



Fordham All Saints C of E (VC) Primary School

## Safeguarding Policy

Author Julie Ingram  
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# Fordham All Saints C of E (VC) Primary School

## SAFEGUARDING POLICY

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### PURPOSE

The purpose of Fordham All Saints C of E (VC) Primary School's safeguarding policy is to ensure every child who is a registered pupil at our school or any child that is visiting our school is safe and protected from harm. This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

### INTRODUCTION

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

### PROCEDURES

When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be shown a copy of our school's Safeguarding Policy and told who our Designated Safeguarding Lead (DSL) is. They will also be shown the recording format, given information on how to complete it and who to pass it to. Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality.

The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the DSL. New staff who have not had any child protection training or staff who have had training more than three years ago will be advised how to access up to date single agency training. All regular visitors and volunteers to our school will

- be told where our policy is kept,
- be given a set of safeguarding procedures,
- be told who our DSL and alternate staff members are and what the recording and reporting system is.

When new pupils join our school, all parents and carers will be informed that we have a safeguarding policy. This will be available on the school website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Essex Safeguarding, Social care,

## **TRAINING**

Every member of staff will undertake appropriate safeguarding training at least every two years. The DSL, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend Essex Safeguarding Children's Board training (delivered by the DSL). This training will be updated at least every two years. In addition to this the DSL will also attend Safeguarding Children in Education, every two years. Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all the children at our school. We will do this in several ways. The named governor for safeguarding may attend updated training with other named governors in our area, we might also consider safeguarding training for our whole governing body and our named governor will also be encouraged to attend the Safeguarding Children in Education training with our DSL. We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed on [escb@essex.gov.uk](mailto:escb@essex.gov.uk)

The Executive Headteacher, who is the DSL, should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school.

## **CHILD PROTECTION CONFERENCES**

From time-to-time staff members may be asked to attend a child protection conference on behalf of the school in respect of individual children. Usually, the person attending from school will be the Headteacher/Senior Designated Person. In any case, the person attending will need to have as much relevant up to date information about the child as possible. This is more likely to be available from a class teacher or relevant Teaching Assistant. 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.

Staff may be required to attend child protection conferences or core group meetings to represent the school. All reports for child protection conference will be prepared in advance using the appropriate paperwork pro forma. The information contained in the report may be shared with parents either at the conference or before and will include information relating to the child's physical, emotional and intellectual development. Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred 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.

## **SAFE STAFF**

All adults who encounter our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident, and safe to do so. Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for our children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made. Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with our children. We will always ensure that the Essex Safeguarding Children's Board SET procedures are followed. All adults who encounter children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from Essex Safeguarding Children's Board and from ECC Human Resources and follow such advice. Should an allegation be made against the Executive Headteacher, this will be reported to the Chair of our governing body who will liaise with Essex Safeguarding Children's Board and ECC Human Resources.

All staff will have access to and be expected to know our school's policy for 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 safe restraint must be adhered to.

If staff, visitors, volunteers, or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open. There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in the Investigation, Referral and Support Coordinator guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings. ([escb@essex.gov.uk](mailto:escb@essex.gov.uk))

## **OUR ETHOS**

Our school will establish and maintain an ethos where our pupils feel secure, are encouraged to talk, and are listened to. 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, both through training or induction, know how to recognise a disclosure from a child and will know how to manage this. Best Practice is that 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. However, we know that the welfare of the child is paramount, and we will do nothing that prevents a child disclosing and an adult listening and referring. We know that we are an agent of referral and not of investigation. Fordham All Saints C of E (VC) Primary School will endeavour to provide activities and opportunities throughout the 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. At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers, and colleagues from other agencies.

## **RECORDS AND MONITORING**

If we are concerned about the welfare or safety of any child; all adults in school will normally record their concern on the agreed report form and give this to the DSL. If this hinders a child's disclosure, then any form of written record is acceptable as long as it is dated and signed. Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DSL 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 the file and will be added to. Copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will have a chronology and contents front cover. Reports of a concern to the DSL must be made in writing on pink paper forms kept in the staff room and signed and dated by the person with the concern.

If a child leaves our school, we will ensure that our DSL makes contact with the senior designated person at the following school and the file will be forwarded. We will use the safeguarding information sheet to ensure the receiving school has the most relevant and up to date information about the child.

## **ROLES AND RESPONSIBILITIES**

At Fordham All Saints C of E (VC) Primary School the Executive Headteacher is the DSL. In the Executive Headteacher's absence, the Head of School deputises in this role. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary and make referrals to Children's Services. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL. The DSL at Fordham All Saints C of E (VC) Primary School will represent our school at child protection conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

The DSL will ensure that all staff, volunteers, and regular visitors have received appropriate child protection information during induction and have access to single

agency training. Where appropriate the DSL will also ensure level two joint agency training is applied for and attended by staff who are required to attend. The governing body of Fordham All Saints C of E (VC) Primary School will ensure that our safeguarding policy is in place and is reviewed annually. This policy will be referred to in our school prospectus. The content of our policy has been written following consultation with the Local Authority and the requirements of The Safeguarding Children's Board Policies and Procedures. The governing body will receive a safeguarding report that will record training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify any individual pupil. Should an allegation be made against the Executive Headteacher of Fordham All Saints C of E (VC) Primary School, the Chair of Governors will be responsible for liaising with the Local Authority.

At all times the Executive Headteacher and governing body will ensure that safe recruitment practices are followed. We will ensure that our Executive Headteacher and at least one governor have completed appropriate safer recruitment training. At Fordham All Saints C of E (VC) Primary School we require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview.

We will question the contents of application forms if we are unclear about them, we will undertake enhanced DBS checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children. We will use the recruitment and selection process to deter and reject unsuitable candidates and will adhere to the requirements of Safeguarding Children in Education and Safer Recruitment 2007.