

DOWNHAM PREPARATORY SCHOOL

Safeguarding Policy

This policy applies to all staff, including senior managers, paid staff, volunteers, self-employed workers, students and anyone else working on behalf of DPSMN

PURPOSE AND AIMS

1.1 The purpose of Downham Preparatory 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 to

- Protect our children and young people 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 to have optimum life chances and enter adulthood successfully.

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

1.3 Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

1.5 This policy has been drawn up on the basis of;

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to Safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

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- Keeping Children Safe in Education September 2016

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 or regular visitor to our school if they are worried or concerned about something.

2.2 All staff and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what an adult will have to do with any information they have chosen to disclose to them.

2.3 Throughout our curriculum we will provide activities and opportunities that will equip our children with the skills they need to stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

2.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

3. ROLES AND RESPONSIBILITIES

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 procedure and work in a way that safeguards and promotes the welfare of all of our children at all times.

3.2 At Downham Preparatory School the Principal is responsible for ensuring the safeguarding policy is in place and is reviewed annually, is referred to in our school prospectus and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures;

3.3 The Senior Designated Professional, (Mrs B Lillie), assisted by the Alternate Professional (Mr M Jefferson), is designated to take the lead responsibility in the co-ordination of safeguarding and child protection. These duties include -

- Ensuring all staff have undertaken appropriate child protection training and remain informed of current practice and information through professional conversation, school based CPD and a three year rolling programme of training.
- Ensuring procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;

- Safer recruitment practices are followed in accordance with the requirements of [Safeguarding Children and Safer Recruitment in Education](#), 2006.
- Remedying without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.
- 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.

The Safeguarding Team (Principal, SDP and ADP)

3.4 Any concern for a child's safety or welfare will be recorded in writing and given to the Safeguarding Team. Through appropriate training, knowledge and experience the team will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services. It is expected that on receiving a written report from a member of staff members of the safeguarding team meet, wherever possible on the same day, to discuss any referral.

3.5 A member of the Safeguarding Team at Downham Preparatory School School will represent our school at child protection conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedures that they need to follow.

3.6 The Safeguarding Team will maintain written records and child protection files ensuring that they are kept confidentially and stored securely.

3.6 The Safeguarding Team 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 the agreed school's [safeguarding training pack](#) provided by Children's Services. This training is continually linked to changes in current practice and staff are kept informed through staff meetings, professional conversation and continual CPD. Formal safeguarding training exists on a rolling programme where all staff receive a formal training every three years.

4. PROCEDURES

Role	Name	Contact details
Senior Designated Professional	Bernie Lillie	xxxx xxx xxx
Alternate Designated Professional	Mark Jefferson	xxxx xxx xxx
Principal	Elizabeth Laffeaty-Sharpe	xxxxx xxxxxx

NSPCC Helpline		0808 800 5000
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4.1 All concerns about a child or young person should be reported without delay and, whenever possible, the same day. All concerns **MUST** be recorded in writing using the agreed template (see Appendix 1). When a written transcript is being made of a verbal disclosure every effort must be made to record the conversation ad verbatim and, wherever possible, using the language used by the child. Any written report made by a member of staff must be recorded in an open and non-judgmental manner.

4.2 The Senior Designated Professional (SDP) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. If the SDP is not available, the alternate DP (ADP) should be contacted regarding any concerns.

4.3 During an induction period new staff, volunteers or regular visitors joining our school will be informed of the safeguarding procedures and arrangements in place and any subsequent training needs met by the safeguarding team. Colleagues will be given a copy of our school's safeguarding policy and told who our Senior Designated Professional for Safeguarding is. They will also be provided with the recording form, given information on how to complete it and who to pass it to. Training and induction for new staff may include all, or some, of the following as required - basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction period will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Safeguarding Team.

4.4 All regular visitors and volunteers to our school are required to hold a current enhanced DBS disclosure. All visitors will be given a set of our safeguarding procedures; they will be informed of who our SDP and alternate staff members are and what the recording and reporting system is. (Appendix 2).

4.5 When new pupils join our school, all parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is referenced in the school prospectus. 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.

5. TRAINING

5.1 All members of staff will undertake appropriate safeguarding training every three years. All members of the Safeguarding Team or any other member of staff

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delegated to 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 once every three years. In addition to this, the SDP and alternate will attend *Safeguarding Children in Education* every two years.

5.2 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance and a regular bulletin from NSPCC is circulated to all staff.

6. CHILD PROTECTION CONFERENCES

6.1 From time to time staff members may be asked to attend a child protection conference on behalf of the school in respect of individual children. Usually the person representing the school will be a member of the Safeguarding Team. In any case, the person attending will need to have as much relevant up to date information about the child as possible. This is more likely to be available from a class teacher, form tutor or subject teacher.

6.2 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.

6.3 When staff are required to attend child protection conferences or core group meetings to represent the school they will have access to Working Together to Safeguard Children, 2013 and training as required.

6.4 All reports for child protection conference will be prepared in advance using the [guidance and report template](#) provided by Children's Services. 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. Prior to a member of the Safeguarding Team attending any Team Around The Child meeting members of staff will be asked to provide a short academic report on the child's progress together with any causes for concern, pastoral or otherwise.

6.5 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.

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7. RECORDS AND INFORMATION SHARING

7.1 If staff are concerned about the welfare or safety of any child our in school they will record their concern on the agreed report form (Appendix 1). Wherever possible this report should be made on the same day, most importantly so if the report includes a written transcript of a verbal disclosure. From time to time these reports may be used in a court of law and should therefore be written in a factual and non-judgemental way. A report left a few days so that a member of staff has time to consider their response to a disclosure will not stand as evidence and may harm the safety of the child they are trying to protect. All staff should ensure that reports are signed and dated. Any concerns should be passed to a member of the Safeguarding Team 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 Safeguarding Team. 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. All Safeguarding Data must remain in the school and under no circumstances be removed from the school site. Any staff member holding electronic copies of documents pertaining to individual pupils must be either saved in the staff area only or, in urgent cases, stored on an encrypted memory stick. Individual pupil data must not be stored on an unencrypted hard drive or portable disk drive.

7.3 Only safeguarding information will only be kept in the safeguarding 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 If a child leaves our school a member of the Safeguarding Team will make contact with the safeguarding co-ordinator at the new school and the file will be forwarded in an appropriately agreed and secure manner.

8. SAFER RECRUITMENT

8.1 At all times the Principal will ensure that safer recruitment practices are followed in accordance with the requirements of Keeping Children Safe in Education 2016

8.2 At Downham Preparatory School we will use the recruitment and selection process to 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

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about them, we will undertake enhanced Criminal Records Bureau checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

9. SAFER WORKING PRACTICE

9.1 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.

9.2 All staff will have access to and be expected to know our school's Code of Conduct and policy for positive handling. 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.

9.3 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, ideally, should have a clear glass panel in them.

9.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. There are sensible steps that every adult should take in their daily professional conduct with children.

10. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

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

10.2 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.

10.3 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with our children. We will always ensure that the [Norfolk Safeguarding Children Board](#) Protocol 27: Allegations Against Staff, Carers and Volunteers is adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO) when concerns arise. The LADO can be contacted on 01603 223473 OR 01603 223006.

10.4 If an allegation is made or information is received about an adult who works in our setting which indicates they are unsuitable to work with children, the member of staff receiving the information should inform the Principal immediately. Should an allegation be made against the Principal, this must be reported to either the SDP or ADP via a full written report.

10.5 Neither the Principal or any other member of staff will investigate these matters. The Principal will seek advice from the LADO at the earliest opportunity.

11 RELEVANT POLICIES

11.1 To underpin the values and ethos of our school and our intent to ensure our children / young people are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Anti-Bullying
- Positive handling and managing behaviour
- Staff Code of Conduct
- Whistle-blowing
- Attendance
- E-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.

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13. This policy will be reviewed annually, or more frequently if necessary.

Signed:

Date: January 2017

Downham Preparatory School

Appendix 1: Draft Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to Mrs Lillie, Mr Jefferson or Mrs Sharpe if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Tutor/Form group	Your name and position in school

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: Position:	Date: Time:

Your signature:

Date:

Action taken by SDP

Referred to...?

Attendance
Improvement
Officer

Police

School Nurse

Social Services

Connexions

Parents

Other

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

Feedback given to...?

Pastoral team

Tutor

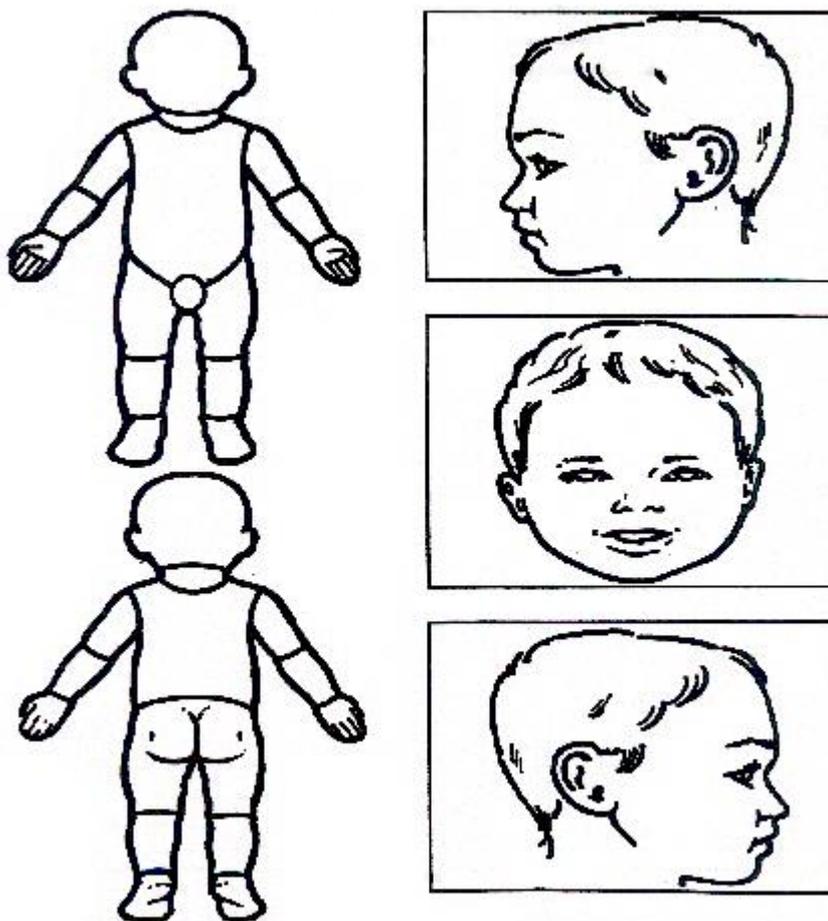
Student

Person who recorded disclosure

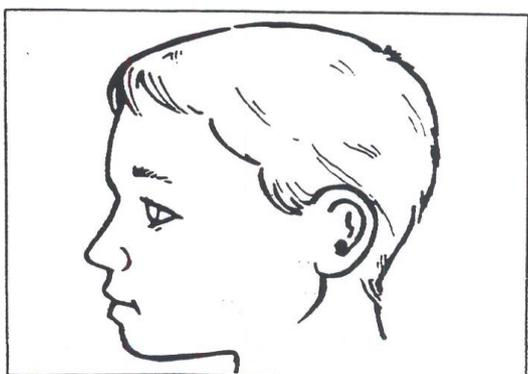
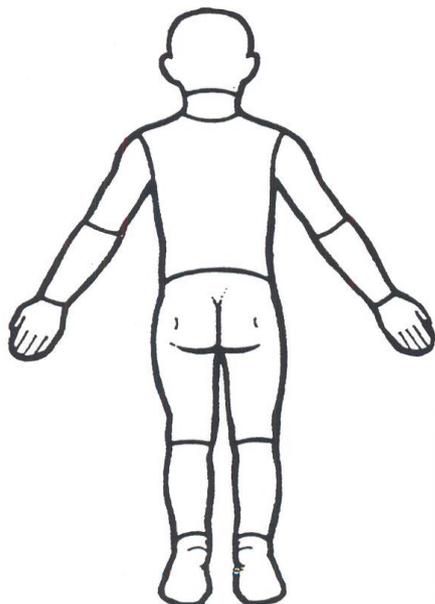
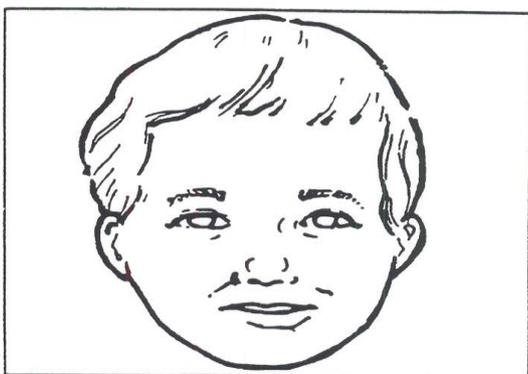
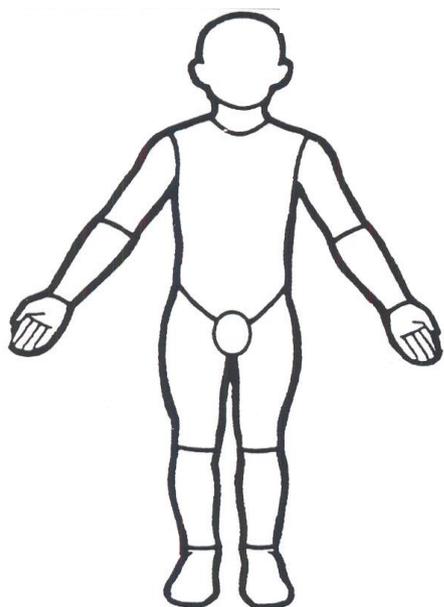
Full name:

Body Map

Young Child



Older Child



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

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 Senior Designated Professional 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 the 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.

The people you should talk to in school are:

Senior Designated Professional: Mrs Bernie Lillie

Alternate Designated Professional: Mr Mark Jefferson

Principal: Mrs Elizabeth Laffeaty-Sharpe

At Downham Preparatory School we strive to safeguard and promote the welfare of all of our children.