

BADDOW HALL INFANT SCHOOL



Safeguarding Policy

Ratified by Governing Body:

Date: September 2023

Signed: Nick Banister-Dudley

Review Date: September 2024

Safeguarding Policy

Introduction

This policy document is intended to form an agreed approach to addressing issues that relate to safeguarding at Baddow Hall Infant School. As such it can be seen as a corporate statement and a reference point for informing practice. The main entitlements and responsibilities with regard to safeguarding are encompassed within this document. It contains three main elements: aims, objectives and strategies.

Rationale

Baddow Hall Infant School views the safety and welfare of all its children as of paramount importance. The school recognises that effective child protection work requires sound procedures; good inter-agency cooperation and a work force that is competent and confident in responding to child protection situations – see Child Protection Policy. References are made to the DfE statutory guidance “Keeping Children Safe in Education September 2023.”

At Baddow Hall Infant School, all children have the right to be safeguarded from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status.

We recognise our legal duty to safeguard all our children under Section 175 of the Education Act 2002 and outlined in the DfE document “Keeping Children Safe in Education” statutory guidance for schools and colleges September 2023.

Aims and Objectives

- Protect children from maltreatment.
- Prevent the impairment of children’s health or development.
- Ensure children are growing up in circumstances consistent with the provision of safe and effective care.
- Help children to have optimum life chances and to enter adulthood successfully.
- Endeavour to keep up-to-date and accurate information about all children.
- Enable staff, volunteers and visitors to safeguard and promote the welfare of children.
- Promote a culture that makes this school a safe place to learn.
- Listen to and respect all children.
- Involve children in decisions which affect them.
- Share information about concerns with agencies who need to know, and involve children and their parents/carers appropriately using jargon-free language.
- Recruit staff, volunteers and visitors safely, ensuring all necessary checks are made.
- Adopt a code of conduct for all staff, volunteers and visitors.
- Provide effective management through induction, support and training.
- Deal appropriately with allegations/concerns about staff, volunteers or visitors, in accordance with government guidelines.
- Respect confidentiality.
- Confront bullying, racism, harassment and discrimination.
- Provide effective first aid from qualified members of staff.
- Meet the needs of pupils with specific medical conditions including ensuring that any intimate care is carried out following agreed guidance and policies.
- Promote internet safety.

Strategies

Fire Safety

The school has a full fire risk assessment in place undertaken by a specialist contractor each year and regular fire evacuation practices take place. The fire alarm and fire equipment are tested regularly.

Safer Recruitment and Selection

In line with statutory guidance the following will apply for all paid staff and volunteers:

A DBS enhanced electronic disclosure is obtained for all staff, governors and regular volunteers. The school holds an up-to-date single central record detailing a range of checks carried out on staff including identity checks.

All new appointments who have lived outside the UK will be subject to additional checks as appropriate. There will be at least one member of the interview panel who is trained in safer recruitment.

(See recruitment policy and pre-employment checks for detailed information)

Disqualification under the Childcare Act

This update first made in October 2014 requires schools which provide care for pupils under the age of 8 to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2018.

Safe Practice

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motives and intentions.
- work in an open and transparent way
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern
- record any incidents or decisions made
- apply the same professional standards regardless of gender, religion, ethnicity, disability or sexuality
- are aware of confidentiality
- are aware that breaches of the law and other professional-guidelines could result in criminal or disciplinary action being taken against them.

Safeguarding Information for Pupils

The pupils in our school are aware of a number of staff who they can trust and talk to and are available to them at any time. Their first point of contact is their class teacher.

Baddow Hall Infant School is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe.

We inform pupils of their right to be listened to and heard and what steps can be taken to protect them from harm. We use PSHE and RHE materials to help pupils learn how to keep safe.

Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. We are committed to working with parents positively, openly and honestly. 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 protect a child.

Baddow Hall Infant School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

Partnership with Others

Baddow Hall Infant School recognises that it is essential to establish positive and effective

working relationships with other agencies. There is a joint responsibility on all agencies to share information to ensure the safeguarding of all children. (SET Procedures/ Working together to safeguard children)

School Training and Staff Induction

The school's senior designated child protection staff attend child protection training and refresher training at two-yearly intervals. The current Lead designated persons for Child Protection at Baddow Hall Infant School are:

Lesley Schlanker- Designated Safeguarding Lead
Emily Howard- Deputy Designated Safeguarding Lead
Nick Banister-Dudley- Designated safeguarding governor

All other school staff, including non-teaching staff, undertake appropriate induction training and then refresher training annually.

All staff are provided with the school's child protection policy/ Keeping Children Safe In Education (DfE September 2023) and informed of the school's child protection arrangements on induction. Temporary staff and volunteers are made aware of the school's arrangements for child protection, and of their responsibilities. They are given a copy of the Staff Handbook summary which contains information on Child Protection procedures on entering school.

PREVENT Training

"From 1 July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. The Prevent Duty departmental advice (DfE updated 2021) states that as a minimum, school should ensure their designated Safeguarding Lead undertakes Prevent awareness training and is able to provide advice and support to members of staff on protecting children from the risk of radicalisation.

The headteacher has attended WRAP.

Children absent from Education

Where children on roll at Baddow Hall Infant School do not turn up, and the school has made enquiries through home/school liaison officers, we follow the Essex procedures for Children Missing in Education.

https://schools.essex.gov.uk/pupils/Attendance_Compliance/Pages/ChildrenMissingFromEducation.aspx

Pupil information

Baddow Hall Infant School will keep up to date and accurate information in order to keep children safe and provide appropriate care for them, including:

- names and contact details of persons with whom the child normally lives
- names and addresses of all persons with parental responsibility
- emergency contact details (a minimum of 2)
- details of any persons authorised to collect the child from school
- any relevant court orders in place including those which affect any person's access to the child
- information for a child who is or has been the subject of a child protection/child in need plan
- any medical information for the child
- name and contact details of Doctor

- any other factors which may impact on the safety and welfare of the child.

Children Not Collected

Children not collected by parents / carers will be looked after in the school office. Members of staff will attempt to contact parents/ carers. If the parents /carers cannot be contacted, then the children will be kept safe and any other priority contacts informed. If no contact is established and there are other concerns (e.g. a reoccurring event) then social care may be contacted.

Children in Need

A child in need is defined as having additional needs where their health, development or achievement may be adversely affected. The school will involve other services as appropriate.

Children With A Disability

Research shows that disabled children may be at greater risk of abuse and need to be safeguarded on an equal basis to other children. School will ensure that disabled pupils can access school trips, sports facilities and after school clubs. School will promote positive attitudes towards disabled children.

Child Protection

The child protection policy should be read and followed by all members of staff, governors and volunteers.

Responding to Disclosure:

- Disclosures or information may be received from pupils, parents or other members of the public. We recognise that those who disclose such information may do so with difficulty, having chosen carefully to whom they speak. Accordingly, all staff will handle disclosures with sensitivity. Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person by completing a CPOMs incident referral form.
- Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that he/she can make an informed decision of what to do next.

Staff will:

- Listen to and take seriously any disclosure or information that a child may be at risk of harm.
- Try to ensure that the person disclosing does not have to speak to another member of school staff.
- Clarify the information.
- Try to keep questions to a minimum and of an open nature.
- Try not to show signs of shock, horror or surprise.
- Not express feelings or judgements regarding any person alleged to have harmed the child.
- Explain sensitively to the person that they have a responsibility to refer the information to the senior designated person.
- Reassure and support the person as far as possible.
- Explain that only those who 'need to know' will be told.
- Consult the Child Protection policy for full details of child protection procedures.

E-Safety

- to make pupils aware of the dangers of the internet through curriculum teaching particularly PSHE and computing

- software is in place in school to minimise access and to highlight any person accessing inappropriate sites or information (filtering and monitoring)
- pupils will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. If this results in child protection concerns the school's designated child protection leader should be informed immediately.
- pupils should not give out their personal details, phone numbers, schools, home address or computer passwords.
- the police will be involved if there is any criminal element to misuse of the internet, phones or any other form of electronic media.

See Online safety policy for more details.

CSE – Child Sexual Exploitation

The school has a duty to be aware of and respond to children who may be vulnerable to this specific form of abuse.

CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

It can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. There is an imbalance of power in the relationship. If staff have a concern they should report these to the designated child protection lead who will follow local procedures.

FGM – Female Genital Mutilation

The school has a duty to be aware of and respond to female children who may be vulnerable to this specific form of abuse.

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs.

If staff have a concern they should activate local safeguarding procedures.

From October 2015, S.5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) placed a statutory duty upon teachers (also social workers and healthcare professionals) to report to police where they discover (through disclosure by victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

Allegations Against Staff

Baddow Hall Infant School understands that children can be the victims of abuse by those who work with them in any setting. Where there is an allegation that a professional has behaved in a way that has harmed a child or may have harmed a child, possibly committed a criminal offence against or related to a child, or has behaved towards a child or children in a way that indicates he/she is unsuitable to work with children, the allegations will be investigated properly and in line with agreed procedures. Allegations of abuse made against staff will be dealt with by the headteacher (or the chair of governors if the headteacher is accused). The head/ chair will contact the local authority designated officer within 24 hours.

All allegations of abuse will be taken seriously.

See policy for dealing with allegations against staff.

Monitoring and Recording

Accurate records will be made. All records will be signed and dated, any information will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

Behaviour

The school has a relationships and behaviour policy.

All incidents should be recorded in the behaviour log. Serious incidents should be recorded on behaviour forms and reported to SLT.

See Relationships and Behaviour policy.

Concerns relating to child protection should be recorded on CPOMS.

All child protection documents will be retained in a 'child protection' file, separate from the child's curriculum file. Such files will be kept securely. These records will be transferred to any school or setting the child moves to. If the child goes missing from education or is removed from roll to be educated at home any child protection file should be copied and sent to the education social work service.

From September 2023, all concerns should be recorded on CPOMS using individual staff logins.

It is the responsibility of the headteacher and Governors to monitor and evaluate the provision of resources, planning and practice in relation to safeguarding. This policy document will be monitored and reviewed on an annual basis and any necessary revisions incorporated.