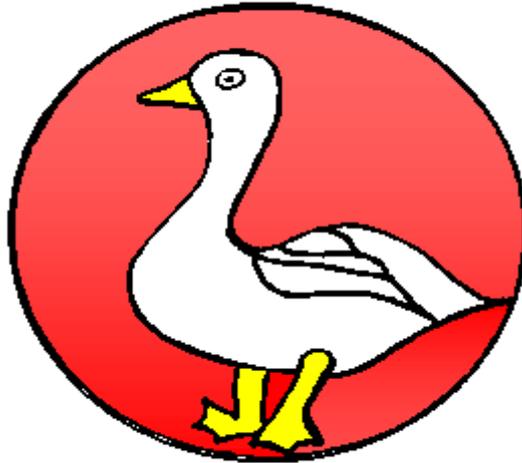


Safeguarding Children At Morpeth First School



Morpeth First School Safeguarding Policy

This policy applies to all adults, including volunteers, working in or on behalf of the school.

‘Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting’

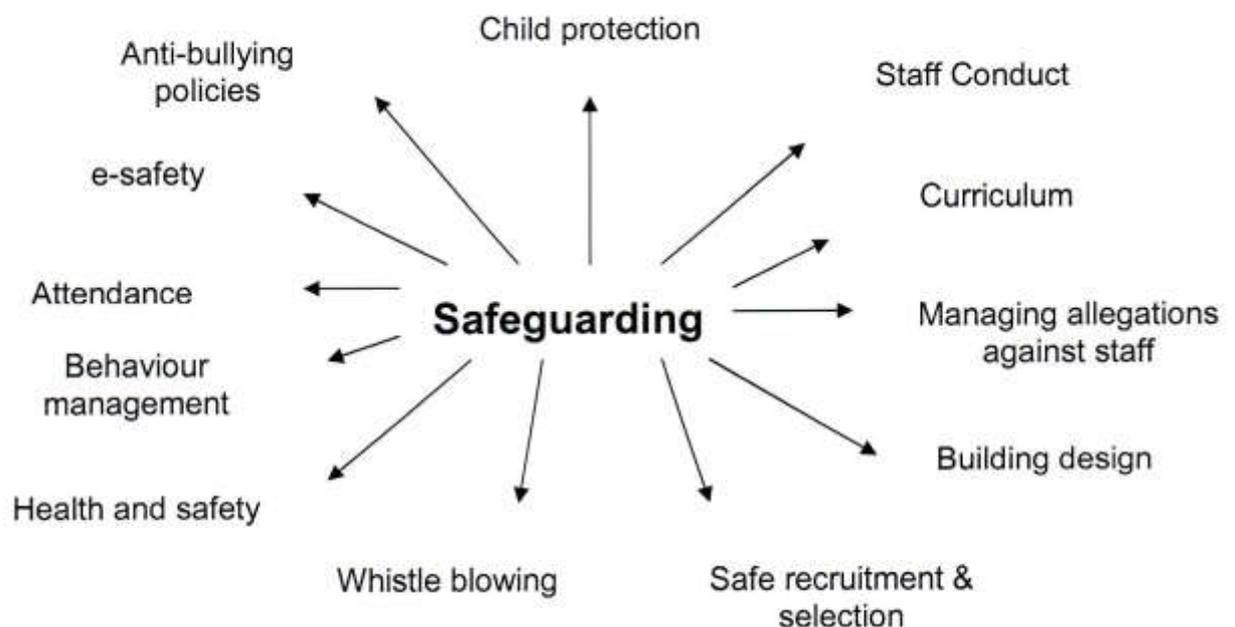
This document is to be used in conjunction with other policies involving safeguarding:

- Child Protection policy
- Keeping Children Safe n Education (2016)
- Safe Recruitment

- Restraint policy
- Health and safety policy
- SEN policy
- Anti-bullying policy
- Behaviour
- E-safety
- Whistleblowing
- Confidentiality
- Child Protection
- Preventing Extremism and Radicalisation
- Equalities Policy

SCHOOL COMMITMENT

Morpeth First School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.



PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

The school pays full regard to current guidance 'Keeping Children Safe in Education' 2016. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. 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, where appropriate, enhanced DBS checks

In line with statutory changes, underpinned by regulations, the following will apply:

- A DBS certificate is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll.
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA

The Headteacher, Governors and Senior Leadership Team have undertaken the NSPCC Safe Recruitment training (www.ncsl.org.uk). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

We encourage parents to take an active role in their children's education and as such have a large bank of volunteers who accompany children on school trips and work with small groups of children within the school itself. As a result we will ensure that:

- All parent volunteers have up to date DBS clearance with this information being held in a central record
- Parents are provided with a parent volunteer information booklet containing relevant information on working with children in the school
- Parents and volunteers are given clear guidelines regarding conduct on school trips before departing
- Students have up to date DBS clearance (sourced by the University) and are provided with clear guidelines on working with children within the school.

Parents and volunteers are also currently being offered the opportunity to complete an online course in 'Identifying Child Abuse and Neglect' through Northumberland County Council in order to support their role in school.

Any visitors to the school who are intending to work with children are asked for relevant DBS checks and photographic ID before carrying out their role. Children are never left unattended with visitors unless they are part of the LA LIST team. All visitors are provided with green visitor lanyards so that they can be easily identified by staff. Anyone unknown to staff not wearing a lanyard will be approached by staff and escorted to the office. Contractors are usually asked to attend the school outside school hours. If this is not possible, they are accompanied at all times by a member of the office or operational services staff.

2. 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 motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of our confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Safeguarding information for pupils

All pupils in the school are aware of a number of staff who they can go to with problems or worries. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and teach them strategies to keep themselves safe. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to keep themselves safe from harm. We use the 'Jigsaw' materials to support our PSHE scheme and actively promote safe use of the internet and communication technology through

our ICT scheme (see E Safety policy). The Goosehill School Council allows children to voice their views on issues relevant to them. The Year 4 'Buddies' Scheme allows Reception children to gain confidence in mixing with older children and provides a 'familiar face' in the playground on a regular basis.

4. Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. The School's Child Protection policy states that any parent who is concerned about a child may report this to the designated member of staff. Parents who regularly help in school are given the opportunity to complete a basic course in recognising abuse and neglect. 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 confidential information unless we have permission or unless it is necessary to do so in order to protect a child. The school will discuss any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with the class teacher or Head Teacher. We also work closely with the Extended School's Partnership and have access to parent support partners who work closely with parents and carers where required. We make parents aware of our policy in the school brochure and it can also be viewed on request from the school office.

5. Partnership with others

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Northumberland Safeguarding Children's Board. This includes the Local Authority, Social Services, Police, Health Authority and Extended Schools.. There is a joint responsibility on all of these agencies to share information to ensure the safeguarding of all children.

6. School Training and Staff Induction

Two of the School's senior member of staff have designated responsibility for child protection and they undertake child protection training in inter-agency working and refresher training at 2 yearly intervals (provided through NCSB). All other staff including non-teaching staff, undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals as well as updates annually or more frequently when new guidance arises. All staff are provided with the school's child protection policy and informed of the child protection arrangements and designated person on induction. Staff have received training regarding the 'Prevent' initiative as well as training in supporting transgender training. Staff are aware of the procedures in reporting racist and homophobic incidents which are reported to the governors and the LA

once a year. E safety training is updated on an ongoing basis when new technologies are introduced.

7. Related School Policies and Procedures

We recognise that safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety, bullying, and a range of other issues. The school also has the following policies related to safeguarding , copies of which can be found in the 'Safeguarding Policies' file as well as the main policy file. Copies of all of these policies are available from the school office.

- Child protection
- Medicines in school
- Intimate Care
- Restraint
- Accessibility
- Sex and Relationships
- Health and Safety
- Safe Recruitment
- Anti-bullying
- Behaviour
- E-Safety
- Confidentiality
- Tackling extremism and Radicalisation
- Photographs in school

The school also has guidance for staff, volunteers and contractors regarding

- safe use of mobile phones in school,
- use of Social networking sites,
- Safer working practices
- Do's and Don't's for Contractors,
- Visitor information

These can all be viewed in the 'Safeguarding' file, general policies and staff handbook where appropriate.

Children Missing From Education

The School follows the Northumberland LA procedures with children who may be lost or missing from education. Where children on roll do not turn up and the school has made the usual enquiries they will inform the EWO

8. Pupil Information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care regarding;

- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility(if different from above)

- Emergency contact details
- Relevant court order in place including those which affect any person's access to the child
- If the child has been on the child protection register or subject to a care plan
- Name and contact details of GP
- Any other factors which impact on the safety and welfare of the child

The school will collate this information on entry to school. Parents will be asked to update this information if changes occur and each parent is required to confirm details annually. Any information provided by outside agencies (eg social services, court orders) is updated immediately. This information is held centrally on the school database. Written Information regarding Child protection matters are kept confidentially apart from the main system.

9. Roles and responsibilities

The Governing Body will ensure that

- The school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- The school operates safe recruitment procedures and makes sure that all checks are carried out on staff and volunteers who work with children;
- The school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- A senior member of the leadership team is designated to take lead responsibility for child protection;
- Staff undertake appropriate child protection training;
- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements
- A governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher;
- Where services or activities are being provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and liaises with the school on these matters where appropriate;
- They review their policies and procedures annually or as appropriate.

The Headteacher will ensure that;

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff
- Sufficient resources and time are allocated to enable the designated person and staff to discharge their responsibilities;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

The senior member of staff with designed responsibility for CP will;

Referrals

- Refer cases of suspected abuse or allegations to relevant investigating agencies

- Act as a source of support, advice and expertise within school
- Liaise with the Headteacher to inform her of any issues and ongoing investigations and ensure that there is always cover for this role.

Training

- Recognise how to identify signs of abuse and when it is appropriate to make a referral
- To have a working knowledge of '*What to do if you suspect a child is being abused*' and NCSB procedures.
- Ensure that all staff have access to and understand the school's CP policy
- Ensure that all staff have induction training
- Keep accurate and detailed secure written records and / or concerns
- Obtain access to resources and attend any relevant or refresher training courses at least every 2 years

Raising Awareness

- Ensure that the CP policy is reviewed and updated annually and work with the governing body regarding this;
- Ensure that parents are made aware of the CP policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- Where a child leaves the establishment, ensure that the CP file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the CP file should be copied and the copy forwarded to the educational social work service;

All Staff and Volunteers will;

- Fully comply with the school's policies and procedures
- Attend appropriate training
- Inform the designated person of any concerns

This policy was developed with the support of;
Staff, parents and governors

Chair of Governors _____

Review annually – Next Review Spring 2018