

# St. Paul's C of E Primary School

## Documentation Information and Control

### Safeguarding Policy

<i>Current Status:</i>	Reviewed and Revised March 2020
<i>Review date:</i>	Annually or sooner if Regulations are changed
<i>Persons responsible for review:</i>	The Governing Body in consultation with the Head Teacher
<i>Reference to other documents:</i>	<p>Attendance Policy</p> <p>Learning Behaviour Management Policy <i>including</i> Anti-bullying,</p> <p>Appropriate Physical Contact, Physical intervention and the use of reasonable force</p> <p>Child Protection Policy <i>including</i> Managing Allegations</p> <p><i>Children Missing Education</i>, DfE, September 2016</p> <p><i>Child Sexual Exploitation</i> (Definition etc), DfE, February 2017</p> <p><i>Child Sexual Exploitation</i> (Annexes etc), DfE, February 2017</p> <p>Complaints Procedure Policy</p> <p>Confidentiality Policy</p> <p><i>DfE and ACPO Drug Advice for Schools</i>, DfE, September 2012</p> <p><i>Disqualification Under the Childcare Act 2006</i>, DfE, February 2015</p> <p>Drugs Policy</p> <p>e-Safety Policy</p> <p><i>Guidance for safer working practice for those working with children and young people in education settings</i>, Safer Recruitment Consortium, May 2019</p>

Health and Safety Policy *including* Personal and Intimate Care

*Information Sharing: Advice for Practitioners Providing Safeguarding Services*, DfE, March 2015

*Keeping Children Safe in Education: Statutory guidance for schools and colleges*, DfE September 2019

*Mandatory Reporting of Female Genital Mutilation - procedural information*, Home Office, December 2016

*Mental Health and Behaviour in Schools*, DfE, March 2016

*Multi-Agency Statutory Guidance on FGM*, HM Gov, 2016

Personal, Social and Health Education Policy

*Preventing and Tackling Bullying*, DfE, October 2014

*Promoting Fundamental British Values as part of SMSC in Schools*, DfE November 2014

*Safeguarding Children in whom Illness is Fabricated or Induced*, DfSF, 2008

*Safeguarding Children who may have been Trafficked*, DfE, 2011

*Searching, Screening and Confiscation*, DfE, February 2014, amended September 2016

Special Educational Needs Policy

*Statutory Guidance on Children who Run Away or Go Missing from Home or Care*, DfE, January 2014

*Supporting Pupils at School with Medical Conditions*, DfE, September 2014

*Teachers' Standards*, DfE, May 2012

*The Prevent Strategy*, DfE June 2015

*Valuing All God's Children*, CofE, Summer 2019

*What to do if you are worried a child is being abused*, DfE, March 2015

*What to do if you suspect a Child is being Sexually Exploited*, DfE, 2012

Whistle-blowing Policy

*Working Together to Safeguard Children*, DfE, Revised 2018

*Designated Persons:*

**The Designated Safeguarding Lead:**

The Head Teacher (Mrs J Sword)

**Deputy Designated Safeguarding Leads:**

Mr B Taylor, Mrs N Nichol and Mrs E Hields

**Designated Governor:**

The Chairman of the Governing Body (Mr G Curry)

## **St Paul's C of E Primary School**

### **Safeguarding Policy**

#### **1. Rationale**

- 1.1 Recognising its historic foundation, St Paul's Church of England Primary School, Newcastle upon Tyne, exists
  - (1) to glorify Almighty God, and
  - (2) to serve the community by providing, within the context of biblical belief and practice, an excellent education.
- 1.2 The Governing Body recognises that all people owe their existence to God and are dependent upon him for their preservation day by day.
- 1.3 The Governing Body acknowledges that mankind, male and female, was created in and as the image of God and thus all people are always to be shown care, love, and respect from conception to the grave.
- 1.4 The Governing Body recognises that all people are accountable to God for all that they think, say, and do, including the way they treat children and other adults.
- 1.5 The Governing Body recognises, without prejudice to a parent's or a carer's responsibility for their child(ren), that those who work in St Paul's School act in the place of parents and carers.
- 1.6 The Governing Body shall promote the safeguarding and welfare of all pupils who attend St Paul's School.

## **2. Commitment**

- 2.1 All who work in St Paul's School, as employees, volunteers or governors, recognising both that no one is perfect and that a safeguarding issue could arise within the school at any time, shall act in a vigilant manner so as to ensure, primarily but not exclusively during school hours and at all school activities, the safety, protection, and welfare of all children for whom the school provides an education.
- 2.2 St Paul's School recognises that safeguarding and promoting the welfare of children includes:
- protecting children from maltreatment
  - preventing impairment of a child's health and development
  - ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
  - taking action to enable all children to have the best outcomes.
- 2.3 The term children refers to all under the age of 18.
- 2.4 St Paul's School shall maintain its commitment to safeguard and promote the welfare of all its pupils and shall provide an environment in which all children are respected, encouraged to talk, listened to, and made to feel safe and secure.
- 2.5 The school shall ensure that children who are vulnerable, at risk, have suffered or are likely to suffer significant abuse or harm, including neglect, sexual abuse and exploitation, or are absent from school or go missing from education (see Annex A of *Keeping Children Safe in Education*, DfE, September 2019), are identified and appropriate action is taken to keep them safe.
- 2.6 The school shall ensure that staff are trained and prepared to identify children within the school who may benefit from early help. Early help means providing a child in need of support with help as soon as a problem emerges at any point in that child's life.

- 2.7 It is recognised that the provision of early help, which will be initially discussed with the Designated Safeguarding Lead, may entail a member(s) of staff supporting other agencies and professionals in an early help assessment.
- 2.8 The **Head Teacher** (Mrs J Sword) is the **Designated Safeguarding Lead** and **Mr B Taylor, Mrs N Nichol** and **Mrs E Hields** are the **Deputy Designated Safeguarding Leads** within the school **for all safeguarding and child protection matters**.
- 2.9 The Governing Body has appointed a designated governor to be responsible, on behalf of the Governing Body, for the implementation and monitoring of this Safeguarding Policy within the school (*see page 22*). The **designated governor** for Child Protection is the **Chairman** of the **Governing Body** (Mr G Curry).

### 3. ***Specific Duties***

#### 3.1 *Prevent Duty*

All staff shall ensure that they are able to identify children vulnerable to radicalisation and know what to do when such a pupil is identified (*see Code of Conduct, Appendix 3, page 30*). The school's safeguarding procedures shall be followed, including discussion with the Designated Safeguard Lead (DSL) and, if necessary, with the local authority social care. The following may also be contacted:

- (a) the local police,
- (b) the non-emergency number 101,
- (c) the Department for Education (DfE)  
non-emergency dedicated helpline 020 7340 7264,  
or via the  
e-mail address: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk).

- 3.2 When a member of staff thinks there may be a concern, he or she shall discuss the circumstances (including those that informed any action or proposed action) with a senior colleague, to ensure that the safest practices

are employed and the risk of actions being misinterpreted are kept to a minimum.

### 3.3 *Reporting Female Genital Mutilation (FGM)*

All staff must report to the Police when they discover (either through disclosure by a victim or visual evidence) a case of female genital mutilation (which comprises damage to, or the partial or total removal of the external female genitalia).

### 3.4 The members of staff shall familiarise themselves with the range of potential indicators that a girl may be at risk of FGM (see *Code of Conduct*, Appendix 5, Specific Safeguarding Issues, topics for which Guidance is available via the GOV.uk website, page 32).

### 3.5 *The Curriculum*

The curriculum shall include activities and opportunities to equip children with the skills they need to stay safe from abuse, including the safe use of the Internet (e-Safety), and to know to whom to turn for help.

### 3.6 *Teacher Standards*

All teachers (including those working toward Qualified Teacher Status and Newly Qualified Teachers) shall note that the *Teacher Standards 2012* specify that their professional duties include safeguarding the well-being of children and maintaining public trust in the teaching profession.

### 3.7 All staff shall respond immediately when made aware of or suspect an incident of child abuse (see the school *Child Protection Policy* for a definition of abuse).

### 3.8 All staff will respond to a child for whom safeguarding concerns arise by:

- (a) treating the child with utmost sensitivity, doing nothing to damage the child further through thoughtlessness or carelessness in their reaction to the child's distress;
- (b) listening and recording as accurately as possible what the child says including dates and times;

- (c) not probing or asking leading questions; and
- (d) not promising to keep secrets.

- 3.9 All incidents of abuse, risk of harm, or of any behaviour that gives cause for concern, shall be reported without delay to the Head Teacher, the designated teacher for child protection.
- 3.10 When an incident has been reported appropriate action shall be taken immediately in line with the child protection procedures of the Newcastle Safeguarding Children Board.
- 3.11 If there is a risk of immediate serious harm to a child a referral shall be made to children's social care immediately. A referral may be made by anyone (*see chart on page 21 below*).
- 3.12 Should a child's situation not appear to improve a staff member with concerns shall urge that the concerns be re-considered.
- 3.13 In furtherance of the implementation of this policy, the appropriate personnel of St Paul's School shall develop the links needed with relevant agencies, cooperate with any enquiries regarding child protection matters, and, when necessary, attend case conferences.
- 3.14 Notwithstanding that an allegation of abuse shall be responded to with appropriate discretion, it is recognised that the need to protect a child from abuse, under certain circumstances, shall take precedence over matters relating to confidentiality, family relationships, and the hierarchy and objectives of any agency.
- 3.15 The school shall support, resource, and monitor the work of all who work with children.
- 3.16 The school shall keep accurate, detailed and secure written records of referrals or concerns raised under the terms of this policy.



3.17 All staff shall be made aware of safeguarding issues that put children at risk of harm. The school shall ensure it has up to date information and guidance on the following specific issues (e.g.through the GOV.UK website):

bullying, including cyberbullying

child sexual exploitation (CSE)

children missing education

domestic violence

drugs

fabricated or induced illness

faith abuse

female genital mutilation

forced marriage

gangs and youth violence

gender based violence / violence against women and girls

hate

mental health

missing children and adults

private fostering

preventing radicalisation

relationship abuse (including peer on peer abuse)

sexting, and

trafficking.

3.18 All incidents, behaviours and assessments of children shall be considered through contextual safeguarding.

#### **4. Safe Recruitment and Selection**

4.1 The school shall ensure that safer recruitment practices are followed and that they comply with the requirements of Part Three of *Keeping Children Safe in Education*, DfE, September 2019.

4.2 All appropriate measures shall be applied for everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult. This shall include volunteers and staff employed by contractors.

- 4.3 Safer recruitment practice 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 capacity for the job. It also includes undertaking interviews and checking the Children's List and Disclosure and Barring Service checks and right to work in England checks.
- 4.4 In line with statutory changes, underpinned by regulations, the following shall apply in St Paul's School.
- (a) A DBS Enhanced with barred list information Disclosure shall be obtained for **all** new appointments to the school's workforce through staffing personnel and payroll, since from October 2009 it is a criminal offence for employers to employ an individual in an Independent Safeguarding Authority (ISA) regulated activity whom they know to have been barred from such activity and / or not refer to the ISA details of anyone who is permanently removed from regulated activity or who leaves while under investigation for allegedly causing harm or posing a risk of harm (*see page 22 below*).
  - (b) A check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State.
  - (c) Obtain a separate barred list check if an individual will start work in regulated activity before a DBS certificate is issued. The school shall keep an up to date single central record detailing a range of checks carried out on school staff.
  - (d) Verify a candidate's mental and physical fitness to carry out their work responsibilities.
  - (e) All new appointments to the school staff team who have lived outside the UK will be subject to additional appropriate checks.
  - (f) The school shall ensure that supply staff have undergone the necessary checks and will be made aware of this policy.
  - (g) In partnership with the Local Authority (LA), identity checks must be carried out on all appointments to the school workforce before the appointment is made, in partnership with the LA.

- 4.5 The Head Teacher and the Chairman of the Governing Body have undertaken the *Children's Workforce Development Council's Safer Recruitment in Education Training* ([www.cwdcouncil.org.uk](http://www.cwdcouncil.org.uk)). One of the above shall be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

## **5. Safe Practice**

- 5.1 St Paul's School will comply with the current Safe Practice guidance.
- 5.2 Safe working practice ensures that pupils are safe and that all staff:
- (a) are responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions;
  - (b) work in an open and transparent way;
  - (c) work with other colleagues where possible in situations open to question;
  - (d) discuss and/or take advice from school management over any incident which may give rise to concern;
  - (e) record any incidents or decisions made;
  - (f) apply the same professional standards equally to all colleagues;
  - (g) are aware of the confidentiality policy; and
  - (h) are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## **6. Information for pupils**

- 6.1 All pupils in the school shall be made aware of the staff to whom they may talk.
- 6.2 The school shall ensure pupils are aware of behaviour toward them that is not acceptable and how they can keep themselves safe.
- 6.3 All pupils shall be informed of the Designated Person with responsibility for Child Protection.

- 6.4 We shall inform pupils of whom they might talk to both in and out of school.  
They shall be made aware that they shall be listened to and heard.

- 6.5 All pupils shall be taught what steps can be taken to protect them from harm.
- 6.6 Pupil awareness shall be raised through curriculum (e.g.PSHE), support from staff, and helpful information around school.

## **7. Partnership with Parents**

- 7.1 The school shall share with parents and carers its commitment to educate and keep their children safe from harm and to promote their welfare.
- 7.2 The school shall honour its commitment to work positively, openly and honestly with parents and carers. All parents and carers shall be treated with respect, dignity and courtesy.
- 7.3 The privilege of a parent or carer to enjoy privacy and confidentiality will be honoured. Sensitive information will not be shared with another person unless the school has permission or it is necessary to protect a child.
- 7.4 St Paul's School shall share with parents or carers any concern about their child(ren) unless to do so may place a child at risk of harm.
- 7.5 The school shall encourage parents to discuss any appropriate concerns with staff in school.
- 7.6 St Paul's School shall inform parents and carers of this policy by means of interview, school prospectus, and newsletters, and parents shall be informed they may view this policy on request.

## **8. Use of cameras and mobile phones**

- 8.1 At St Paul's School all possible steps shall be taken to ensure that an environment exists in which children, parents and staff are kept safe from the inappropriate recording, storage and use of images.

- 8.2 In paragraphs 8.3 - 8.8 below a clear framework is provided to ensure that:
- (1) the use of cameras and the storage of images reflect good practice,
  - (2) the safeguarding needs of the pupils are met, and
  - (3) staff are not distracted from their work with children.
- 8.3 The term 'camera' includes mobile phones, tablets and other equipment with the capacity to record and store images.
- 8.4 Mobile phones and personal cameras must not be used by any member of staff, volunteer or helper, either inside or outdoors, during contact with children. The only exception is the teacher in charge during a visit out of school whose mobile phone is the emergency contact number for school.
- 8.5 Mobile phones may be used to make or receive personal calls during break times providing children are not present.
- 8.6 All images taken by members of staff or volunteers at school or on visits out of school may only be taken on school cameras.
- 8.7 All such images shall remain the property of the school.
- 8.8 All images taken on school cameras must be uploaded to the school ICT system at the earliest opportunity and deleted from the camera.
- 8.9 Images must not be published in any way without the knowledge of the Head Teacher and permission from the parents or carers of children in the pictures.

## **9. e-Safety**

- 9.1 All Internet activity in school shall be restricted to that which is lawful and shall be for educational purposes and professional development only.
- 9.2 Access to the Internet from the school shall only be by means of the authorised account and an appropriate private password.

- 9.3 Access to the Internet from home and terminals away from the school shall be made through reliable Internet Service Providers.
- 9.4 Individual teachers shall be responsible for their own Internet and e-mail activity and shall take appropriate measures to ensure that there is no inappropriate use by third party users.
- 9.5 All incidents of accidental contact with inappropriate material shall be logged. Inappropriate material is material of a pornographic, racist and offensive nature as defined in the Computer Misuse Act 1990, the Obscene Publications Acts of 1959 and 1964, the Protection of Children Act 1978, the Children Acts of 1989 and 2004, and the Sexual Offences Act 2003.
- 9.6 All e-mails shall meet the same professional levels of language and content as letters or other media and none shall be sent anonymously.
- 9.7 Staff shall not communicate with pupils through social networking sites and should be mindful of their professional status when placing personal information on social networking sites.
- 9.8 All software down loaded onto loaned laptops/iPads shall support teaching and learning and, when appropriate, shall be properly licensed. The terms of the school's Data Protection registration shall be adhered to and applied.

## **10. Partnerships with others**

St Paul's School, recognising there is a joint responsibility on all relevant agencies to share information to ensure the safeguarding of all children, shall establish and maintain positive and effective working relationships with other partner agencies on the Newcastle Safeguarding Children Board.

## **11. School Training and Staff Induction**

- 11.1 The Head Teacher and Deputy Safeguarding Leads shall undertake basic child protection training and training in inter-agency working (provided by the

Newcastle Safeguarding Children Board) and refresher training at 2 yearly intervals.

- 11.2 The Head Teacher and all other school staff, including non teaching staff, shall undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively. Refresher training will be undertaken at 2 yearly intervals or sooner if a change of regulation requires it.
- 11.3 All staff (including temporary staff and volunteers) shall be provided with the school's *Child Protection Policy* and the staff *Code of Conduct* and shall be informed of the school's child protection arrangements during their induction.

## 12. Support, Advice and Guidance for Staff

- 12.1 Staff will be supported by the school, Local Authority, and professional associations.
- 12.2 The designated person for Safeguarding/Child Protection, the Head Teacher, will be supported by the Chairman of the Governors.
- 12.3 Advice is available from the  
school Safeguarding Advisor,  
Initial Response at the Local Authority,  
Police Child Abuse and Vulnerable Adults Unit *Telephone number: 101*  
The Prevent Team *Telephone number: 101 ext 63854*  
*e-mail: specialbranch@northumbria.pnn.police.uk*  
Anti Terrorist hotline *Telephone number: 0800 789 321*  
Children Missing in Education Team  
NSPCC Whistle-blowing Helpline *Telephone number: 0808 800 5000*



### **13. Related School Policies**

Related safeguarding portfolio policies

Attendance

Learning Behaviour Management *including* Anti-Bullying, Appropriate physical contact Physical Contact, Physical intervention and the use of reasonable force

Child Protection *including* Managing Allegations and Missing Children

Community Cohesion

Complaints

Confidentiality

Drugs

e-Safety

Health and Safety *including* Personal and Intimate Care

Personal, Social and health Education

Social, Moral, Spiritual and Cultural development

Special Educational Needs and Disability (SEN)

Whistleblowing

### **14. Children Missing from Education**

14.1 The school shall be mindful of the terms of the statutory guidance for local authorities as set out in *Children Missing Education*, DfE, September 2016.

14.2 The school shall follow the Newcastle Local Authority procedures *Children Who May Be Missing/Lost From Education*.

14.3 When children on the school roll do not turn up and the usual enquiries have been made the case shall be referred to the Local Authority in the usual way. If the allocated worker cannot locate the child/family he or she will inform the Children Missing Education team. The school will be advised when a child may be removed from the school roll.

## **15. Confidentiality**

- 15.1 The School recognises that when “there is a concern that the child may be suffering or is at risk of suffering significant harm, the child’s safety and welfare must be the overriding consideration” *Information Sharing: Practitioner’s guide*, HM Government, 2006.
- 15.2 When a child is or may be at risk of significant harm the school shall share appropriate information with the Police and official Social Care Services.
- 15.3 In the normal course of events the confidence of a child, a parent or a carer shall not be breached.
- 15.4 The only circumstance in which data or information is shared shall be on a ‘need to know basis’, that is, when access to the data or information is necessary for the conduct of official business. Only those facts, and nothing more, will be imparted which need to be known and only at the time they need to be known.

## **16. Pupil Information**

- 16.1 St Paul’s School shall ensure it keeps up to date and accurate information in order to keep children safe and provide appropriate care for them.
- 16.2 The school shall hold accurate and up to date information regarding:
- (a) names and contact details of persons with whom a child normally lives;
  - (b) names and contact details of all persons with parental responsibility (if different from above);
  - (c) emergency contact details (if different from above);
  - (d) details of any persons authorised to collect a child from school (if different from above);
  - (e) any relevant court orders in place including those which affect any person’s access to the child (*for example* a Residence Order, Contact Order, Care Order, or Injunction);

- (f) if a child is or has been on the Child Protection Register or subject to a care plan;
- (g) name and contact detail of a child's General Practitioner; and,
- (h) any other factors which may have an impact on the safety and welfare of a child.

## **17. Responsibilities**

### **17.1 Governors**

The Governing Body, without prejudice to its distinctive character and ethos, shall ensure that

- (a) this policy and the school Child Protection Policy and procedures comply with Local Authority guidance, locally agreed inter-agency procedures, and the policies and procedures of the Local Safeguarding Children Board;
- (b) the policy is adopted and reviewed annually or sooner if regulations require it;
- (c) that this policy is made available to parents and carers on request and to the public via the school website;.
- (d) it is accountable for both compliance with and the effectiveness of this policy within the school;
- (e) that the school adheres to the guidance for inter-agency working provided in *Working Together to Safeguard Children*, DfE, March 2015;
- (f) that a Designated Safeguarding Lead (DSL) and a Deputy DSL(s) are appointed from the leadership team to take responsibility for safeguarding and child protection within St Paul's School;
- (g) that all staff are provided with:
  - (i) a copy of this policy,
  - (ii) the school *Child Protection Policy*,
  - (iii) the staff *Code of Conduct*,
  - (iv) a copy of Part 1 and Annex A of *Keeping Children Safe in Education*, DfE, September 2019, and
  - (v) receive an induction to safeguarding and child protection, and undertake annual refresher training;

- (h) that procedures, in line with statutory guidance, exist for dealing with allegations against a member of staff or volunteer;
- (i) that safer recruitment practices are followed and that they comply with the requirements of *Keeping Children Safe in Education*, DfE, September 2019;
- (j) it receives an annual safeguarding report that includes a record of training undertaken or to be undertaken by staff, a record of all safeguarding activity, and an explanation of how the school complies with its statutory requirements;
- (k) all governors undertake regular safeguarding (refresher) training; and
- (l) governors undertake safeguarding visits to monitor compliance and to ensure that any weakness in safeguarding arrangements is promptly corrected.

## 17.2 ***The Head Teacher***

The Head Teacher shall

- (a) appoint members of the leadership team as DSL within the school (see *paragraph 2.8 above*);
- (b) appoint a Deputy DSL to ensure that in the event of a DSL being absent there will always be a person of DSL status within the school (see *paragraph 2.8 above*);
- (c) ensure that the policies and procedures (in particular those relating to a referral of a suspected case of abuse including neglect) adopted by the Governing Body are implemented and followed by all staff;
- (d) ensure that a safe and secure environment is created and maintained within the school to the end that staff, pupils, volunteers, governors and visitors are encouraged and free to raise concerns about the safety and welfare of the pupils in a sensitive and timely manner;
- (e) liaise with the Local Area Designated Officer (LADO) should any allegations of abuse be made against a member of staff.
- (f) sufficient resources are allocated and expended to enable the staff team to discharge their duties and responsibilities for child protection and safeguarding;
- (g) appropriate checks are carried out on all applicants for positions, both paid and voluntary, within the school, including the checking of entry

qualifications, professional and character references, health and physical capacity, previous employment history (including ensuring that any gaps are accounted for), and criminal records;

- (h) all staff and volunteers undertake appropriate training and are aware of procedures for reporting concerns;
- (i) all staff are aware of the procedures for dealing with allegations of abuse against members of staff in accord with the school Whistle-blowing Policy;
- (j) ensure that relevant parents and carers are informed when necessary referrals to appropriate authorities are made by the school; and,
- (k) ensure that parents are aware that the police have a right to speak with a child without parental consent when it is deemed to be in the best interests of the child and that they may do so on the school premises but they may not remove the child from the premises without the permission of the Head Teacher.

### 17.3 ***The Designated Safeguarding Lead (DSL)***

The DSL shall

- (a) carry out the duties outlined in Annex B of *Keeping Children Safe in Education*, DfE, September 2019;
- (b) provide advice and support to staff on child protection and child welfare;
- (c) maintain written records and child protection files and shall ensure that they are kept confidential and stored securely; and
- (d) ensure that all staff and volunteers are aware of the policy and procedures to be followed.

### 17.4 ***The Designated Governor***

The designated governor shall ensure that this Safeguarding Policy is implemented, and monitored, and that the statutory guidance of *Keeping Children Safe in Education* (September 2019) is wherever possible more than complied with within the school (see page 24 for a minimum termly checklist)

The Designated governor's key responsibilities shall include:

- (a) regular contact with the Designated Lead for child protection;
- (b) the promotion of well-being, safeguarding and child protection within the School;
- (c) ensuring that the Governing Body has suitable Child Protection and Safeguarding policies and associated procedures which comply with prevailing regulations, guidance, standards, best practice, and advice;
- (d) an annual review of safeguarding policies and practices within the school;
- (e) reporting regularly to the Governing Body on safeguarding matters;
- (f) ensuring that appropriate safeguarding training is in place for all staff and that relevant additional safeguarding training for the DSL and Deputy DSLs is undertaken as required;
- (g) undertaking appropriate safeguarding training and maintaining an up-to-date knowledge of safeguarding requirements for the School;
- (h) helping to broaden the understanding of the Governing Body on safeguarding issues;
- (i) ensuring deficiencies in the School's safeguarding practices are reported to the Governors, investigated and addressed; and,
- (j) ensuring that governors receive appropriate Safeguarding training.

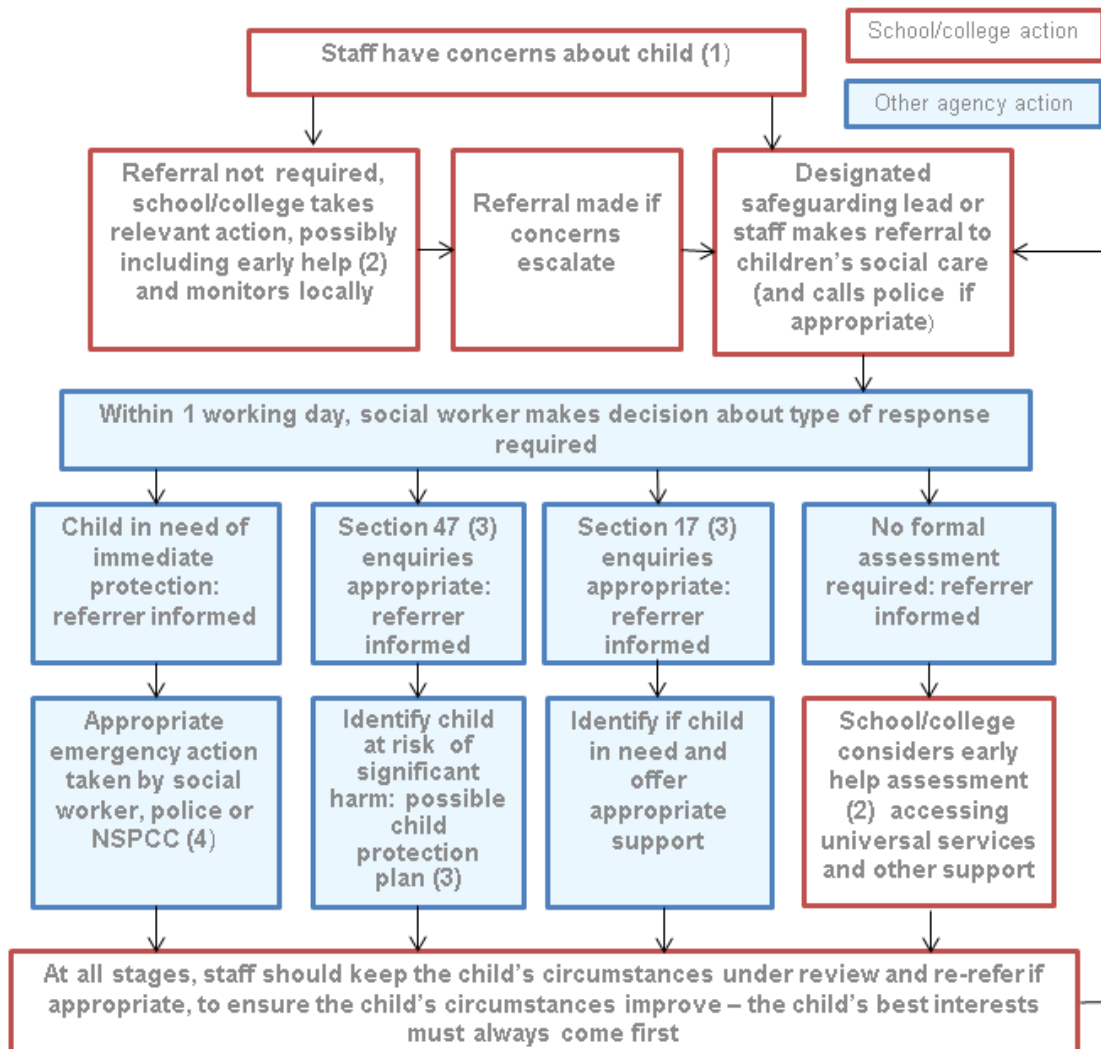
#### **17.5 *All Staff and Regular Visitors***

All members of staff shall ensure that they respond immediately and appropriately, following the agreed policies and procedures for the school, when they are made aware of or suspect any matter relating to Child Protection, the Prevent Strategy, and Safeguarding.

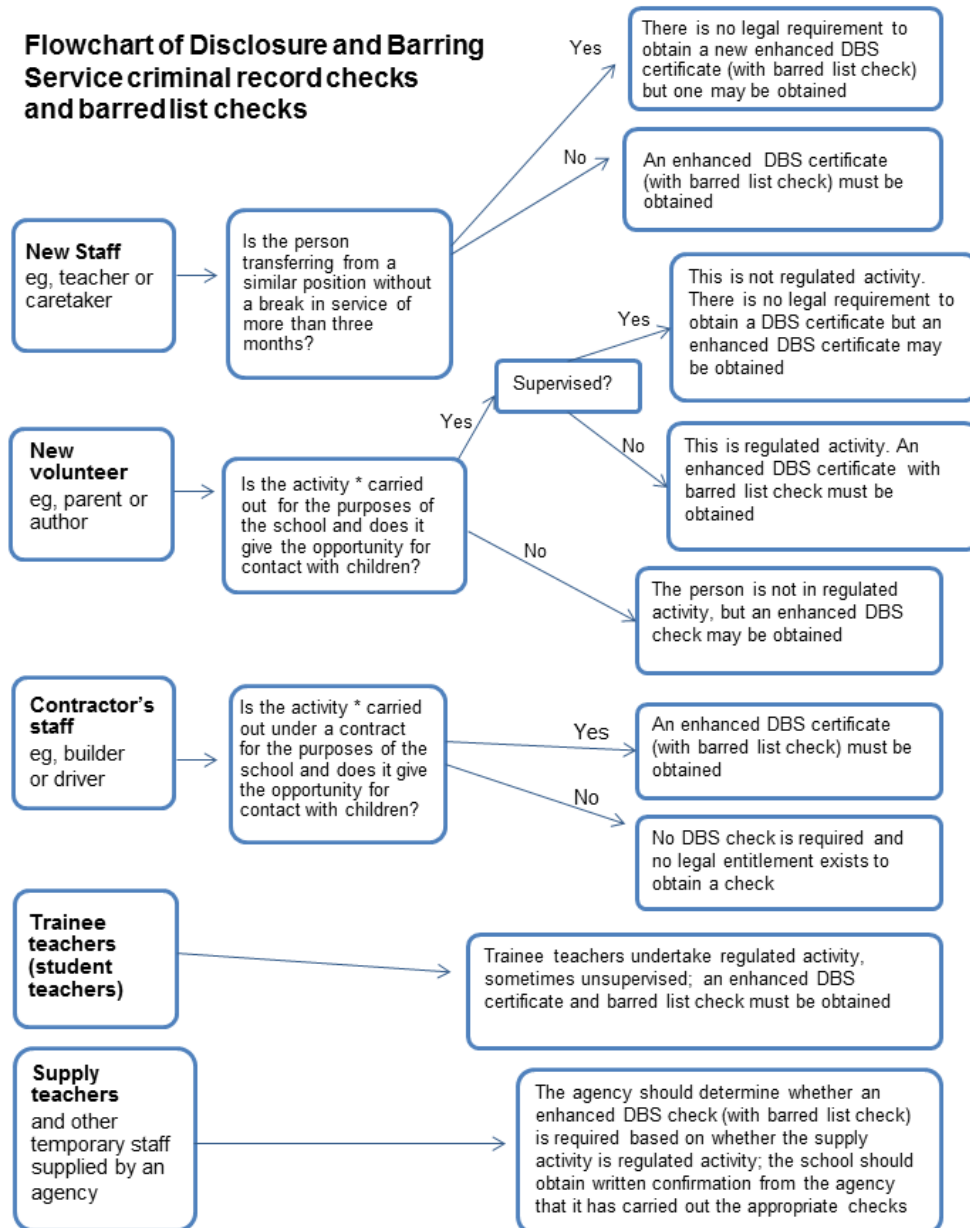
### **18. Review**

The Governing Body shall review this policy every year or sooner if Regulations are changed.

## Actions where there are concerns about a child



## Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'



## Governor with Responsibility for Safeguarding

### Termly Safeguarding Check List

Term \_\_\_\_\_ Date \_\_\_\_\_

Discussion with DSL (*see separate record*)

Checked key policies reviewed and up-to-date:

Child Protection Policy, Code of Conduct, Safeguarding Policy

Checked records of safeguarding concerns/referrals (security and management)

Checked records of allegations of bullying (security and management)

Informed of number and type of referrals made and/or current concerns

Informed of any allegations of abuse made against pupils – peer on peer

Checked management of central register with the Business Manager

Confirmed all staff training up-to-date with the Business Manager

Evidence of parental knowledge of safeguarding issues

Brief conversation with a member(s) of staff to ensure that his/her knowledge of safeguarding policy is adequate (including the Prevent Duty)

Checked with Head Teacher as to whether any allegations of abuse have been made against staff

Brief conversation with a pupil(s) to ensure that he/she knows what to do if he or she does not feel safe (including Peer on Peer pressure)

Checked with the Chairman of the Governing Body as to whether any allegations of abuse have been made against the Head Teacher.

*Comments, concerns, matters to address:*

Signed \_\_\_\_\_ (Governor) date \_\_\_\_\_

\_\_\_\_\_ (DSL) date \_\_\_\_\_