

Coldfair Green Primary School  
Safeguarding Policy  
September 2016



Prepared By	<i>Amanda Fewkes Designated Safeguarding Lead / Headteacher</i>
Approved by the Committee/Governing body	<i>Coldfair Green Primary School</i>
Signature of Chair of Governors	
Date Approved	
Review Date	<i>01.09.2017</i>

## **Table of Contents**

<b>Introduction .....</b>	<b>2</b>
<b>Ethos .....</b>	<b>3</b>
<b>Responsibilities and Expectations .....</b>	<b>3</b>
<b>Recognising concerns, signs and indicators of abuse.....</b>	<b>5</b>
<b>Procedures.....</b>	<b>7</b>
<b>Managing Allegations .....</b>	<b>7</b>
<b>Training .....</b>	<b>8</b>
<b>Useful Contacts:.....</b>	<b>9</b>
<b>Current Safeguarding Issues .....</b>	<b>9</b>
<b>Safer Staff .....</b>	<b>12</b>
<b>Safer Children.....</b>	<b>13</b>
<b>School Reporting Form .....</b>	<b>15</b>
<b>Example body map: Age 5 and under .....</b>	<b>16</b>
<b>Example body map: Age 5 and over.....</b>	<b>16</b>

# School Safeguarding Policy Framework

“All school and college staff have a responsibility to provide a safe environment in which children can learn”.

(Keeping Children Safe in Education July 2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)

## Introduction

The following policy has been adapted from Suffolk County Council's (SCC) safeguarding model policy framework for schools and education settings dated 2015 and links to other relevant policies such as e-safety, whistle-blowing, anti-bullying policies, our staff code of conduct and other relevant guidance to staff, such as our Prevent duty.

The new Ofsted inspection framework (September 2015) sets out what it expects to see for safeguarding within schools, early years and other educational settings to be considered effective.

This includes evidence to support that:

- Children and learners being protected from harm and feeling safe.
- Children know how to complain and understand the process for doing so.
- Adults who work with them are able to give a strong and proactive response to any concerns raised with them.
- Adults also know and understand the indicators that may suggest a child, young person or young adult is suffering or at risk of abuse, neglect or harm.
- Adults take appropriate action in line with local procedures and statutory guidance.

It is a statutory expectation that all schools have a safeguarding policy and that this will be reviewed at least annually in discussion with the schools' Governing Body. The policy will also make links to the Local Safeguarding Children and Adult Board requirements.

Our safeguarding arrangements are reported on a termly basis to our Governing body and our Safeguarding policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation.

We will include a summary of our safeguarding policy to parents on our school website and will post copies of our policy throughout the school. We are also able to arrange for our policy to be made available to parents whose first language is not English on request.

## **COLDFAIR GREEN PRIMARY SCHOOL SAFEGUARDING POLICY**

The purpose of Coldfair green Primary School safeguarding policy is to provide a secure framework for all adults working or volunteering in the school in safeguarding and promoting the welfare of those pupils or students who attend our school.

The policy aims to ensure that:

- All our pupils are safe and protected from harm.
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices;
- Staff, pupils, governors, visitors, volunteers and parents are aware of the expected behaviours' and the school's legal responsibilities in relation to its pupils and/or students.

### **Ethos**

Safeguarding in Coldfair Green Primary School is considered everyone's responsibility and as such our school aims to create the safest environment within which every pupil has the opportunity to achieve their outcomes.

Coldfair Green Primary School recognizes the contribution it can make in ensuring that all pupils registered or who use our school, feel that they will be listened to and have appropriate action taken to any concerns they may raise. Children at our school will be able to talk freely to any member of staff or regular visitor to our school if they are worried or concerned about something. All staff and regular visitors will, either through training or induction know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what their chosen adult will have to do with whatever they have been told.

The school will endeavour to provide activities and opportunities in the PHSE curriculum that will equip our children with the skills they need to stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. We will do this by endeavouring to work in partnership with other agencies and seek to establish effective working relationships with parents and carers.

### **Responsibilities and Expectations**

Coldfair green Primary School has a Governing body whose legal responsibility it is to make sure that the school has an effective safeguarding policy and procedures in place and to monitor that the school complies with them. The Governing body should also ensure that the policy is made available to parents and carers by publishing this on our website or in writing if requested. It is also the responsibility of the Governing body to ensure that all staff and volunteers are properly vetted to make sure they are safe to work with the pupils who attend our school and that the school has procedures for appropriately managing allegations of abuse made against members of staff (including the Head Teacher and volunteer helpers). The Governing body will ensure that there is a Named Governor and a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our school.

The **Designated Safeguarding Lead** is: Mrs Amanda Fewkes, Headteacher. If they are not available then

The **DSL Alternates** are: Mrs Joanna Palmer (Senior Teacher) or Mrs Debra Duggan (Family Support Worker and Inclusion Lead) These people can also be contacted with any safeguarding concerns.

The **Named Safeguarding Governor** is: Reverend Christine Brooks (Chair of Governors)

The **Chair of Governors** is: Reverend Christine Brooks

[c.brooks@coldfairgreenprimaryschool.org](mailto:c.brooks@coldfairgreenprimaryschool.org))

The Schools **Online Safety lead** is: Mrs Joanna Palmer.

The Director for Children and Young People Service has identified dedicated staff to undertake the role of Local Authority Designated Officers. LADOs can be contacted via email on [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk) or by using the LADO central telephone number **0300 123 2044** for allegations against all staff and volunteers.

It is the responsibility of the Designated Safeguarding Lead to ensure that all safeguarding issues raised in school are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging safeguarding training for all staff and volunteers who regularly and frequently work with children and young people in our school and that this training takes place at least every three years.

The Designated Safeguarding Lead can deliver safeguarding training within schools provided they are linked in to the support and quality assurance process offered by the Local Authority through Schools Choice and the LSCB. This includes attendance at both statutorily required and locally agreed training and engagement in the quality assurance process (e.g. an annual 'Training for Trainers' programme and receiving monitoring visits from the Professional Advisor or Local Authority delegated staff). The Designated Safeguarding Lead is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all conferences, core groups or meetings where it concerns a child at our school and to contribute to multi-agency discussions and assessments to safeguard and promote the child's welfare.

The Designated Safeguarding Lead is also required to complete a safeguarding self-review assessment annually which demonstrates that the safeguarding arrangements in the school are being met. If the self-assessment highlights any areas for improvement, this will be detailed in an action plan which will be signed off and monitored by the Named Governor for Safeguarding on behalf of the governing body of the school, to ensure these improvements are implemented. The self-review assessment is to be shared annually with the Local Authority, who will have a quality assurance role in ensuring the school is meeting its safeguarding requirements under the Education Act 2002 for maintained, academies, free schools.

Independent schools also have a statutory responsibility to complete the self-assessment but are only invited to share this with the Local Authority if they chose to do so. However, the Children and Young People's Director has identified designated staff responsible for the safeguarding of all children and young people in schools and education settings and whose role it is, to satisfy the LA

that these arrangements are robust. The Professional Advisor for Safeguarding in Education can be contacted via email on [Lorna.Jackson@Suffolk.gcsx.gov.uk](mailto:Lorna.Jackson@Suffolk.gcsx.gov.uk) or by using the telephone number 01473 263942 to discuss any quality of care issue or for consultation and advice.

All Child Protection concerns need to be acted on immediately. If school staff are concerned that a child may be at risk or is actually suffering abuse, they should report this to the Designated Safeguarding Lead immediately.

All Adults, including the Designated Safeguarding Lead, have a duty to refer all known or suspected cases of abuse to children's social care or the police. Where a disclosure is made to a visiting staff member from a different agency, e.g. centrally contracted staff or School Nurse, it is the responsibility of that agency staff to formally report the referral to the Designated Safeguarding Lead on school site, in the first instance. Where the disclosure is made by a child attending a Pupil Referral Unit (PRU) or alternative provision, the referral should be recorded and referred to the on-site Designated Safeguarding Lead and a formal notification made to the school's Designated Safeguarding Lead where the child is on role for information, or to agree the appropriate action to be taken. Any records made should be kept securely on the child's main school/child Protection file.

A referral should not be delayed in order to discuss with the school's Designated Safeguarding Lead, if it is felt/identified that a child is at immediate risk and the Designated Safeguarding Lead is unavailable. If you remain concerned for a child's **immediate** welfare, refer to children's social care via Customer First using the number **0808 800 4005 or call 999**.

### **Recognising concerns - signs and indicators of abuse.**

Safeguarding is not just about protecting children from deliberate harm. For our school it includes such things as pupil safety and protecting our pupil/students from, bullying, racist abuse and harassment, children missing education and online abuse etc. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child.

Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

The following indicators listed under the categories of abuse are not an exhaustive list. Abuse is defined as 'a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm. They may be abused by an adult or adults or another child or children.

### **Physical Abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## **Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as, masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

(Source Keeping Children Safe in Education July 2015)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)

## **Procedures**

### **What to do if you are concerned.**

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- Do stay calm and listen carefully.
- Do reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions. <sup>1</sup>However you may be asked to gather enough information to contribute to good decision-making and an assessment of risk).
- Do let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Do inform your Designated Safeguarding Lead as soon as possible.
- Do make a written record of the allegation, disclosure or incident which you must sign, date and record your position.
- Do not include your opinion without stating it is your opinion.
- Do refer without delay.

## **Managing Allegations**

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our school. Allegations can be made by children and young people or other concerned adults and are made for a variety of reasons.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the Headteacher. In the case of the allegation being made against the Headteacher this will be brought to the immediate attention of the Chair of Governors and the LADO on the same day. The Headteacher/Chair of Governors must discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. In Suffolk this role is undertaken by dedicated LADOs who cover the county. This will constitute an initial evaluation meeting or strategy discussion involving the LADO and the Police or appropriate multi-agency partners. Dependant on the allegation being made, Head teachers will need to:

- Refer to the LADO immediately and follow up in writing within 48 hours. In Suffolk schools should also notify the Strategic Lead Resolution Officers in the appropriate area.

---

<sup>1</sup> Using open questions to support the child in giving a brief account of what may have occurred without leading a child. Questions like 'Tell me about what happened'. 'Explain how you got that bruise' or 'Describe how you felt when'...(T.E.D), may help the child to say what happened, who it involved and how that made them feel and will help with multi-agency risk planning for CSC or the Police to see what is the most appropriate response and action to be taken.

- Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Act on any decision(s) made in any strategy meeting or evaluation meeting.
- Ensure that the appropriate disciplinary procedures are followed including whether to suspend a member of staff from work until the outcome of any investigation is deemed necessary.
- Advise the Disclosure and Barring Service where a member of staff has been dismissed or removed or would have been, had they not resigned, due to safeguarding concerns. **This is a legal duty and failure to report to the DBS where the criteria have been met, is a criminal offence.**

If you are concerned that a member of staff or adult in a position of trust poses a risk of harm to a child or young person or that they might already have harmed a child or young person, you should report your concerns to the Head teacher. Where those concerns relate to the Headteacher however, this should be reported to the Chair of Governors using the schools' Whistle blowing policy.

Allegations against a teacher or member of staff who is no longer teaching or works at the school should be referred to the police. Historical allegations of abuse should also be referred to the police.

More guidance on managing allegations can we found at the following links: [Suffolk Safeguarding Children Board Protocol: Allegations Against Persons who Work with Children](#)

Source: Keeping Children Safe in Education (July 2014) Part Four.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)

## Training

All members of staff and volunteers will have regular access to safeguarding training. We will also, as part of our induction, issue information in relation to our staff code of conduct/handbook, safeguarding policy and any policies related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.

Our Designated Safeguarding Lead and Alternate will undertake further safeguarding training in addition to the whole school safeguarding training. This will be undertaken every year and it updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the Designated Safeguarding Lead /Alternate to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieve better outcomes for the pupils in our school. This includes taking part in multi-agency training and how we contribute to the assessment of children, in addition to safeguarding training.

Our Governing body will have access to safeguarding training and our Chair of Governor's and Named Governor for Safeguarding will also undertake additional training at least every two years to support their employers' role in Handling Allegations against adults who work with children and young people, including our staff and volunteers.

To book safeguarding training in schools please speak to the Designated Safeguarding Lead or visit [www.schoolschoice.org](http://www.schoolschoice.org)

### **Useful Contacts:**

Suffolk Local Safeguarding Children Board [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)

Customer First: 0808 800 4005

Police: 999

Suffolk Cybercrime unit: 101

Suffolk County Council: [www.suffolk.gov.uk/community-and-safety/staying-safe-online/e-safer-suffolk/](http://www.suffolk.gov.uk/community-and-safety/staying-safe-online/e-safer-suffolk/)

### **Current Safeguarding Issues**

(The following safeguarding concerns actual or suspected should be referred immediately to Children's Social Care. The concerns featured below are linked to guidance and local procedures which were available can be found on the Suffolk Safeguarding Children Board website at: [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk) or schools and colleges can also access broad government guidance on the issues listed below via the GOV.UK website

- child sexual exploitation (CSE) – see also below
- bullying including cyberbullying
- domestic violence – see also below
- drugs
- fabricated or induced illness
- faith abuse – see also below
- female genital mutilation (FGM) – see also below
- forced marriage – see also below
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health

- private fostering – see also below
- radicalisation – see also below
- sexting – see also below
- teenage relationship abuse
- trafficking – see also below

## **Child Sexual Exploitation**

Children and young people can be exploited by their associations and through gang activity. They may suffer exploitation through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people at Coldfair Green Primary School we will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our Online Safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the school and are aware of the dangers associated with the internet and other mobile technology.

## **Domestic Violence and Abuse**

A new government definition of domestic violence (DV) has been developed and came into use in March 2013. It changed the definition to one of *domestic violence and abuse* (DVA). The new definition now includes 16 and 17 year olds, recognising that they are the largest group to experience domestic abuse and violence. It is now defined as:

***‘Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse: psychological; physical; sexual; financial; emotional’.***

Children may suffer both directly and indirectly if they live in households where there is domestic violence. Domestic abuse is likely to have a damaging effect on the health, development and welfare of children, and it will often be appropriate for such children to be regarded as Children in Need under the Children Act 1989.

Where there is evidence of domestic violence, Coldfair Green Primary School will report our concerns to the appropriate agency including children’s social care and the police in order to prevent the likelihood of any further abuse taking place.

## **Online Safety including sexting and cyberbullying**

Our Online Safety policy clearly states that mobile phone or electronic communications with a student at our school is not acceptable. Where it is suspected that a child is at risk from internet abuse including sexting or cyber bullying we will report our concerns to the appropriate agency.

## **Gangs and youth violence**

At Coldfair Green Primary School we will endeavour to protect our children and young people from exposure to gang activity and exploitation by having robust attendance and behaviour policies and to act on relevant information or allegations. We will take all reports seriously and will share this information appropriately with other agencies to safeguard our pupils from harm.

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policy as appropriate and in line with the Local Safeguarding Children Board and Local Authority to ensure Coldfair Green Primary School is a safe place to learn and work.

## **Private Fostering**

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare. A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority.

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Coldfair Green Primary School to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

## **Trafficked Children**

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud. Where Coldfair Green Primary School is made aware of a child is suspected of or actually being trafficked/exploited we will report our concerns to the appropriate agency.

## **Vulnerability to Radicalisation and Extremism**

It is essential that our staff are able to identify pupils/students who may be vulnerable to radicalisation, and know what to do when they are identified. Coldfair Green Primary school sees protecting our pupils/students from the risk of radicalisation as part of our wider safeguarding duties, and that it is similar to protecting pupils/students from other risks (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. All staff will have access to a general Prevent awareness programme to be able to understand and identify any risks to pupils at risk of radicalisation and report their concerns to our Designated Safeguarding Lead and when it is appropriate to make a referral to the Channel

panel. Channel is a panel which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

**Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. The School does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:**

### **Abuse linked to Faith and Beliefs**

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in a criminal conviction of those using this form of abuse even if the intention is to help the child.

### **Female Genital Mutilation**

This is against the law yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to the attention of Coldfair Green Primary School we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place. There is now a mandatory duty placed on school staff to report to the Police, any suspected case of FGM where they discover that this act has been carried out on a child under the age of 18 years. School staff are not required to examine a child, even though it will be rare that visual evidence of FGM will be seen, but where there is a direct or indirect disclosure that the act of FGM has been carried out, the usual child protection procedure of the school should be followed.

### **Forced Marriage**

Coldfair Green Primary School does not support the idea of forcing someone to marry without their consent and will follow LSCB procedures to refer any child and young person immediately to Children's social care.

### **Honour Based Violence**

Honour based violence' is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. It is important to be alert to signs of distress and indications such as self-harm, absence from school and truancy, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in school activities, unreasonable restrictions at home or forced marriage. Where it is suspected that a child/young person is at risk from Honour based violence at Coldfair Green Primary School will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

### **Safer Staff**

#### **Safer Recruitment and Selection**

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked.

At Coldfair Green Primary School we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. That all of our staff are appropriately qualified and have the relevant employment history, references and vetting checks to ensure that they are safe to work with children in compliance with the Key Safeguarding Employment Standards, the disqualification by association and a prohibited order check for teaching staff.

All staff will have access to and be expected to know our school's policy for physical intervention and safe restraint. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for physical intervention and safe restraint must be adhered to. If staff, visitors, volunteers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long and what they are doing. Doors, ideally, should have a clear glass panel in them and be left open / unobscured.

All adults that come into regular contact with children at our school, will be recorded on our Single Central Record.

**See staff handbook/code of conduct policy for more details.**

## **Safer Children Records and Monitoring**

If we are concerned about the welfare or safety of any child, adults in our school will record their concern on the agreed report form and give this to the Designated Safeguarding Lead. Blank copies of these forms are stored in a clearly marked file in the staff room or are available from the Designated Safeguarding Lead or alternative. Any information recorded will be kept securely in a locked filing cabinet. Children with active cases / involvement of other agencies and services shall have separate files kept. These files will be the responsibility of the Designated Safeguarding Lead and information will only be shared within school on a need to know basis for the protection of the child.

Any safeguarding information will be kept in these files. Copies of referrals, invitations to child protection conferences, core groups and reports will also be stored here.

Reports of a concern to the Designated Safeguarding Lead must be made in writing and signed and dated by the person with the concern.

If a child leaves our school we will ensure that our Designated Safeguarding Lead makes contact with the Designated Safeguarding Lead at the following school and the file will be forwarded under confidential cover or at a confidential handover meeting . Acknowledgement of receipt will be sought from the receiving professional.

## **Child Protection Conferences/Multi-agency planning meetings**

A child protection conference will be convened if a referral has been made and, following an investigation, the findings have considered the child to be at risk of harm or if the child is already subject to a child protection plan. A review conference is held to monitor the safety of the child and the required reduction in risk. Child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Social Care services or whose child is subject to a child protection plan. Our

responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

Staff may be required to attend child protection conferences or core group meetings to represent the school. The person attending will need to have as much relevant up to date information about the child as possible; This is most likely to be available from a class teacher. All reports for child protection conferences will be prepared in advance using the required county report format. The information contained in the report will be shared with parents at least one day before the initial child protection conference and at least 48 hours before the review conference and should be prepared using the county report format for conference.

For further advice on anything in relation to this policy speak to the Designated Lead or visit the LSCB website at [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)

-----school recording form for safeguarding concerns  
(Must be hand-written)

Name of student/ person making the disclosure or that you are concerned about	Childs date of birth	Tutor Group/ Form/Class	<b>Your name</b> (and position in school)

**Nature of Concern/Disclosure**

**(Remember to only record fact DO NOT add your own opinion)**

Was there an injury?	Yes	No	Did you see it?	Yes	No
----------------------	-----	----	-----------------	-----	----

Describe the injury:

Have you filled in a body plan to show where the injury is and its approximate size?	Yes	No
--	-----	----

Was anyone else with you?	Yes	No	Who?
---------------------------	-----	----	------

Where were you?

Has this happened before?	Yes	No
---------------------------	-----	----

Did you report the previous incident?	Yes	No	To Whom?	Date:
---------------------------------------	-----	----	----------	-------

Is the safeguarding concern enabled or dependant on the internet	Yes*	No
--	------	----

\*If yes, discuss this with your e-Safety Lead, follow the e-safety reporting flow chart and ensure that this is recorded on the e-Safety Lead's log.

Who are you passing this information on to?	DSL	Senior Leader	LADO	Police	Customer First
---	-----	---------------	------	--------	----------------

Please give details including their name and contact number:

Name:	Time:	Date:
-------	-------	-------

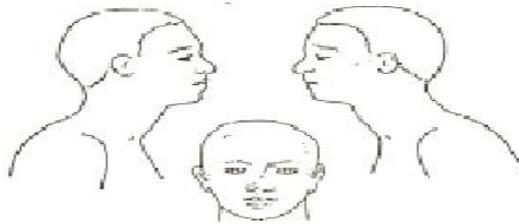
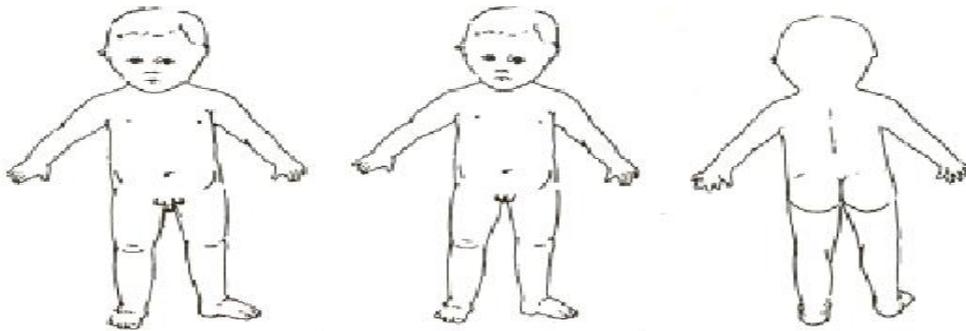
Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

<i>For use by DSL only:</i> Summary of Action Taken:	<i>Date and Time received:</i>
---	--------------------------------

Referred to:	Recorded on log Yes <input type="checkbox"/> No <input type="checkbox"/>	Date and Time completed :
--------------	--	---------------------------

**Example body map: Age 5 and under**



**map: Age 5 and over**

**Example body**

