that there is someone to receive notifications prior to 9am	
Notifications will be recorded on the correct form and kept with other sensitive paperwork in the locked Safeguarding cabinet.	
Staff to be reminded that the information is confidential and to be treated as such	
Office staff will be informed that the key adult is the only person who can accept the call	
Parents to be informed that the schools are part of Operation Encompass - information included in the new prospectus	
The LGB must be updated to show impact of the scheme.	



Appendix 5

Multi-Agency Child Protection Conference Report

Initial Child Protection Conference/Review Child Protection Conference

Please delete as appropriate

Date of Conference	
---------------------------	--

Name & Address of Agency	
Name of worker writing report	
Secure email address	
Job title/role	
Date report written	

Family Details

Child(ren)'s Name	Date of Birth	Address

Parents'/Carers' names	Date of Birth	Address	Hold PR?

Ethnicity	
Child(ren)'s first language	
Parent/Carers first language	
Special need/Disability	

In order to ensure that the child(ren) and their family are fully supported to actively participate in the Child Protection Conference, it is important that the following points are addressed –

- All sections of the report are completed in full using language the family will understand.
 - Report focuses on the **impact** on the child(ren) and what they or their behaviour has told us.

- The report is shared and discussed with the child(ren), in an age appropriate way and with parents/carers at least 24 hours before conference.

The boxes will expand

<p>Overview of your agency's involvement with child/family, such as -</p> <ul style="list-style-type: none"> • Why were you involved? • Type of service offered • Was the service taken up? • How long has the service been involved? • How did this help the family move forward? • Can further support be offered? 	
<p>What are we worried about now? Include –</p> <ul style="list-style-type: none"> • The Risks and Danger that are harmful or pose a risk of significant harm to the child currently • Information about past harm/danger that has occurred for the child, their siblings or their parents/carers which could increase the risk of harm currently • Information about areas of the child's life which are unclear or bring complications to dealing with difficulties i.e. adult behaviours, lifestyle. 	

Future Risks and Danger – what do you believe will be the likely outcome for the child(ren) if their current situation continues?	
What is working well that reduces the Risks and Danger? <ul style="list-style-type: none"> • Identify family strengths and safe behaviours, those that are well established and those newly emerging or observed • Include strengths within the wider family network which you believe reduce the risk of harm to the child or help to ensure safety • Include features of family life, safety factors and behaviours that have a positive effect on the child/children's lives. 	
What are the Safety Goals for the child i.e. how will we know when things are safe enough for the child? For each of the risks and danger identified, briefly describe what you would expect to see when a child is safe and not at risk of harm	
What areas of risk or concern can your agency help parents/carers resolve? Briefly describe what contribution your service can make to the child's plan	
Child(ren)'s views on their situation and on the report. Please ensure you have the child(ren)'s permission to share their views with parents/carers and with conference members.	
Parents'/carers' views on the situation and on the report	
Is there any other information about the child(ren), their views, circumstances or special needs, or that of family	

<p>members, that you feel Conference should be aware of that is not detailed above? Please use this box to detail the chronology of agency contact and significant events.</p>	
<p>Proposed recommendation: Please consider your views on whether the threshold for a Child Protection Plan remains or whether the risk of significant harm is no longer apparent. Please state for each child/young person whether you consider that a Child Protection Plan should remain in place or whether a Child in Need Plan is more appropriate.</p>	

Signature:

Date:

Print Name:

<p>Please send the completed form to the Independent Reviewing Service -</p> <p>Send by secure means by fax to 01603 616037 or email: childprotectionadmin@norfolk.gcsx.gov.uk</p> <p>Please remember to send a copy of the report to the Chair of the conference 2 days in advance and you must take 12 copies of the report with you on the day of the conference.</p>
--

End of Policy Document