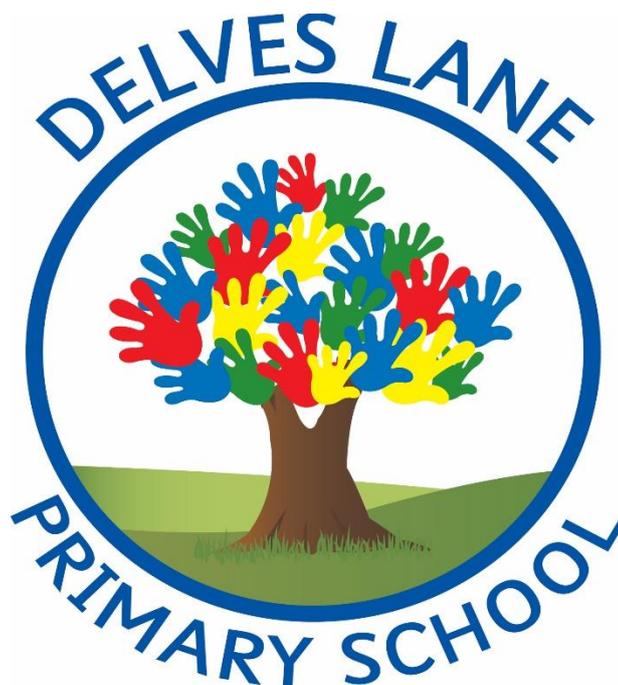


Keeping Children Safe in School
Safeguarding our children: Early Help through to
Child Protection

Policy and Guidance for Durham Schools



Mrs C Fewster – Chair of Governors
Mrs R Woods – Head Teacher

Date: December 2019

Date for review: September 2020

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Children maximise their potential in an environment which is safe, secure and supportive of all their needs, including any needs they have for protection from abuse.

Our school is committed to promoting the welfare of all children by working in partnership with parents and carers, the Local Authority (LA) and multi-agency partners in early help and child protection, in accordance with locally agreed multi-agency safeguarding arrangements procedures and practices.

Our policy applies to members of the school community in its widest sense. Thus, this includes children and young people, their parents/carers, school staff, governors, visitors, specialist staff, and the local and wider community where they interface with the school. Within its framework, the policy outlines entitlements and responsibilities in securing the protection of children who attend the school (Appendix 1).

Our policy is underpinned and shaped by legislation and guidance contained in a variety of documents including: -

- The Children Act 1989; Children Act 2004
- The Education Act 2002; Education and Inspections Act 2006
- Working Together to Safeguard Children July 2018

- Local Multi-Agency Safeguarding Arrangements and Procedures (www.durham-scp.org.uk)
- What to do if you're worried a child is being abused – DfE 2015
- Keeping Children Safe in Education. Statutory guidance for schools and colleges. September 2019
- Use of reasonable force. Advice for head teachers, staff and governing bodies. DfE. July 2013
- County Durham Practice Framework: Single Assessment Procedures and Practice Guidance August 2016
- Confidential Reporting Code, (Durham Schools Extranet; Documents Library/HR)
- A Guide for Professionals on the Sharing of Information
County Durham Safeguarding Adults Inter-Agency Partnership and Durham Safeguarding Children Partnership
- Procedures for locating missing pupils and the removal of pupils from roll. *June 2017*
- *Prevent Duty Guidance: for England and Wales*
HM Government 2015
- The Prevent Duty Departmental advice for schools and childcare providers
Department for Education June 2015

To emphasise the caring ethos of our school, the staff and governors are committed to the following principles: -

- ◆ The welfare and well-being of each child is of paramount importance.
- ◆ Our policy works on the premise that abuse takes place in all communities and that school staff are particularly well-placed to identify and refer concerns and to act to prevent children and young people from being abused.
- ◆ We respect and value each child as an individual.
- ◆ We are a listening school, and encourage an environment where children feel free to talk, knowing that they will be listened to.
- ◆ The protection of children from abuse is a whole-school issue, and the responsibility therefore of the entire school community.
- ◆ Our policy should be accessible in terms of understanding and availability. Regular training will ensure all adults in school are aware of indicators of concern or abuse and colleagues that act as designated safeguarding leads that such information should be promptly passed on to.
- ◆ Our policy will be developed and kept up to date with information from our relevant partners in early help and child protection as well as national documentation issued by HM Government and The Department for Education.
- ◆ We will use the school curriculum to resource our children to protect themselves from abuse, both as victims and as potential perpetrators.

- ◆ The school runs in an open, transparent way.

1. Overview: Safeguarding

➤ **Definition of 'safeguarding'**

'Keeping children safe in education', DfE, 2019, defines safeguarding and promoting the welfare of children as:

'Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and acting to enable all children to have the best outcomes' (4)

'Children' includes everyone under the age of 18'.

➤ **Safeguarding within this school**

Everyone who encounters children and their families has a role to play in safeguarding children. School staff are particularly important as they are able to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children by working with our 3 safeguarding partners in Durham Safeguarding Children Partnership – Durham County Council, Durham Constabulary and the Clinical Commissioning Groups to promote the welfare of children and protect them from harm.

Safeguarding children permeates all aspects of our work as a school, with a preventative role to inform and boost the resilience of all students by enhancing protective factors in their lives. Accordingly, this policy links with many other related policies in school:

- School Behaviour policy
 - Whole-school Anti-bullying policy, including cyber-bullying and other forms of peer-peer abuse
 - Health and Safety policies
 - Medication in school/First Aid policies
 - Intimate care policy
 - School visits including risk-assessments
 - Online Safety (Durham Schools Extranet)
 - Children with Special Educational Needs (SEN) and Looked After Children (LAC)
 - Equal Opportunities
 - Relationships and Sex Education Policy (from 2020)
- ⇒ Local multi-agency safeguarding arrangements and policies are on the following website: on www.durham-scp.org.uk. The online document is always current. The Durham Safeguarding Children's Partnership comprises the 3 safeguarding partners (Durham County Council, the clinical commissioning group, and Durham Constabulary).
- ⇒ County Durham Practice Framework: Single Assessment Procedure & Practice Guidance.

- ⇒ Managing Allegations against Staff (Durham online local partnership safeguarding arrangements and policies)
- ⇒ Keeping Children Safe in Education. September 2019

➤ **Safeguarding throughout school life**

Caring ethos

We aim to create and maintain **a caring ethos** where all children and adults feel safe, secure and valued. If children feel happy and enjoy school this will encourage good attendance and then create conditions in which they can do their best in every area of school life. Our school operates as a listening school where children can approach adults with concerns. These will be taken seriously and relevant local multi-agency safeguarding procedures followed without delay if there is a risk/likelihood of, or actual **significant harm**.

Curriculum

Children have access to an appropriate curriculum, including the teaching of Relationships & sex education, and health education (from 2020), differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, and resolve conflict without resorting to violence. Children learn skills to question and challenge to enable them to make informed choices now and later in life. A protective factor for children is personal resilience including strong social and emotional skills. All work with children which boosts confidence and self-esteem is valuable to protect them from peer pressure and outside influences detrimental to their physical and mental well-being.

Children are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote respect and empathy for others. As part of our Prevent duty under s.26 of the Counter-Terrorism and Security Act 2015, we are aware of the importance of building pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. Schools can build pupils' resilience to radicalisation by providing a safe environment for debating controversial issues and helping children and young people understand how they can influence and participate in decision-making. (See Section 9)

Relationships & sex education, health education, Religious Education, Art, Music, Drama, English are some of the areas of the curriculum in which children can discuss and debate important issues including lifestyles, health, safety and well-being (physical and emotional), family life, child care and parenting, forced marriage, domestic abuse, religious beliefs and practices as well as human rights issues. These subjects can be used to teach children and young people to recognise and manage risk, make safer choices, and recognise when pressure from others threatens their personal safety and wellbeing. They can develop effective ways of resisting pressure, including knowing when, where and how to get help.

Universal services and specialist support staff

(Could also provide details of phone numbers, times in school, have photographs displayed and contact arrangements)

The following professionals are also available to support individual children in school:

Stanley One Point Hub - 03000 261 114

The school nurse – Steve Sharp Tel: 03000 261602

Attendance Officer – Leanne Hood Tel: 07507264441 – Thursdays, fortnightly

School Counsellor – Magz Netzler Tel: 07783451935 Wednesdays, weekly

Educational Psychologist – Tracy Heckels Tel: 03000 263333

Child and Adolescent Mental Health Service – Tel: 0300 123 9296.

Early Intervention for Behaviour – Caroline Balmer Tel: 07594714643 – Fridays weekly

The following **visitors** also contribute to our work to safeguard and promote the welfare of our students:

(Local Chapel, Community police, Jet and Ben stranger danger, Fire Brigade/safety carousels, domestic abuse workers, sexual health advisors/drop in sessions, drugs workers providing information and therapeutic cessation work, Child line in schools etc.)

The extended day

Breakfast club -7.50am to 8.50am Monday to Friday in term time.

Lunchtime activities, meals and supervision by catering/supervisory staff – 12.15 to 1pm.

Two sittings in each hall.

After-school activities:

- After School Clubs 3.10 – 4pm
- After School Childcare 3.05 -5.30pm
- Some sporting activities off site – Led/Organised by Mr Chris Turnbull

These all provide further opportunities for students to develop positive and caring relationships with adults, who themselves will be trained to be aware of signs and behaviours that could suggest concerns. Supportive relationships outside the home, such as those with adults in school and other children, are additional protective factors that boost children's resilience. Staff will always work with children in a professional way and are reminded to respond to disclosures sensitively and appropriately. All adults in school know the names of the designated safeguarding leads and should be made aware of their responsibility to pass on any issues of concern without delay and make a written record.

Working with parents and carers

Our school believes in effective communication with parents and carers. We welcome parent/carer views and concerns about the welfare of their children and use this feedback to regularly review our practices. Parental views are obtained in the following ways:

Parent Questionnaires – December annually

Parent Evenings – Autumn & Spring Term annually

Drop in for Parents following School Reports – Summer term annually

We keep parents informed about important and topical issues, including child protection elements of safeguarding, in the following ways:

(Newsletters, letters home, website, training/information sessions e.g. e-safety, bullying etc.)

We aim to have good working relationships with parents and carers and to work in partnership with them through transparency and honesty. However, we do not forget that their child's needs and welfare are our paramount concern, thus obtaining consent to take matters further is **not** always appropriate. This obligation is set out in our school prospectus/brochure (see Appendix 4).

➤ ***Safeguarding and Child Protection training for all staff/adults working in school***

Our school complies with the advice laid down in 'Working Together to Safeguard Children' 2018 and 'Keeping Children Safe in Education' September 2019 to undertake regular training.

This is covered in more detail in Section 3

Date of last training 29th March 2017

A record of those trained may be found in the Single Central Record. Individuals have a certificate to verify their attendance.

- Training for the designated safeguarding lead and other designated teachers in school is undertaken every 2 years –
Mrs R Woods (Lead) on 12th October 2017- RENEWAL DATE 21st January 2020
 - Miss H Webb on 23rd January 2017- RENEWAL DATE 10th March 2020
 - Mrs A Shaw on 26th February 2019
- Prevent training - All Staff 2016. Teaching Assistants did a refresher in November 2018
We recognise that, as a minimum, schools should ensure that the Designated Safeguarding Lead undertakes Prevent awareness training and is thus able to provide advice and support to other members of staff on protecting children from the risk of radicalisation (The Prevent duty DFE June 2015). Date of training undertaken:
- The Nominated Governor with responsibility for Child Protection is Kelly Williamson
Date of training: 06/05/20 Stanley Education Centre 5.30pm - 7.30pm
- The Head Teacher, other staff responsible for recruitment and one Governor have attended 'Safer Recruitment Training'
Date of training and provider: The Head Teacher (5 November 2015) and Governors, Mrs C Fewster (16 January 2010) Mrs McGuigan (13th June 2019) have all undertaken 'Safer Recruitment Training'.
- There is a leaflet entitled 'Behaviour Guidelines for Staff and Volunteers' with important practical advice (Appendix 3)
- Guidance for safer working practice for those working with children and young people in education settings. The Safer Recruitment Consortium. October 2015.

2. Child Protection within safeguarding arrangements for all children/young people in school

There are a series of layers of care and intervention ranging from safeguarding for all/universal services (single-agency activities) through to multi-agency work under the Children Acts 1989 to 2018:

- Safeguarding arrangements in school
- Early Help within universal services
- More complex cases requiring Early Help
- Child in Need yet consent required as for Levels 2 and 3
- Child Protection
- Durham Safeguarding Children's Board's guidance and procedures (see www.durham-scp.org.uk)

The Children and Young People's Strategy

The Children and Young People's Strategy 2019-2022, prepared jointly by all public services and voluntary and community services including the Council, local health services and the police who work together to improve outcomes for children, young people and their families through the Children and Families Partnership.

Aim 1

All children and young people have a safe childhood. We will provide a range of services for children, young people and families to help ensure they achieve this aim. We will focus on preventative measures through our early help and intervention services and will ensure that all children in need of help and protection are protected from harm. We will ensure that young people are protected from crime and those who get into trouble are supported by a range of services, including the youth offending service.

For those needing our statutory support services we will ensure that our social work practice is of a high standard. We will be an excellent corporate parent to the children and young people within the Council's care and for those leaving the care system. We will work with education, youth support and other networks to ensure good services are available to all our children, young people and their families.

Aim 2

Children and Young People enjoy the best start in life, good health and emotional wellbeing. Better outcomes for children cannot be achieved through health and social care service improvement in isolation. How children live, learn and play are all key drivers of healthy development. Parenting is critical to a child's development and evidence shows children who are exposed to adverse events such as domestic abuse or alcohol misuse can be affected negatively, both physically and mentally, throughout their adolescence and into adult life. Education, housing, community connections, employment and poverty all determine whether a child will be more likely to thrive and achieve their optimum

potential in life. We will work to ensure our children enjoy the best start in life and have good health and wellbeing, offering help when required. For our more vulnerable children and families we will provide a more targeted offer of support to reduce inequalities in outcomes. Children and young people will be supported to achieve their optimum mental health and wellbeing.

Aim 3

Young people gain the education, skills and experience to succeed in adulthood. We will focus on improving the educational attainment of our children and young people. We also need to ensure that young people have the right skills and are prepared for work and we need to work together to ensure children develop a love of learning in addition to ensuring that there are sufficient employment and training opportunities available. We will also ensure that young people have the opportunity and support to progress in education, employment and training on leaving school through our DurhamWorks programme.

Aim 4

Children and young people with special educational needs and disabilities achieve the best possible outcomes. We aim to ensure that children and young people with special educational needs and disabilities have high quality support which meets their needs. Children, young people and their families will be involved in the design and plans for these services, with their voice being listened to and where possible acted upon. It is important that we are able to support these children and young people to secure meaningful employment which enables and prepares them to live independently into adult life.

➤ Life at Home

The Framework for Assessment triangle, reproduced below, summarises every aspect of a child's life under three headings:

- Child's developmental needs (How I grow and develop)
- Parenting capacity (What I need from people that look after me)
- Family and environmental factors (My wider world)

This structure is mirrored in the Referral form for First Contact Service



Aspects from all three domains combine in home life and staff and adults in school should be mindful of these connections as they work with children and their parents/carers in school.

This school believes that it is essential to work with parents and carers in the best interests of their children. However, good relationships with parents and carers should not detract from our primary concern which is the welfare of children in this school.

Staff are made aware in training of the 'toxic quad.' issues in home life that could have an impact on the way children are parented (Munroe, 2010). The Government research into Serious Case Reviews reveals that the presence of one or more of the following issues could have a detrimental impact on parenting of children in that household:

- Domestic abuse (violence)
- Substance misuse (alcohol and or drugs)
- Adult mental health
- Learning Disabilities

Toxic Factors in Family Life



Neglect is the largest category for children being on the Child Protection list (nationally and in Durham). Durham DSCP have produced new Neglect Practice Guidance (Revised 2017) linked to the Tackling Neglect Multi-Agency Strategy 2017. Both documents are on their website.

➤ **Signs and behaviours of concern**

'**All** staff should be aware of indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection'. Keeping children safe in education, September 2019, Part 1 (19)

Paragraph 18 of the document emphasises that staff should be particularly alert to the need for early help for the following groups of children:

- *is disabled and has specific additional needs;*
- *has special educational needs (whether they have a Statutory Education, Health and Care Plan);*
- *is a young carer;*
- *is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups;*
- *is frequently missing/goes missing from care or from home;*
- *is at risk of modern slavery, trafficking or exploitation;*
- *is at risk of being radicalised or exploited;*

- *is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;*
- *is misusing alcohol or drugs themselves;*
- *has returned home to their family from care; and*
- *is a privately fostered child.*

'**All** staff members should receive appropriate safeguarding and child protection training which is regularly updated. In addition, all staff members should receive safeguarding and child protection updates (for example, via e-mail, e-bulletins and staff meetings), as required, but at least annually to provide them with relevant skills and knowledge to safeguard children effectively'. *Keeping children safe in education, September 2019, Part 1 (para 14).*

In our school we do these regular updates through:

Safeguarding Briefings in Staff Meetings

Information on Office 365 Sharepoint - Delves Lane Staff – and alerts emailed to staff Register in Main Office ensuring all staff have signed to say they have read the most recent KCSIE Policy and this policy.

Our school understands that it is best practice to discuss concerns with parents/carers before contacting First Contact Service (providing this does not present a delay), or unless by doing so the child would be put at further risk of harm. First Contact Service: 03000 267979.

Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately.

Anyone can make a referral. When referrals are not made by the designated safeguarding lead, the designated safeguarding lead should be informed, as soon as possible, that a referral has been made'.

➤ **Single Assessment Procedure & Practice Guidance**

'All school and college staff should be prepared to identify children who may benefit from early help' *Keeping children safe in education, September 2019 (para 8)* This relates to work with other universal agencies and following DSCP procedures and guidance (see www.durham-scp.org.uk). Our school is aware that 'no single professional can have a full picture of a child's needs and circumstances'. Also, that 'if children and families are to receive the right help at the right time, **everyone** who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action'. KCSIE 2019 (para 3).

LSCB briefing – 21.1.20 Booked

Signs of Safety Half day briefing – 6.2.20

<https://realsafeguardingstories.com/> Regular email/staff briefings – From 6th January 2020

This school works with the consent of parents and carers to jointly undertake assessments where an unmet need has been identified. However, we are aware from the document, 'A Guide for Professionals on the Sharing of Information' (Durham, 2014) that it may be necessary to meet with other services and agencies even if this consent for a 'Team around the Family' meeting is not forthcoming. These professionals' meetings are important to share concerns, suggest ways forward along with further work to encourage participation by parents/carers in early help processes. 0-19 Hubs, One Point colleagues and Early Help Advisers are also a useful source of advice in these circumstances.

Team around the Family (TAF) is an early means of intervention to provide appropriate advice and support for the parents/carers and young person by working with appropriate local agencies through Team around the Family arrangements. See www.durham-scp.org.uk

Our local one-point hub, Families First Team and Early Help Mentor contacts are:
Families First, Consett Tel 03000 261 121

Early Help Mentors at:

Moorside Family Centre Moorside Children's Centre Moorside Primary School Chester Road Moorside County Durham DH8 8EQ Tel: 03000 268 634

Durham Multi-Agency Safeguarding Hub (MASH)

Where concerns are identified as Level 3 or 4 on the Durham Staircase, our school will cooperate promptly and fully with relevant information to inform further assessments undertaken by the MASH team.

➤ *Child in Need*

Section 17 of the 1989 Children Act
Working Together to Safeguard Children 2018

A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. KCSIE 2019 (pg.13).

This school recognises the importance of this early support and intervention work in more complex cases undertaken with the consent of parents and carers at Step 3 (Amber) of the Durham Staircase and Continuum of Need. We work with parents/carers, the child and other relevant agencies. We recognise the importance of attendance at Team around the Family meetings and contributing relevant and timely information for updating the Family Plan.

➤ *Child Protection and significant harm*

Section 47 of the 1989 Children Act
Working Together to Safeguard Children 2018

Local authorities, with the help of other organisations as appropriate, have a duty to make enquiries under section 47 of the Children Act 1989 if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Such enquiries enable them to decide whether they should take any action to safeguard and promote the child's welfare and must be initiated where there are concerns about maltreatment, including all forms of abuse and neglect, female genital mutilation or other so-called honour-based violence, and extra-familial threats like radicalisation and sexual exploitation'. KCSIE 2019 (pg. 13)

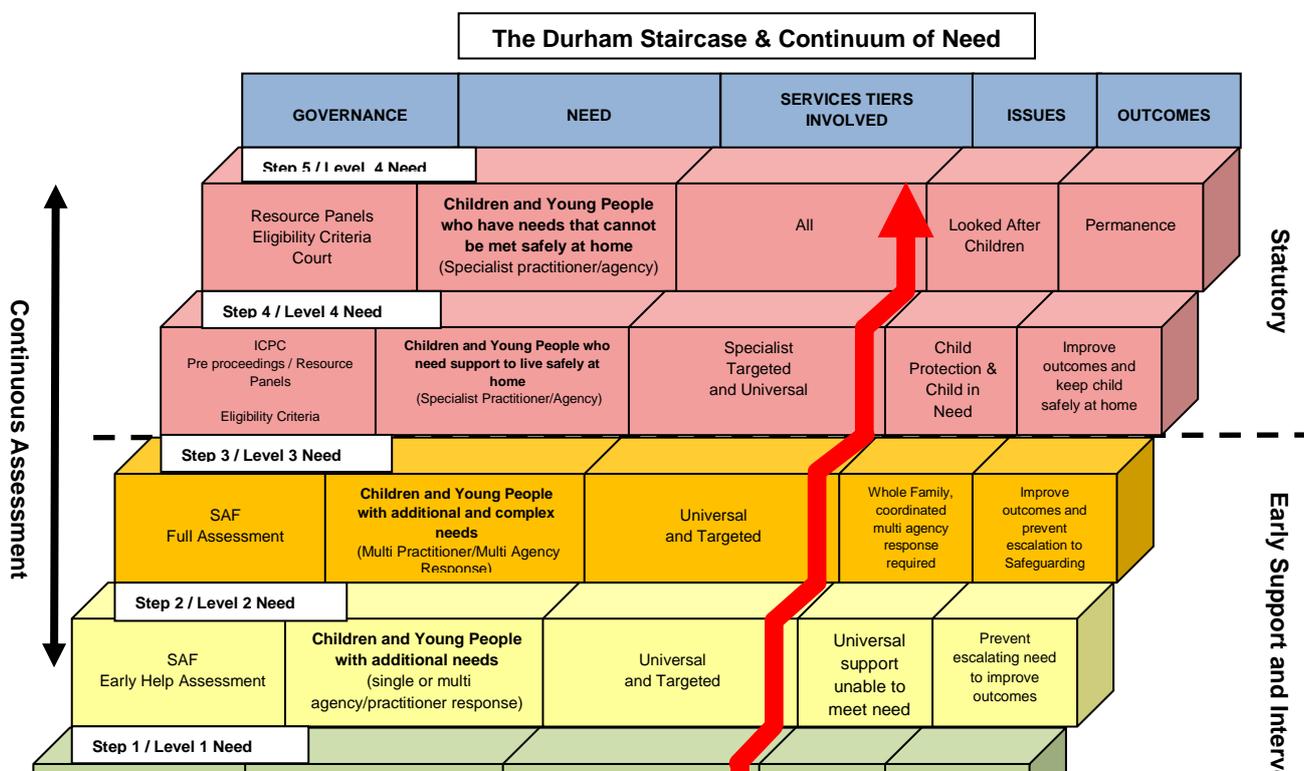
Significant harm is where some children are in need because they are **suffering, or likely to suffer, significant harm**. This is the threshold that justifies compulsory intervention in family life in the best interests of children.

➤ **Prepare for the unexpected**

Our staff are aware from their training that some children might display worrying signs/symptoms or disclose information suggesting abuse, when they have never previously given rise to concern. Staff must contact the designated safeguarding lead for child protection **without delay** so concerns can be discussed with First Contact Service as soon as possible. In all cases, it should be borne in mind that other siblings might be at risk in the household as well as the one presenting concerns in school. 'Staff working with children are advised to maintain an attitude of **'it could happen here'** where safeguarding is concerned. When concerned about the welfare of a child, staff should always act in the **best** interests of the child'. KCSIE 2019 (para 35).

➤ **The Durham Staircase**

This is a diagrammatic representation of the continuum of assessment and intervention in Durham from universal services through to child protection arrangements.



Level 1 - Universal Provision Children with no additional needs.

Children and young people who are achieving expected outcomes and have their needs met through universal service provision. Typically, these children/young people are likely to live in a resilient and protective environment. Families will make use of community resources. Universal services remain in place regardless of which level of need a child is experiencing.

Level 2 - Early Help – Targeted Provision Children with Additional Needs which can be met by a single practitioner/single agency or where a coordinated multi-agency response is needed.

These are children and young people identified as having an additional need which may affect their health, educational or social development and they would be at risk of not reaching their full potential. The single assessment process Early Help Assessment is the tool to use to identify need and plan help for the family.

Level 3 - Early Help – Targeted Provision for Children with multiple issues or complex needs where a co-ordinated multi-agency response is required.

These are children and families whose needs are not being met due to the range, depth and significance of their needs which makes them very vulnerable and at risk of poor outcomes. A multi-agency response is required using either the single assessment framework whole family assessment tools as in most instances there will be issues for parents which are impacting on the children achieving positive outcomes. These families need a holistic and coordinated approach and more intensive intervention and help. Lead Professionals could come from a range of agencies as the key issue will be the quality of the relationship that exists between practitioner and family to assist them to make change and reduce the likelihood of moving into Level 4 services.

Level 4 - Services to keep the child safely at home – where a statutory response is required.

These are children whose needs and care is significantly compromised and they may be at risk of harm or at risk of becoming accommodated by the Local Authority. These families require intensive support on a statutory basis. This will include support provided by Children's Services under a Child Protection Plan and may require the use of legal orders. The assessment and multi-agency response will be coordinated by a social worker, will be holistic and consider the needs of all family members.

Level 4 (step 5) - Need that cannot be managed safely at home.

Children and young people who require intensive help and support from a range of specialist

In general, children and young people with disabilities will have their needs met through early help and targeted services at levels 1, 2 and 3. However, some children with a high level of need related to severe disabilities may require specialist services at levels 4.

3. Child Protection Policy for Delves Lane Primary School

This policy applies to all staff, governors and volunteers working in school. There are six main elements to the policy:

- (1) Establishing a safe environment in which children can learn and develop
- (2) Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- (3) Training and supporting staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may need safeguarding
- (4) Raising awareness of child protection issues and equipping children with resilience and skills needed to keep them safe
- (5) Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse
- (6) Supporting pupils who have been abused in accordance with their agreed child protection plan.

(1) Establishing a safe environment in which children can learn and develop

This links to the school's overall safeguarding arrangements and duty of care to all students.

The following policies are relevant:

(Link to the H&S Team Manual for reference on extranet)

<https://gateway.durhamschools.org.uk/premises/healthsafety/Lists/School%20OHS%20Policies%20%20Procedures/Current%20Documents.aspx>

Health & Safety developments are discussed in finance and personnel meetings.

(2) Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children

The following staff and governors have received Safe Recruitment training:

Date of training and provider: The Head Teacher (5 November 2015) and Governors, Mrs C Fewster (16 January 2010) and Mrs McGuigan on 13th June 2019.

- Our school will comply with the requirements outlined in local multi-agency safeguarding arrangements 'Key Safeguarding Employment Standards' and in the DSCP Child Protection procedures as well as national documentation in 'Keeping Children Safe in Education' September 2019, Part 3.
- Our school will refer to its responsibilities regarding safeguarding and child protection in all job descriptions, and/or to its profile in the school, in the general information distributed with application forms. Annex B in

'Keeping Children Safe in Education' September 2019 has specific details of the role of the designated safeguarding lead.

- Our school will undertake appropriate pre-employment checks on all staff working in school, including criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information, as detailed in Part 3: Safer Recruitment in 'Keeping Children Safe in Education', September 2019.

As outlined in 'Keeping Children Safe in Education', September 2019 (paras 121-133), the level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved. As most staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information, will be required for most appointments.

- In a school or college, a **supervised** volunteer who regularly teaches or looks after children is not in regulated activity. KCSIE 2019 (para 119).

In our school:

- Volunteers will not be left unsupervised with groups of children, nor will they be in areas where they cannot be fully seen by the supervising teacher.
- In accepting the offer of help from volunteers, especially those unknown, staff are aware that schools in general are attractive places for 'unsafe' volunteers.
- Schools may be places where those with unhealthy interests in children seek to find employment (paid or otherwise). We will be vigilant about all inappropriate behaviour with children that gives cause for concern. The Head Teacher and governors are aware of the Durham County Council Confidential Reporting Code arrangements.
- Supply staff – we ensure that appropriate DBS checks are carried out before employing supply staff, especially those not available via the Durham Supply Partnership.
- Our Governing Body will be aware of their responsibilities in connection with staff appointments and similarly aware of their liabilities especially if they fail to follow LA guidance.
- Members of our governing body (except associate governors) will be subject to a Section 128 check.
- Volunteers and helpers will not be given tasks beyond their capabilities and therefore where they might feel under pressure.

- Volunteers and helpers should feel able to discuss difficulties with the teacher, who will respond with advice and additional guidance and supervision.
- Volunteers and helpers will not have the opportunity to feel that they are in charge and thus in a position of power, which may then be abused.
- Volunteers, helpers and staff new to the school are given a leaflet that covers behaviour guidelines for staff and volunteers.

(3) Training and supporting staff to equip them to appropriately recognise, respond to and support children who are vulnerable and may need safeguarding

- **'All** staff members should be aware of systems within their school or college which support safeguarding, and these should be explained to them as part of staff induction.
This should include:
 - The child protection policy
 - The behaviour policy (sometimes called a code of conduct); and
 - The safeguarding response to children who go missing from education;
 - The role of the designated safeguarding lead' (including the identity of the designated safeguarding lead and any deputies)', KCSIE September 2019 Part 1 (para 13)

Copies of policies and a copy of Part 1 of Keeping Children Safe in Education, September 2019, will be provided to staff and volunteers at induction. All staff are **required to read** this.

All staff will be made aware of:

- Our local 'early help' process and their role in it;
- The process for making referrals to Children's Social Care and section 47 that may follow a referral, along with the role they may be expected to play in such assessments;
- What to do if a child tells them he or she is being abused or neglected, along with maintaining an appropriate level of confidentiality, involving only those who need to be involved, and never promising a child that they will not tell anyone about their abuse.
- All staff will be made aware of the practical government guidance document 'Guidance on Safer Working practice for Adults who Work

with Children and Young People', Safer Recruitment Consortium, May 2019.

- All adults working in school receive yearly whole-school safeguarding and child protection training which is regularly updated. The DSL is responsible for ensuring that the training reflects new priorities and concerns within the County and other multi-agency local priorities.
- The date and the names of delegates at these sessions are recorded and held securely to ensure all staff are appropriately trained.

Staff responsible for safeguarding

- The following staff are responsible for coordinating child protection and safeguarding work within the broader school curriculum and extended curriculum:

DSL: Mrs R Woods, Head Teacher

Deputy DSL: Miss H Webb, Deputy Head Teacher

Deputy DSL: Mrs A Shaw, SENCo

- 'The designated safeguarding lead and any deputies will undergo training to ensure that they have the knowledge and skills required to carry out their role. The training should be updated every two years. Keeping children safe in education, September 2019, Part 2 (para 66).
- The Nominated Governor with responsibility for Child Protection is Kelly Williamson
Date they attended county governor training: 06/05/20 Stanley Education Centre 5.30pm - 7.30pm
- The Head Teacher, other staff responsible for recruitment and one Governor have attended 'Safer Recruitment Training'
Date of training and provider:
The Head Teacher (5 November 2015) and Governors, Mrs C Fewster (16 January 2010) and Mrs McGuigan (13th June 2019)

(4) Raising awareness of other safeguarding issues, boosting resilience and equipping children with the skills needed to keep them safe

We raise other related issues with children and their parents/carers in the following ways:

Children

- Awareness of IT, e-safety issues including cyber-bullying, sexting and hazing. We are mindful that children are safe from terrorist and extremist material when accessing the internet in schools. All schools in the County have the new Smoothwall filtering and monitoring system in place for this and other potentially risky content. It is wise for a Designated Safeguarding Lead to review these records regularly to see whether it links up with other safeguarding concerns about particular individuals. Online safety is continually emphasised in line with Annex C of Keeping Children Safe in Education, September 2019 and DfE 'Teaching Online Safety in Schools, June 2019.
- Other themes are addressed through our PSHCE and RSE programmes, assemblies, outside visitors and trainers. Notable recent events include:
Anti-Bullying Day – Friday 15th November 2019
Safety Day – Friday 22nd May 2020
Rights Respecting Themes in Transition Week – 3rd to 6th September 2019

- Names (and photographs) of staff and adults in school that children can speak to if they have concerns (school, family or community issues).

Teaching Staff Position/Role

Mrs R Woods Head Teacher
Miss H Webb Deputy Head Teacher
Miss G Forbes Class Teacher
Mrs A Randell Class Teacher
Mrs K Moody Class Teacher
Miss K Taylor Class Teacher
Miss H Kirkbride Class Teacher
Mrs A Schenker Class Teacher
Mrs S Gibson Class Teacher
Miss A Smith Class Teacher
Miss V Kelly Class Teacher
Mrs A Shaw Class Teacher
Mr N Jones Class Teacher
Mrs L Stevens Class Teacher
Mrs L Crompton Class Teacher
Mr A McMeiken Miss E Jones Class Teacher
Mr C Turnbull Class Teacher
Mrs M Donnelly Class Teacher

Teaching Assistants Position/Role

Mrs S Beauvoisin Teaching Assistant
Mrs J Bridgewater Teaching Assistant
Mrs J Clark Teaching Assistant
Mrs J Dunn Teaching Assistant
Mrs J Nixon Teaching Assistant
Mrs S Teneur Teaching Assistant

Mrs M Winskill Teaching Assistant

Admin Staff Position/Role

Miss E Scott Office Manager

Mrs C Hunter Secretary

Miss L Parkinson Admin Assistant

Site Staff Position/Role

Mr J Milburn Site Manager

Mr L Matthews Cleaner in Charge

Mrs L Skidmore Cleaner

Mrs L Turner Cleaner

Supervisory Staff Position/Role

Mrs J Bell Lunchtime Supervisory Leader/After School Childcare
Supervisor/Breakfast Club Supervisor

Miss K Castling Lunchtime Supervisor/After School Childcare Supervisor

Miss S Smith Lunchtime Supervisor

Mrs E Dixon Lunchtime Supervisor

Mrs A Lister Lunchtime Supervisor

Mrs S Mawson Lunchtime Supervisor

Mrs M McCabe Lunchtime Supervisor

Mrs S MCGILLIVRAY Lunchtime Supervisor

Mrs V Huthart Lunchtime Supervisor

Mrs A Hendy Lunchtime Supervisor

Mrs V Shield Breakfast Club Supervisor

Mrs V Testo Breakfast Club Supervisor

Mrs L Turner Breakfast Club Supervisor

Parents/Carers

- Our school brochure, web site and other means of communication with parents will re-enforce the message that our school is committed to the welfare and protection of all children in its care. School staff and governors take this duty of care very seriously.
- Appendix 4 is a copy of the statement relating to safeguarding and child protection from our school brochure
- Newsletters, letters to parents about specific issues, our school web site and Parents Evenings are used to disseminate and re-enforce key safeguarding and child protection information.
- In addition, we also offer events/briefings and workshops that they may attend on particular issues:
 - Drop in sessions with PCSO termly
 - Online Safety briefings for parents
- Parents are told that it is essential that school records are kept up to date. Parents are asked to keep school informed of any changes. School will accordingly update records held to reflect:

- Current address and telephone contacts. We are aware that, as a school, it is good practice to hold more than one emergency contact number for each child KCSIE 2019 (pg. 18)
- which adults have parental responsibility
- court orders which may be in force
- children on the Child Protection list
- the child's name at birth and any subsequent names (taking care over unusual spellings)
- any other changes to home circumstances

(5) Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse

Names of designated safeguarding leads in school

All staff, including part-time, peripatetic and adults working with children in school should be informed who these colleagues are. Crucially, this also applies to work-placement students, trainee teachers and supply staff who might be the fresh new face that a child might disclose something important to.

Mrs R Woods, Designated Safeguarding Lead – Tel 01207503984 Ext 207

Miss H Webb Deputy Safeguarding Lead – Tel 01207503984 Ext 202

Mrs A Shaw, Deputy Safeguarding Lead – Tel 01207503985

Recording concerns

ALL concerns passed to the designated safeguarding leads must be written, signed and dated on our CPOMS system.

The more relevant details staff document the better (approximate size, colour of injury, which arm, if burn is scabbing over etc.) Staff can express concern or sensitively remark about an injury (open ended questions) but should not ask direct questions. They should never do so in front of other children.

Disclosures of worrying information by children must also be recorded on a 'concern' form or electronic database.

'**All** staff should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, e.g. Designated Safeguarding lead (& deputy) or Children's Social Care.'

'Staff should never promise a child that they will not tell anyone about an allegation- as this may ultimately not be in the best interests of the child'. Keeping Children Safe in Education, September 2019, Part 1.

Staff should write the exact words used by the child. Any original notes/jottings/reminders made by the adult must be stapled to the form as first-hand information that could be important if a case went to court.

Listening to Children and Receiving Disclosures

- We embrace our role as a listening school where children can discuss concerns with any member of staff or adult who works with them. Staff (teaching and support) will make time and be available should children approach them with a situation they are worried about.
- Concerns must be taken seriously and at face-value. It is easy to make speedy judgements based on previous knowledge of the child or young person.
- Staff receiving a disclosure are unable to promise 'keeping a secret' or confidentiality. They will need to explain that depending on what the child says they might need to share the information with someone who deals with these concerns in school.
- If the child does not wish to continue and say anything further the adult should pass on the concern to the designated safeguarding lead that might wish to keep an eye on that student and may well be aware of other issues of concern.
- When the member of staff next comes across the child concerned, it would be appropriate to ask how they are and remind them that they are able to come and talk when they wish.
- Staff should never speak to another sibling in the family to make enquiries: to investigate concerns is not the role of the school and parents/carers would be rightly aggrieved.
- If there is concern about another member of staff or adult working in school, the matter must be passed straight to the Head Teacher. The member of staff concerned must not be spoken to.

Please remember:

- (i) The child should be allowed to make the disclosure at his/her own pace and in his/her own way.
- (ii) The member of staff should avoid interrupting except to clarify what the child is saying but
- (iii) Should not probe for any information that the child does not volunteer.

Recording and Response of the designated lead professional

All information received is stored in the child's 'concern' file. Where this is in electronic form, we provide appropriate levels of access to information. Records are kept securely in locked storage and away from the child's individual school records. (The child's individual file is marked to show the existence of the additional 'concern' file). Our designated safeguarding leads can access these documents in an emergency or in the event of an enquiry for information by the MASH (Multi-Agency Safeguarding Hub) Team, for example.

We keep a simple central 'chronology of significant events' for all children in school. This assists, should the MASH make contact about issues beyond school and inform any other concerns in school.

Discussing concerns with the First Contact Service 03000 26 79 79 Procedures detailing local multi-agency arrangements may be found on www.durham-scp.org.uk, including detailed information about the management of individual cases. In addition, staff should refer to the County Durham Practice Framework: Single Assessment Procedure and Practice Guidance, September 2015.

We use the local authority Referral Form for notifying First Contact of concerns.

If a concern is taken up as a **referral** under section 47: Child Protection, actual or likelihood of significant harm, parents or carers will be informed of this **unless to do so would place the child at further risk of harm.**

If the child requires immediate medical attention staff will accompany the child to the nearest Accident and Emergency Department. First Contact will be informed immediately if the injuries are linked to a child protection matter, so an appropriate paediatrician sees the child. The Director of Children and Young People's Services will be informed, and parents will be notified of the action taken.

If the situation is an emergency and staff are unable to speak to First Contact, we will phone the Police on 0845 60 60 365 and ask to speak to a colleague in the Vulnerability Unit concerning a child.

<p style="text-align: center;">Police Switchboard: 0345 6060365 Ask for the nearest local Vulnerability Unit to school</p>
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Discussions with First Contact will be followed up in writing

Discussions of concern and requests for support will be followed up in writing, using the referral form.

The information will be sent via secure e-mail to First Contact, by fax (taking extreme care to ensure the number is correct) or by tamper-proof envelope. A copy is kept on the child's concern file.

If a member of staff feels that the designated safeguarding lead and/or Head Teacher are not taking concerns seriously enough, then it is appropriate for them to tell that person that they are going to consult with First Contact themselves.

'**Any staff member** who has a concern about a child's welfare should follow the referral processes set out in paragraphs 36-47'. Keeping Children Safe in Education, 2019, Part 1 (para 9).

<p style="text-align: center;">First Contact Service 5, Parson's Court, Newton Aycliffe, DL5 6ZE Telephone: 03000 26 79 79 Fax: 0191 383 5752</p>

Attendance at Strategy meetings if assessed to be child protection concern.

Strategy meetings are one of four multi-agency meetings as part of Child Protection processes. Local multi-agency procedures have detailed guidance about these meetings www.durham-scp.org.uk.

There is a table to summarise multi-agency meetings, timescales and responsibilities of attendees in Appendix 7.

School staff may be invited to a strategy meeting. These multi-agency meetings are called to decide whether the threshold for an s47 enquiry should commence to investigate the concerns that have been raised.

These meetings may be called at short notice and we recognise that appropriate staff from this school should attend wherever possible. If the school is the referring agency, they should be invited to attend these meetings. School is able to offer a venue if there is a suitable room where confidentiality can be assured.

Staff should make available any handwritten notes, dated and signed, as well as other records from the concern file including the single agency chronology of concerns. Any further written evidence from the child: stories, drawings etc. should be brought to the meeting.

In school, staff should monitor the child discreetly for any further concerns or signs that are worrying and give support and reassurance to the child.

All information should be treated with discretion and confidentiality and shared in accordance with 'A Guide for Professionals on the Sharing of Information'. Durham LSCB, 2014.

If concerns are not substantiated following the section 47 enquiries our school will work with other agencies to determine what further support the family and child require. The school will continue to monitor and support the child.

- (6) Supporting pupils who have been abused in accordance with their agreed child protection plan: multi-agency work. See Section 4 below:**

4. Multi-Agency Work in Child Protection

Initial Child Protection Conference: school responsibilities

See local partnership procedures for more details, www.durham-scp.org.uk. Following the final strategy meeting (some complex cases like forced marriage, fabricated and induced illness and organisational abuse may require several strategy meetings) a decision might be made to hold an Initial Child Protection Conference. This work continues within Family First teams within the County.

A conference will be called if there is thought to be an on-going risk or likelihood of significant harm to the child(ren). The date will be within **15 working days** after the last strategy meeting.

School responsibilities

Attendance

It is understood that appropriate school staff should make every effort to attend (unless the date coincides with school holidays). In this case it might be possible for other colleagues with a working knowledge of the child and family to attend. School will determine the most appropriate colleague: Class Teacher, Head Teacher, designated lead professional for child protection. This colleague should be fully briefed about preparation for and conduct of Initial (and Review) Child Protection conferences and they should be in a position to commit the school to continue the work and resources involved in monitoring the child's welfare and any other tasks allocated as part of the Child Protection Plan.

If no one is able to attend, the conference clerk and the Independent Reviewing Officer should be contacted without delay.

Likewise, these colleagues should be informed if the invitation to attend the conference arrives too late to enable other responsibilities (writing report, sharing with parents) to be undertaken as laid down in the DSCP procedures.

Preparation of a report

Schools may wish to amplify and develop information provided on the new Referral form as the basis of their report. Less experienced colleagues should be supported with the preparation of this document.

The report will contain objective information and provide evidence to support the views contained within it. It will refer to all aspects of the child's life in school, noting specific changes or areas/situations where the child's attitudes and concentration differ from the norm. It will provide details of how the school has worked and might continue to work with the child and their family.

Chronology of significant events

A single-agency chronology should also be produced for this meeting using the template available on the DSCP website www.durham-scp.org.uk. The detailed 'in house' school chronology should be streamlined to include key relevant incidents noted by school.

Sharing of the report

This may cause tensions between school and the child's parents and carers, but this is in line with local partnership arrangements and procedures. It is the responsibility of all professionals attending the conference. The report should be shared with parents/carers of the child at least **two working days** before the conference. Part of the report may also be shared with the young person, where age-appropriate. This will give the family a chance to question or clarify any issues raised within the report prior to the conference. If there are areas of the report which are confidential then the designated lead professional should contact the Independent Reviewing Officer who chairs the conference.

The report will be passed to the Conference Clerk via the secure e-mail system ready for dissemination to other professionals attending the conference.

Membership of a Core Group

(See partnership safeguarding arrangements and procedures - www.durham-scp.org.uk) This school recognises that membership of a core group is a responsibility that necessitates time and commitment to attend regular meetings and complete the work detailed in the Child Protection Plan.

The merged multi-agency chronology will be regularly updated as part of this on-going work.

Review Child Protection Conference

(See local partnership safeguarding arrangements and procedures - www.durham-scp.org.uk)

The school will complete the relevant report for the first review conference, after 10 weeks and for any subsequent reviews at intervals of 5 months. The report will detail work undertaken by the school with parents/carers and the child to complete the tasks assigned in the Child Protection Plan. This report should be shared **7 days** before the conference takes place. This report will

detail the progress made towards the tasks outlines on the Child Protection Plan.

5. Information-sharing

(1) Parents/Carers

Staff and Head Teacher must **not** automatically contact parents if there is a disclosure by the child or there are other concerns that the child may be at risk of significant harm. Rather schools should discuss concerns with the First Contact Service. Information should not be shared with parents if there was a likelihood that by doing so it might place the child at further risk of harm.

Parents must be aware that once matters have been referred to the First Contact Service the school can only explain the procedure and is not able to give 'progress reports' on the case.

(2) School staff

There is a delicate balance to be struck between alerting members of staff to the concern about the child and the need to protect the child from too many people knowing. Information should only be divulged on a 'need to know' basis. Other members of staff need to know sufficient detail to prepare them to act with sensitivity to a distressed pupil. They do not need to know details.

(3) Children transferring to another school

When a child on the Child Protection List moves to another school the designated lead professional will inform the new school immediately and arrange the handover of confidential information separately from other records.

If a child for whom there are other existing serious concerns transfers to another school, the new receiving school will be informed immediately, and written records will follow. If the school is within the County or close by, information could be handed over personally from one safeguarding lead to another. A form should be prepared for both schools to sign to confirm receipt of the records. Schools that both use CPOMS can transfer this information electronically.

Any child transferring to another school (or at the end of a key stage) who has a concern file, this should be passed on promptly to the new school. If schools fail to do this the new school should phone the previous school and clarify that there are no issues that school should be aware of.

(4) County Guidance and protocols

(See DSCP website for further details, 'Information sharing' - www.durham-scp.org.uk)

Eight Golden Rules for Information-sharing and flowchart

County Durham Protocol for Working Together in the Delivery of Services to Adults and Children

DSCP safeguarding arrangements and procedures

A Guide for Professionals on the Sharing of Information

County Durham Safeguarding Adults Inter-Agency Partnership and Durham LSCB (2014).

Information Sharing

Staff at our school are aware of the need to share information appropriately. The documents above emphasise the key point that if there is a suspicion that a child could be at risk of significant harm, they should refer the matter to the First Contact Service without delay. Concerns must always be followed up in writing.

Our school takes care to ensure that information about a child is only given to the appropriate external people or agencies. Staff will take names and ring back via a main switchboard if unsure. All staff within school will be aware of the confidential nature of personal information about a child and the need for maintaining confidentiality. They will seek advice about parental responsibility issues if unsure.

<p>Further advice about legal issues is available from Corporate Legal Services</p>
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6. Allegations against teachers and other staff

See Part 4 of Keeping children safe in education September 2019. There is an extensive section in the DSCP online Child Protection Procedures (under Core Procedures).

Allegations of abuse by staff in schools must be investigated in accordance with the DSCP procedures, and when dealing with any allegation against staff, it is vital to keep the welfare of the child as the central concern. However, as in all child protection issues, a balance needs to be struck between supporting and protecting the child and keeping the effects of possibly false allegations to a minimum. Thus, urgent consideration should be given to the substance of the allegations.

- On receiving an allegation, the Head Teacher will proceed in line with recognised procedures - consulting immediately with LA officers (LADO, Local Authority Designated Officer, Sharon Lewis) and/or informing the First

Contact Service. If the LADO is unavailable there should be no delay in discussing with First Contact. **The Head Teacher must not start to investigate.**

- Allegations regarding the Head Teacher should be passed to the Chair of Governors. Should this lead to delay, the person receiving details of the allegation should follow the advice above and report the matter immediately to the LADO and First Contact Service. At this stage the Head Teacher should not be informed of the allegation (the same process as for any member of staff or adult in school). The Chair of Governors should be informed as soon as possible and asked to contact the LADO.

Local Authority Designated Officer (LADO)

Sharon Lewis 03000 268835

First Contact Service

03000 26 79 79

CYPSLADOSecure@durham.gov.uk

- Investigations will be carried out by the appropriate agencies.
- In dealing with any allegation the Head Teacher and governors need to balance:
 - The seriousness of the allegation.
 - The risk of harm to pupils.
 - Possible contamination of evidence.
 - The welfare of the person concerned.
- Suspension of the member of staff will be considered:
 - (a) if there are any grounds for doubt as to the suitability of the employee to continue to work
 - (b) where suspension may assist in the completion of an investigation.
- Suspension will be carried out in line with LA guidelines. Head Teachers may find it useful to contact the LA Human Resources Department for guidance.
- During the investigation support will be offered to both the pupil making the allegation and the member of staff concerned.
- A disciplinary investigation will be carried out only after Police and Intervention and Assessment Teams propose to take no further action.
- Detailed records will be kept by all parties involved.
- Where recommendations are made to school regarding the outcome of a Child Protection investigation the school will advise Children and Young People's Services regarding their response to the recommendation. For

example, if a person is suspended and returns to school, the date of that return should be communicated.

The following definitions are now used when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation;
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

7. Safe Touch

Physical contact other than to control or restrain

Our school has a policy/guidelines on the use of touch, including an Intimate Care policy and this includes such points as :

- assisting in the washing of young children who have wet/soiled themselves
- intimate care risk assessments for certain children with medical needs or disabilities.
- using physical contact to demonstrate exercises or techniques, for example, in PE, sports coaching or other practical subjects.
- administering First Aid
- supporting younger children and children with special needs who may need physical prompts or help
- giving appropriate comfort to a child who is distressed
- recognising that physical contact is a sensitive issue for some cultural groups
- acknowledging that physical contact becomes increasingly open to question as children reach and go through adolescence
- ensuring a consistent approach where staff and pupils are of different genders
- acknowledging that innocent and well-intentioned physical contact can sometimes be misconstrued
- having a prescribed handling policy for children requiring complex or repeated physical handling, with specific training for staff who deal with them.

8. Physical control and restrictive physical intervention: Use of reasonable force

Our school has a policy on the use of restrictive physical interventions covering the appropriate use of reasonable force.

Our school policy relates to the following:

DfE Guidance: Use of Reasonable Force in Schools (2013)

- Our school Policy on the Use of Restrictive Physical Interventions gives guidance on:
- when staff may use physical control and restraint
- who is allowed to use physical control and restraint
- what forms physical control and restraint may take in particular circumstances
- what forms of physical control and restraint are not acceptable
- recording of incidents where physical handling has been used
- The Policy also makes it clear that corporal punishment is NOT allowed.

9. The Prevent duty

The Counter Terrorism and Security Act 2015 places a duty on certain bodies, including schools, to have 'due regard to the need to prevent people from being drawn into terrorism'. The DfE has produced non-statutory advice for schools, 'The Prevent duty' June 2015.

This work is part of schools' broader safeguarding responsibilities and protecting children from other harms (drugs, gangs, neglect, and sexual exploitation). During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised. The PREVENT duty (July 2015) summarises four areas in which schools might be involved: risk assessment, working in partnership, staff training and IT policies.

In our school:

- staff can identify children who may be vulnerable to radicalisation. Information or concerns are shared with the Designated Safeguarding Lead in the same way as other information that might be a safeguarding concern, who will then follow procedures in line with DSCP guidance.
- policies and procedures are in line with those of DCC, Durham Constabulary and the DSCP.
- throughout the life of the school as well as in specific lessons to build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views.

- robust online policies are mindful of guidance within Keeping Children Safe in Education, September 2019, Annex C 'Online safety', and DfE guidance 'Teaching Online Safety in School' June 2019.

Prevent Duty Guidance in England and Wales (2015), paragraph 64, notes

'Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas. The Prevent duty is not intended to limit discussion of these issues. Schools should, however, be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues'

Through discussion with the specialist colleagues at Durham Constabulary it may be appropriate to make a referral to the Channel programme. This programme focuses on support at an early stage, tailor-made to the individual young person. Engagement with the programme is entirely voluntary. A school representative may be asked to be a member if a student from the school is to be discussed at the Channel panel.

The Prevent Team
HQ special branch@durham.pnn.police.uk

DCC Community Safety 03000 265436/435
Community.safety@durham.gov.uk

(The DSCP website 'Professionals; Prevent-Counter Terrorism; has examples of policies produced by the Safe Durham Partnership as well as further information including e-learning opportunities.)

10. Child Exploitation

Schools must be aware of young people who could be at risk of sexual exploitation. Keeping Children Safe in Education, September 2019 (pg. 79-80), provides a definition (that may be updated).

The definition makes it clear that this is where there is an imbalance of power in a relationship when the young person receives something as a result of engaging in sexual activities. There are varying degrees of coercion, intimidation or enticement that might also link to bullying, peer pressure and e-safety issues. National Serious Case Reviews highlight that sometimes these young people are perceived as 'bad' not 'sad'. Where there is a deterioration in behaviour, work, and changes to friendship patterns along with missing from home or absenting school the underlying factors need to be examined. If there is a concern that a young person may be at risk of sexual exploitation the designated lead should discuss with First Contact Service where there are specialist colleagues trained to assist in these cases.

Durham DSCP has a section of their website devoted to resources, guidance, and a risk assessment matrix that assists schools. The multi-agency ERASE team website is available as a source of help and information for children, parents and the wider community, wwwsw.eraseabuse.org.

In Primary Schools 'NSPCC' offers a talk on 'The Underwear Rule' PANTS:

Privates are private

- **A**lways remember your body belongs to you
- **N**o means no
- **T**alk about secrets that upset you
- **S**peak up, someone can help

For concerns relating to sexualised behaviour by children and young people, the Brook Traffic Light Tool (brook.org.uk) is a useful resource. Concerns (green, amber and red) are listed within four age categories 1-5; 5-9; 9-13 and 13-17 years. This information can be used to supplement other information from the 0-19 levels of need document as part of a wider referral to First Contact.

Appendix 12, DFE, May 2018 is also a useful reference.

11. Female Genital Mutilation

This comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. This is illegal in the UK (The FGM Act 2003), abusive and has varied long-lasting consequences for the young girl. If adults working with girls suspect that one might be at risk, it is essential that they pass the information on to the designated safeguarding lead who will phone First Contact for advice. There is an FGM Helpline also on 0800 028 3550. There is also a useful website: fgmhelp@nspcc.org.uk

2 new guidance leaflets have been produced by the Home Office & the National FGM Centre:

<http://nationalfgmcentre.org.uk/wp-content/uploads/2019/06/FGM-Schools-Guidance-National-FGM-Centre.pdf>

<https://www.gov.uk/government/publications/female-genital-mutilation-leaflet>

The Home Office has produced some free, informative, on-line training that designated leads might wish to access:

Virtual college e-learning: Recognising and Preventing FGM.

If a teacher discovers that an act of FGM has been undertaken on a girl under the age of 18, they have a duty to report this to the police.

12. Online Safety

This policy links to the wealth of other policies in school, and those that schools may download and customise from the following sources:

2019 DFE 'Teaching Online Safety in Schools'
September 2019 Durham LA Online Safety Policy Template for Educational Settings
School's Behaviour Policy
School's Anti-bullying Policy

Two items are referenced in the Appendices on Sexting:
Annex G from Sexting in schools and colleges: Responding to incidents and safeguarding young people
Advice for schools: Responding to and managing Sexting Incidents (UK Safer Internet Centre)

There is a Professionals Online Safety Helpline 0844 381 4772

On the DSCP website in the Multi-agency online Procedures Manual, part 2, Safeguarding Practice Guidance there is further information under 'E-safety: Children Exposed to Abuse through the Digital Media'

13. Peer on Peer Abuse

- Peer on peer abuse is taken very seriously KCSIE 2019 Part 1 (Para 27) and our staff are aware that children are capable of abusing their peers.

Education settings are an important part of the inter-agency framework not only in terms of evaluating and referring concerns to Children's Services and the Police, but also in the assessment and management of risk that the child or young person may pose to themselves and others in the education setting.

If one child or young person causes harm to another, this should not necessarily be dealt with as abuse. When considering whether behaviour is abusive, it is important to consider:

Whether there is a large difference in power (for example age, size, ability, development) between the young people concerned; or

Whether the perpetrator has repeatedly tried to harm one or more other children; or

Whether there are concerns about the intention of the alleged perpetrator.

- In this school, peer on peer abuse will not be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'.
- Peer on peer abuse may take different forms:
 - Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
 - Sexting, also known as Youth Produced Sexual Imagery
 - Initiation/hazing type violence and rituals
 - 'Upskirting' typically involves taking a picture under a person's clothing without them knowing, for sexual gratification or to cause the victim humiliation, distress or alarm.
 - Sexual harassment such as sexual comments, remarks, jokes and online sexual harassment, either standalone or as a pattern of abuse.

- To support this agenda, the following steps are taken in school to minimise these risks:

Provide a developmentally appropriate relationships education, relationships & sex education and health education curriculum which develops students understanding of acceptable behaviour and keeping themselves safe and will be in line with DfE guidance from September 2020.

Have systems in place for any student to raise concerns with staff, knowing that they will be listened to and valued.

Develop robust risk assessments where appropriate.

Have relevant policies in place (e.g. behaviour policy, anti-bullying policy).

Victims, perpetrators and any other child affected by peer on peer abuse will be supported by staff at Delves Lane Primary School and appropriate referrals will be made to relevant outside agencies.

14. Serious Violence

(Keeping Children Safe in Education, September 2019 (para 29 & 30))

- We will ensure that all staff are aware of the indicators that may signal that children are at risk from, or involved with, serious violent crime.
- Indicators may include:
 - Unexplained gifts/new possessions - these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs
 - Increased absence from school
 - Change in friendship/relationships with others/groups
 - Significant decline in performance
 - Signs of self-harm/significant change in wellbeing
 - Signs of assault/unexplained injuries

Staff will also be made aware of the associated risks and understand the measures in place to manage them (please see the home office 'Preventing Youth Violence and Gang Involvement' and 'Criminal Exploitation of Children and Vulnerable Adults: County Lines').

Additional Safeguarding Guidance:

A Response to COVID 19

Agreed and adopted by the Governing Body: 9th April 2020

Background

This additional guidance has been written as a result of the ongoing response to COVID 19.

It is under review and may be updated as circumstances continue to evolve and in light of changes made to government guidance published on 27th March 2020 [Coronavirus \(COVID 19\): safeguarding in schools, colleges and other providers.](#)

Help and support

[Advice for the education sector](#) is being updated daily.

The Department for Education COVID-19 helpline, is available to answer questions.

DfE coronavirus helpline

If you have a query about coronavirus (COVID-19), relating to schools and other educational establishments in England contact our helpline.

Email: DfE.coronavirushelpline@education.gov.uk

Telephone 0800 046 8687 (lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm)

If you are a member of school staff, ensure you have the school's unique reference number (URN or UK PRN) available when calling the hotline.

Role of the local authority

The Local Authority will continue to support schools to ensure that children of critical workers and vulnerable children can, where required, attend a school or college. The Local Authority will continue to be responsible for maintaining effective safeguarding and child protection services in this challenging time to ensure schools and colleges can access the support they need.

Safeguarding and clusters

Where our school collaborates and children and/or staff from multiple settings are clustered in one place, the principles in [Keeping children safe in education \(KCSIE\)](#) and [Coronavirus \(COVID 19\): safeguarding in schools, colleges and other providers](#), continue to apply.

In particular, the school or college that is acting as the hub in the cluster should continue to provide a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out as required. Additional advice on clusters and safeguarding will be provided by the Department for Education in due course.

Keeping children safe in schools

KCSIE is statutory safeguarding guidance that schools and colleges should continue to have regard to as per their legislative duty and/or funding agreement requirements.

Whilst we acknowledge the pressure that the school is under, it remains essential that as far as possible the school continues to be a safe place for children. This additional guidance supports our governing body, senior leadership team, designated safeguarding leads (DSLs) and staff so they can continue to have appropriate regard to KCSIE and keep our children safe.

The way our school is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in school has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Child protection policy

The school will continue to adhere to the current child protection policy updated in September 2019 which reflects 'business as usual', however this does not accurately reflect new arrangements in response to COVID-19.

The child protection policy has been reviewed and revised and will be kept under review as circumstances continue to evolve.

Updated advice received from Durham Safeguarding Children Partnership

Partnership working is vital during this current time and multi-agency safeguarding arrangements will continue as usual, however schools are to be mindful that this may be undertaken in a different way whilst trying to avoid as much face to face contact as possible.

Senior Leaders within Durham County Council will continue to review children's circumstances and have implemented the following:

- Prioritising cases based on situation/circumstances etc.
- Moving to more agile working.
- Carry out multi-agency Strategy Meetings, Initial Child Protection Conferences, Review Child Protection Conferences, Core Groups and Looked After Reviews for children using virtual platforms wherever possible and will continue to work with partners to manage this.
- Face to face home visits will be done based on a risk assessment for the child in conjunction with managers. As much contact as possible with families will be done by phone and through virtual platforms where it is safe to do so. Where staff are visiting family homes, they will do so using guidance from Public Health England which includes the practice of social distancing.
- Children's Social Care and Early Help will be arranging service delivery into 3 virtual locality hubs based in North, South and East Durham. Each will have a strategic safeguarding manager and will be working with partners in health and education to ensure that they use collective resources to provide support to those children who are most vulnerable and in need of contact or services. The work of the locality hubs at this time is focused on those children who are CIN; CP or children at risk of becoming Looked After.
- All new referrals for children where there are concerns for their welfare or safety should be made to First Contact in the usual way using the usual referral mechanisms.
- Requesting colleagues across partner agencies should proactively share information within existing multi agency team around family arrangements about families who they know are self-isolating, to avoid any unnecessary home visits and contact, ensuring all are protected from unnecessary exposure to the virus.
- Continually reassess risk and reprioritise work across the partnership to ensure we all continue to provide a safeguarding service to those children and vulnerable adults who are most at risk.

Senior Leaders across Health organisations have implemented the following:

- All health partners have business continuity plans which identify Safeguarding Children and Adults and Children who are Looked After as key priority areas.
- All health partners will remain engaged in multiagency discussions including the MASH, MARAC and MAPPA as needed with SPOC arrangements in place.
- Work with partners to ensure that children who may have experienced abuse or neglect are appropriately and holistically assessed in a timely manner.
- Referrals for paediatric assessment will follow the same pathway of care although children may be assessed in different settings to minimise infection risks as per PHE and RCPCH guidance.
- Mental health support for those in crisis will be still be available.
- Harrogate and District NHS Foundation Trust (HDFT) 0-19 service will continue to provide a Safeguarding SPOC service for all staff including the MASH and are taking actions to ensure this will be maintained if there is a reduction in capacity. The 0-19 service will continue to prioritise safeguarding meetings including strategies, ICPCs and RCPCs and core groups, and will use digital methods to maintain representation. Home visits for new babies, (Primary Visits) and visits to children and young people subject to a child protection plan will be maintained. Review Health Assessments will continue on a virtual or face to face basis, dependant on an assessment of cumulative risk.
- Looked After Children's (LAC) Health Assessments are a statutory duty and will continue to be delivered. However, changes for Initial Health Assessments (IHA's) are required in order to deliver assessments safely to patients and protect staff. It is possible that changes to workforce as a result of staff deployment and absence may result in delays in meeting the statutory timescales for the child/young person to be assessed (20 working days from entering care) but there will be regular communications with our partners on this issue.
- The CCG and Health partners have established mechanisms for regular information sharing for any concerns.
- GP's will be providing primary care health input as needed within the guidance from Public Health England and are a key source of advice and information for multiagency processes.

Durham Constabulary have implemented the following:

- Developed business continuity plans which involve a tiered response to demand and resourcing levels. Overall, the plan aims to ensure at times of highest demand, business critical functions such as dealing with 999 calls, responding to the most serious incidents and investigating the most serious crimes continue. This is a flexible model which may change daily or even hourly.
- A strong commitment by the Constabulary to maintain safeguarding children and vulnerable adults as a priority. This includes prioritising investigations where there are imminent risks of harm. As resources become more challenged, it is likely that investigators and supervisors will be pooled so that partners may not always be dealing with teams with which they have become familiar.
- Contingency plans include continued information and decision making and safety planning by the Central Referral Unit working within the MASHs, continuing with MARAC, MAPPA, the management of Registered Sex Offenders and providing services for victims through the Sexual Assault Referral Centre. Work in each of these areas will be prioritised in line with levels of risk and harm.
- More detailed plans are being developed to adapt how we work with health colleagues, HM Coroner and other agencies in dealing with sudden and unexpected deaths of both adults and children.
- In relation to the most recent announcement from the Prime Minister (23rd March 2020) regarding minimising social gathering and restricting movement, the Constabulary is working with the Government to consider how these rules can most effectively be enforced and will seek to work closely with our communities to ensure that people know what is expected of them. Officers will be continuing respond to emergencies and deal with serious crime.

Partnership Business unit has implemented the following:

- We have agreed to cancel all non-urgent partnership meetings (sub-groups, task and finish groups etc.) as well as multi-agency training sessions for the foreseeable time. We will conduct as much of the business as is feasible via e-mail or conference facility where possible when it is possible to do so.
- The Partnership business unit will continue to work throughout and are contactable on the usual e-mail addresses (details shown below).
- We can assure you that we are all working closely together to get through this and will continue to review our contingency plans and staffing capacity and will keep you updated. In the meantime, we would like to thank you all for all the work and support you are providing to support our children, vulnerable adults and their families during this very challenging time.

What staff and volunteers should do if they have any concerns about a child

If school staff, staff from another school, or volunteers have any concerns about a child, they should:

- report their concern directly to the DSL on site
- use the contact details provided to report their concern to the DSL (or deputy) working from home
- report their concern to the senior leader on site so that they can liaise with the DSL off site

ALL concerns passed to the designated safeguarding lead must be recorded on CPOMS and dated.

Concerns should be addressed in accordance with section 3.5 of the main child protection policy.

If the DSL is not on site, written concerns should be recorded on CPOMS so that information can be retrieved by the Designated Safeguarding Lead. All staff should phone the DSL – as per the rota regarding any concerns if a DSL is not on site.

Full written reports can be uploaded / attached to the CPOMS following the initial concern.

Staff and volunteers should act immediately on any safeguarding concerns and not wait to discuss concerns with the DSL in person.

What staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children

The principles in part 4 of KCSIE will continue to support how school responds to any such concerns.

Designated safeguarding leads (DSLs)

The optimal scenario for any school providing care for children is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case one of the following will be in place:

- one of our DSLs will be available to be contacted via phone or online video whilst working from home
- a trained DSL from another school within the local authority will be available via phone or online video

Where a trained DSL or deputy is not on site, in addition to one of the above options, a senior leader will take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them. All staff can contact Designated Safeguarding Lead and deputies. Designated Safeguarding Leads contact details will be displayed in the staffroom / stored securely with pupils' emergency details. A designated Safeguarding Lead will be available to contact at all times

It is acknowledged that face to face DSL training is very unlikely to take place during this period and online training will be explored with the support of Durham Safeguarding Children Partnership.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

Vulnerable children

Ensuring that vulnerable children remain protected is a top priority for the government. Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans, read more in the [guidance on vulnerable children and young people](#) for further information.

The Local Authority have the key day-to-day responsibility for delivery of children's social care. Social workers and the Virtual Schools Head will continue to work with vulnerable children in this difficult period and should support these children to access this provision. There is an expectation that children with a social worker will attend provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in itself should not be the determining factor in assessing vulnerability.

Senior leaders, especially DSLs (and deputies) know who are most vulnerable children are and have the flexibility to offer a place to those on the edge of receiving children's social care support.

School staff should continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

Staff training and safeguarding induction

All existing school staff have already had safeguarding training and have read part 1 of KCSIE. It is important for these staff that they have an awareness of any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter school, they should continue to be provided with a safeguarding induction. Our full child protection policy will support this process as will part 1 of KCSIE.

We recognise that our existing school workforce may move between schools on a temporary basis in response to COVID-19. The receiving school will judge, on a case-by-case basis, the level of safeguarding induction required.

In most cases, the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

Children moving schools

If our children are attending another setting, it will be important for our school to do whatever we reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable.

For looked-after children, any change in school should be led and managed by the Virtual School Head with responsibility for the child. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). This should ideally

happen before a child arrives and, where that is not possible as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

Whilst we must continue to have appropriate regard to data protection and GDPR this does not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. If recruiting new staff, we will continue to follow the relevant safer recruitment processes for our school, including, as appropriate, relevant sections in part 3 of KCSIE.

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.

Where our school utilises volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Regarding members of the school workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member

of the workforce temporarily moves to another school or college to support the care of children.

The type of setting on the DBS check, for example a specific category of school, is not a barrier. The same principle applies if childcare workers move to work temporarily in a school setting. The receiving institution should risk assess as they would for a volunteer (see above).

Whilst the onus remains on our school to satisfy ourselves that someone in our setting has had the required checks, including as required those set out in part 3 of KCSIE, in the above scenario this can be achieved, if the receiving institution chooses to, via seeking assurance from the current employer rather than requiring new checks.

Schools must continue to follow their legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

Schools and colleges should continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's '[Teacher misconduct advice for making a referral](#)'. During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk.

All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging

in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home. The department for education is providing separate guidance on providing education remotely.

Where we are providing care for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them. Department for Education guidance on mental health and behaviour in schools outlines how mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that can be an indication of an underlying problem.

Support for pupils in the current circumstances can include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services. You can read the guidance on [mental health and behaviour in schools](#).

As circumstances change, it is likely that children and staff will be at a higher risk of experiencing a bereavement within their community or family network. If this arises, the Local Authority Educational Psychology Service will support school to provide support for staff, children and their families.

Supporting children not in school

Our school is committed to ensuring the safety and wellbeing of all its Children and Young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person.

Details of this plan must be recorded on CPOMS should a record of contact have made. The communication plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

School name and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan must be reviewed regularly and where concerns arise, the DSL will consider any referrals as appropriate.

The school will share safeguarding messages on its website and social media pages.

Our school recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Staff at school need to be aware of this in setting expectations of pupils' work where they are at home. We will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS.

Online safety in school

It will be more important than ever that schools provide a safe environment, including online. Our school will continue to ensure that appropriate filters and monitoring systems (read [guidance on what “appropriate” looks like - https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring](https://www.saferinternet.org.uk/advice-centre/teachers-and-school-staff/appropriate-filtering-and-monitoring)) are in place to protect children when they are online on the school's IT systems or recommended resources. Our school continues to be supported by Local Authority staff who have the technical knowledge to maintain safe IT arrangements. (The school has also considered contingency arrangements if IT staff become unavailable – *not necessary if ITSS technician*)

The [UK Council for Internet Safety provides information to help governing boards assure themselves](#) that any new arrangements continue to effectively safeguard children online.

The [UK Safer Internet Centre's professional online safety helpline](#) also provides support for the children's workforce with any online safety issues they face. The Local Authority can also continue to provide support.

Children and online safety away from school

We continue to do what we reasonably can to keep all of our children safe. In most cases, the majority of children are not be physically attending school.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such, concerns should be dealt with as per the child protection policy and where appropriate referrals should still be made to children's social care and as required the police.

The department for education is providing separate guidance on providing education remotely. It will set out 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology.

Recently published [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) can help support staff to plan online lessons and/or activities and plan them safely.

All schools should consider the safety of their children when they are asked to work online. The starting point for online teaching will follow the same principles as set out in the school's staff behaviour policy (code of conduct). This policy includes, amongst other things, acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. The policy applies equally to any existing or new online and distance learning arrangements which are introduced.

School staff should seek support from the local authority, where necessary, when planning online lessons/ activities and considering online safety.

We will ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school this should also signpost children to age appropriate practical support from the likes of:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.

- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by the school to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Communications with parents and carers will be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school (if anyone) their child is going to be interacting with online.

Parents and carers may choose to supplement the school online offer with support from online companies and in some cases individual tutors. In their communications with parents and carers, schools should emphasise the importance of securing online support from a reputable organisation /individual who can provide evidence that they are safe and can be trusted to have access to children.

Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

The department encourages schools and colleges to share this support with parents and carers.

Peer on peer abuse

Given the very different circumstances schools are operating in, a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy. The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded and appropriate referrals made.

April 2020

Mrs Woods

Headteacher