The purpose of this policy is to:

- afford protection for the children at William Ford CE Junior School
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

William Ford C of E Junior School is dedicated to safeguarding and promoting the welfare of its pupils. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring this. All members of staff are expected to be aware of, and follow, the Safeguarding procedures. In particular they need to be aware of their duty to report concerns, the guidance for identifying child abuse, what to do if a child makes an allegation of child abuse and issues about confidentiality.

This Safeguarding Policy is inextricably linked to the Child Protection Policy. However, the School recognises that safeguarding covers much more than child protection and so this Policy will operate in conjunction with other related policies and procedures, covering areas such as anti-bullying and harassment, behaviour, whistleblowing, looked after children, safe internet use, gender re-assignment and maternity. The Headteacher has overall responsibility for all aspects of safeguarding.

William Ford Junior School fully recognises its responsibilities for safeguarding and promoting the health and well-being of all the children in its care. The school is committed to safeguarding and promoting the welfare of children and believes that all pupils, regardless of special needs or disability, racial/cultural heritage, religious belief or sexual orientation have the right to be protected from all types of harm and abuse.

Key documents with which this Policy is in accordance:

- The Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- The Children Act 2004
- What to do if you are worried a Child is being Abused 2006
- Working Together to Safeguard Children DCSF March 2015 (A guide to inter-agency working to safeguard and promote the welfare of children)
- Keeping Children Safe in Education 2016
- Safeguarding Children in whom illness is fabricated or induced 2008
The School recognises and acts upon the legal duties set out in the above statutes, regulations, and guidance, to protect its pupils (and staff) from harm, and to cooperate with other agencies in carrying out those duties and responding to safeguarding concerns.

The School takes its responsibilities very seriously. As well as ensuring the School’s policies and procedures support its safeguarding responsibilities, the School will work with pupils, their families, Social Services Departments, and other relevant agencies to ensure the risk of harm to children is minimised.

The School is committed to working in partnership with parents, Social Services Departments, and supporting agencies, to continuously develop and improve the safeguarding culture within our School.

Having these safeguards in place not only protects and promotes the welfare of children but also it enhances the confidence of our staff, volunteers, and parents/carers.

1.1 The governors and staff of William Ford C of E Junior School fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our children from harm.

1.2 All staff and governors believe that our school should provide a caring, positive, safe, and stimulating environment which promotes the social, physical and moral development of the individual.

1.3 Children who are suffering emotionally or physically will not do well at school. School staff are among those best placed to observe signs of distress and recognise changes in attitude or behaviour. These should be investigated appropriately so that all children are able to thrive in an emotionally secure environment.

1.4 The aims of this policy are:

[α] To support the child’s development in ways that will foster security, promote confidence and independence

[β] To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse of children in need

[γ] To provide a systematic means of monitoring children known or thought to be at risk of harm

[δ] To emphasise the need for good levels of communication between all members of staff

[ε] To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse

[ζ] To develop and promote effective working relationships with other agencies, especially Social Services, the Health Service, and the Police

[η] To ensure that all adults within the school who have access to children have been checked as to their suitability

2.1 Our school procedures for safeguarding children will be in line with the London Child Protection Procedures

We will ensure that:-

[α] We have a Designated Safeguarding Lead (DSL) who undertakes regular inter-agency training and refresher training every 2 years.

[β] We have a member of staff who will act in the designated person’s absence [the Deputy Designated Safeguarding Lead] and will undertake appropriate training
All members of staff develop their understanding of the signs and indicators of abuse and have training annually.

All members of staff know how to respond to a child who discloses abuse which may include physical abuse, sexual abuse, emotional abuse, neglect, radicalisation, female genitalia mutilation, child sexual exploitation, and peer abuse (plus any other form of abuse referred to in ‘Keeping Children Safe in Education’ September 2016).

All parents are made aware of the responsibilities of staff members with regard to child protection procedures and the policy is made available to them.

2.2 Our policy and procedures will be reviewed annually and up-dated.

2.3 All new members of staff will be given a copy of our safeguarding and child protection procedures as part of their induction into the school. They will also be given a copy of Keeping Children Safe in Education September 2016 - Part 1.

2.4 There will always be a member of staff fully trained in safeguarding on the premises at all times.

2.5 The school will follow DfE PREVENT duty advice – June 2015 and will fully meet its duty under Section 26 of the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. All staff will receive regular training to support them in their understanding of how to fulfil this duty.

2.6 The school will fulfil its duty under Sections 70-75 of the Serious Crime Act 2015 (amending the Female Genitalia Mutilation Act 2003). All staff will be regularly trained in order to fulfil this duty.

**PURPOSE**

School needs to have a clear strategy so that everyone working with our students:

- Puts the physical and emotional needs of children as paramount
- Responds appropriately to any concerns
- Is alert for changes in attitude or behaviour
- Recognises possible signs of physical neglect or abuse
- Responds honestly to children’s concerns
- Understands that additional barriers can exist to identifying neglect and harm to some groups of pupils e.g. those who have special educational needs or disabilities

**RESPONSIBILITIES**

3.1 The designated senior member of staff [DSL] is responsible for:

[a] Adhering to the London Child Protection Procedures and school procedures with regard to referring a child if there are concerns about possible abuse or child in need

[b] Keeping written records of concerns about a child even if there is no need to make an immediate referral

[c] Ensuring that all such records are kept confidentially and securely and are separate from pupil records

[d] Ensuring that an indication of further record-keeping is marked on the pupil records

[e] Ensuring that any pupil currently in need of a child protection plan who is absent without explanation for two days is referred to Social Services
SUPPORTING CHILDREN

4.1 We recognise that a child who is abused or witnesses domestic violence/abuse may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.

4.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.4 Our school will support all children by:
[a] Encouraging self esteem and self-assertiveness whilst not condoning aggression or bullying.
[b] Promoting a caring, safe and positive environment within the school.
[c] Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
[d] Notifying Social Services as soon as there is a significant concern as agreed by the case team [DSL and relevant staff]. It is better to refer and be proved wrong than to keep a concern to yourself, which later proves to be justified.
[e] Providing continuing support to a child about whom there have been concerns, when the child leaves the school, by ensuring that their child protection plan is forwarded, under confidential cover, to the child’s new school as soon as possible. [Copy retained].
[f] Listen to all disclosures seriously and responsibly in a sympathetic way.

CONFIDENTIALITY

5.1 [a] We recognise that all matters relating to child protection are confidential.
[b] The DSL will disclose any information about a child to other members of staff on a need to know basis.
[c] All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
[d] All staff must be aware that they cannot promise a child to keep secrets.

SUPPORTING STAFF

6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

6.2 We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

ALLEGATIONS AGAINST STAFF

7.1 We understand that a child may make an allegation against a member of staff.

7.2 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

7.3 The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Safeguarding Officer (LADO).

7.4 If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LADO.

7.5 The school will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the school.
WHISTLEBLOWING
8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so
8.2 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. The procedures for whistleblowing are set out in a separate policy.

BULLYING AND HARASSMENT
9. Our policy on bullying and harassment is set out in a separate policy and acknowledges that to allow or condone bullying or harassment may lead to consideration under child protection procedures

RACIST INCIDENTS
10. Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures

PREVENTION OF HARM
11.1 We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection
11.2 The school community will therefore:
   [a] Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to
   [b] Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty
   [c] Include in the curriculum opportunities for PSHE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help

CHILD PROTECTION GOVERNOR
12. The governing body will nominate a Child Protection Governor who undertakes regular inter-agency training and refresher training every 2 years. This Child Protection Governor will produce an annual report for presentation to the governing body.

HEALTH AND SAFETY
13. Our Health and Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits

APPOINTMENT OF STAFF
14. Our safer recruitment policy, set out in a separate document, acknowledges our responsibility for protecting children from unsuitable people through safe recruitment practices.

COMPLAINTS
15. Our complaints procedures are set out in a separate document.
16. In school there are trained members of staff who oversee first aid. There are a number of first aid kits situated around the school. When a child is poorly, or has suffered an accident there is a protocol for staff to follow:

- A person trained in first aid is consulted
- The incident is logged in the accident book
- Notes to parents/carers are issued following an injury
- Parents/carers are phoned for head injuries
- If there is any doubt at all a parent/carer is contacted

**REMEMBER ALWAYS ACT IN THE BEST INTERESTS OF THE CHILD**

The Designated Safeguarding Lead is Richard Hopkins – Headteacher
The Deputy Designated Safeguarding Leads are Fiona Goodwin – Deputy Headteacher  
Jeanette Miller – SENCO  
Kerry Noakes – Family Support Worker
The Governor with responsibility for Safeguarding – Jackie Webb

Signed .......................... Dated .........................
Graham Mundy – Chair of Governors