



# Bishop's Primary School

*Enabling everyone in our community to let their light shine*



## Safeguarding and Child Protection Policy

### Policy Preface

Northumberland Church of England Academy Trust is a Christian learning environment at the heart of its communities. We promote care and respect, and expect high standards in all aspects of our Trust life.

As a Church of England Academy Trust, we aim to build communities clearly based on the Christian values of love, forgiveness and reconciliation, integrity and the unique value of each individual. We aim to build self-esteem, model conflict resolution, protect the weak and are committed to justice and compassion. Mutual respect and trust are central within the Academy Trust.

This policy, and its associated procedures and protocols, is based on these key principles.

Owner:	Safeguarding and Compliance Director
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Last updated and approved:	September 2019
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Approved by:	Trust Board
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Linked to:	<i>Attendance and punctuality policy Looked After Children policy Allegations against staff policy Staff code of conduct policy Prevent policy Sex and relationships policy Intimate care policy Whistleblowing policy</i>



Bishop's Primary School is part of  
Northumberland Church of England Academy Trust



# Bishop's Primary School

## Safeguarding and Child Protection Policy

We are committed to providing a secure environment for everyone, where children feel safe and are kept safe. In adhering to this policy, and the procedures therein, staff and visitors will promote a climate where children and adults will feel confident about sharing any concerns that they may have about their own safety or the well-being of others and will contribute to and support us to 'Keep Children safe in Education' This Policy is one element in our whole Trust arrangements to Safeguard and Promote the Welfare of pupils in line with our statutory duties set out at s175 of the Education Act 2002 and section 40 of the childcare act.

### Introduction

Safeguarding is defined for the purposes of this policy 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 taking action to enable all children to have the best outcomes. Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, Academy security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population.

Our Academy's policy draws upon DfE Guidance Working Together To Safeguard Children 2018 and Keeping Children Safe In Education 2019.

We recognise that safeguarding is more than contribution to Child Protection matters and we will use the curriculum generally, including Character Education, PSHCE and Collective worship, to ensure our children and young people recognise risk and build resilience to manage any such risk themselves where appropriate. Children will be encouraged to make use of internal systems, including talking to their class teacher, tutor and other members of staff. The Worry wall is also a source of support that can be accessed via the school website.

We recognise and accept that children have a right to be heard, this includes facilitating their views within the Student Voice programme, regular surveys, feedback and forums. Additionally, we will work in partnership with parents and carers and will encourage parents to comment on and contribute to the evolution of our policies by consulting through parent forums, questionnaires and newsletters.

Children with SEND are recognised as particularly being vulnerable to abuse, this is because children with disabilities have additional needs related to physical, sensory, cognitive and or communication requirements.

In liaising with parents and carers we will ensure that they are reminded that the school has a duty to report concerns that we may have over the safety or well-being of any child as part of our statutory duties to protect them from significant harm and/or neglect. Parents and carers will also be reminded that, where appropriate, any referral will be discussed with parents and carers before the referral is made, however parents and carers will not be contacted nor will the referral be discussed where it is felt that to do so will place the child at an increased risk of harm. In any event, parents and carers will be reminded that all referrals are made in the best interest of the child.

All staff must read 'Keeping children safe in education' Part 1 and Appendix A

## **Child Protection**

All staff at our School must recognise and accept that pupils have a fundamental right to be protected from harm. In upholding this fundamental right we recognise that there are four definitions of child abuse, including neglect.

Abuse; a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

The four categories of child abuse are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse, and
4. Neglect

### **Physical Abuse**

*May include:* Hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child including the deliberate fabrication or causation of illness in a child.

*May be recognised by:* Physical injury such as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour or learning difficulties due to neurological damage. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury.

It is not appropriate for any member of staff to undress, photograph or body map any child in an attempt to see physical injury, this is the role of investigating agencies.

### **Emotional Abuse**

*May include:* The persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development, mental health, behaviour and self-esteem. This may be caused by conveying to pupils that they are worthless, unloved or not valued or by developmentally inappropriate expectations being made or by causing children to frequently feel frightened or the exploitation or corruption of children. It may involve not giving them the opportunities to express their views, silencing them or ridiculing of what they say or how they communicate, this includes cyber bullying.

*May be recognised by:* developmental delay, attachment issues, aggressive behaviour, appeasing behaviour, watchfulness or stillness, low self esteem, withdrawn or a loner, or having difficulty in forming relationships.

Emotional abuse may be difficult to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

### **Sexual Abuse**

*May Include:* involving or forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Such activities may involve sexual acts (penetrative or non-penetrative) or may include involving children in watching or taking part in pornographic material or to encourage children to behave in sexually inappropriate ways or grooming a child in preparation for abuse and may not necessarily involve a high level of violence i.e. kissing, rubbing or touching.

*May be recognised by:* inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour - contact or non-contact, self-harm, eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes - sports / PE etc, pain or itching in genital area, blood on underclothes, bruising in genital region and / or inner thighs etc.

A sexually abused child may also be recognised by disturbed behaviour such as sadness, depression or loss of self esteem. Disclosure of sexual abuse must be taken seriously as it is recognised that pupils are frequently scared to disclose due to guilt or fear.

Sexual abuse is perpetrated by both males and females. Children can also commit acts of abuse.

### **Neglect**

*May include:* the persistent failure to meet a child's basic physical and/or psychological needs, and is likely to result in the serious impairment of the child's health or development (growth and intellect) such as failing to provide adequate food, shelter (including keeping pupils safe), clothing, or neglect of or unresponsiveness to a child's basic emotional needs.

*May be recognised by:* a child being constantly hungry, constantly tired, have a poor state of clothing, be emaciated, having untreated medical problems, frequently being late or having poor or non-attendance at the Academy, have low self esteem, display neurotic behaviour and/or have poor social relationships, have poor personal hygiene. A neglected child may also be apathetic, fail to thrive, or be left with or in the care of adults under the influence of alcohol or drug misuse.

Additional areas of potential abuse;

**Child Sexual Exploitation (CSE)** involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber bullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

County Lines This is a form of exploiting children or vulnerable adults and the typical feature is criminal activity, drug networks or gangs groom children's and young people to carry drugs and money from urban areas to suburban and rural areas including market and seaside towns.

Key to identifying episodes may be children going missing, exploitation must be considered even if activity appears consensual.

**Female Genital Mutilation (FGM)** is an **Honour Based Violence (HBV) crime**; Female Genital Mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. This practice is illegal in the UK. Other examples are forced marriage and or chest ironing. Staff should be alert to the possibility of a girl being at risk of, or already having suffered FGM and of all students at risk of 'honour based' violence. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Risks factors

- Low level of integration into UK society
- Mother or sister who has undergone FGM
- Girls withdrawn from PSHCE
- Being taken on holiday to country of origin
- Talk about a 'special' procedure

Victims of FGM are likely to come from a community that is known to practise FGM.

Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

The serious crime act 2015 sets out a duty on professionals to notify police when they discover FGM appears to have been carried out. This should be from disclosure, under no circumstances should the child be examined.

**Bullying** is a specific form of abuse and is defined as deliberately hurtful behaviour, usually repeated over a period of time where it is difficult for the victims to defend themselves. The extent of bullying can include emotional and / or physical harm to such a degree that it constitutes significant harm due to the extent to which it affects the health or development of the child subjected to the bullying behaviour. Bullying may also be within digital or ICT based environments, sometimes known as 'cyber-bullying' which must be treated as seriously as any other form of bullying. Bullying may also constitute criminal behaviour. (Please refer to our separate Anti-Bullying Policy). Staff should also monitor and track attendance following the Academy strategy as any absence from school may indicate that there is a safeguarding issue. Peer on Peer abuse should never be passed off as 'banter' or 'part of growing up', this can manifest itself in many ways. Staff should be vigilant and report concerns including 'sexting', sexual touching and initiation type violence Including upskirting, which is a criminal offence.

**Domestic Violence** Staff should report any incidents or information relating to controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or above regardless of gender or sexuality and at home or within the Academy, children can be victims and perpetrators.

**Preventing Radicalisation** The Counter-terrorism and Security Act came into force in February 2015, this places a duty on staff to have due regard to the need to prevent people from being drawn into terrorism (The Prevent Duty) the Local Authority has Channel procedures in place. (See separate policy).

**Private Fostering** This is an arrangement that is made privately (without the involvement of the local authority) for the care of the child under the age of 16 years (18 if disabled), by someone other than a parent or close relative when it is expected to last longer than 28 days. Staff should notify the Safeguarding Lead who has a duty to inform the Local Authority.

## **Responsibility and Immediate Action**

All adults working within the School (including visiting staff, volunteers, contractors and children on placement) are required to report immediately any instances of actual or suspected child abuse, neglect, CSE, FGM, domestic violence, terrorism, peer on peer abuse or any other concern that may indicate that a child may be at risk, to the Safeguarding Lead.

Where there are any doubts as to the seriousness of the concern or advice is required this will be discussed with Sandra Brown, who is the Safeguarding and Compliance Director with overarching responsibility for Safeguarding in the Academy Trust.

In circumstances where a child has a suspicious injury that requires urgent medical attention, the Child Protection referral process should not delay the administration of first aid or emergency assistance. If a child is thought to be at immediate risk (because of parental violence or intoxication, for example) urgent police intervention will be requested. Particular vigilance will be exercised in respect of children who are subject to a Child Protection Plan and any incidents or concerns involving these children will be reported immediately to Social Care (and confirmed in writing). In all cases of injury to a child consideration will always be given as to whether an urgent paediatric medical assessment is required to document injuries or to protect any forensic evidence.

Where it is suspected that a child may be at further risk of significant harm, if the parent is spoken to, nothing will be said to the child's parent/carer without first discussing the matter with the Safeguarding Lead and/or Safeguarding and Compliance Director.

Staff should be aware of and be able to identify children who would benefit from 'Early Help' concerns should be raised to the Safeguarding Lead who will complete a HUB referral form and send for action to the Lead Safeguarding Officer/Safeguarding and Compliance Director.

### The Principal alongside the Safeguarding and Compliance Director

Are responsible for:

- ensuring that the policy is operational and that the monitoring of it is undertaken.
- appointing a senior member of staff as the Safeguarding Lead and monitoring that person's work;
- allocating sufficient time for the role of Safeguarding Lead to be carried out effectively
- ensuring all staff feel able to raise concerns about poor or unsafe practice in line with whistle-blowing procedures
- ensuring that pupil welfare and safety is addressed through the curriculum
- overseeing and monitoring the implementation of this policy and the associated procedures;
- ensuring systems are in place for the criminal background of applicants for vacant posts are checked

### Safeguarding and Compliance Director

The Chief Executive Officer has designated Sandra Brown, Safeguarding and Compliance Director, to have an overview of the Safeguarding process for the Trust. She shall advise the Governing Body/Trustees and all members of staff of the name of the Safeguarding Leads and inform them of any changes. She will provide front line support and supervision for the Safeguarding Leads of each school

within the Trust and ensure consistency and management of the Child Protection procedures across all schools as appropriate. She will Liaise with the LADO on all allegations made against staff.

The Safeguarding Leads for each campus are;

<b>Caroline Mullen</b> Deputy: Elsa Dean	Bishop's School James Knott Campus
<b>Clare Marriott</b> Deputy: Elizabeth Jackson	Bishop's School Josephine Butler Campus
<b>Jessica Williamson</b>	Bishop's School Thomas Bewick Campus
<b>Amy Thompson</b>	Bishop's School William Leech Campus
<b>Nina McGrath</b> Deputy: Julie Henley	Bishop's School Grace Darling Infant Campus
<b>Sharon Cole</b> Deputies: Heather Fawcus and Julie Henley	Bishop's School Grace Darling Junior Campus

The Safeguarding Lead for each school is the focus person and local 'expert' for staff, and others, who have concerns about an individual child's safety or well-being and is the first point of contact for external agencies that are pursuing Child Protection investigations. They will also co-ordinate the Schools representation at Child Protection conferences and the submission of written reports for conferences (a meeting of all relevant agencies).

The Safeguarding Lead will ensure that on all pupil records are kept separately from children's pastoral records and are stored securely using the 'Safeguard system', ensuring that any paper records are secured in a locked cabinet with restricted access. They will have oversight of the delivery of Academy recommendations within Child Protection Plans.

The Safeguarding Lead on each campus will usually be the first point of contact and will lead on most occasions.

The Safeguarding Lead is expected to:

- coordinate all referrals within the School in relation to Safeguarding/Early Help
- liaise with other agencies on suspected cases of abuse, taking advice where necessary from the Safeguarding and Compliance Director, Local Safeguarding Children Board, Children's Services or the NSPCC;
- act as a source of support, advice and expertise within the School when deciding whether to make a referral by liaising with relevant agencies;
- advise the Director of Learner Welfare about cases in hand according to the agreement already established about confidentiality;
- contribute to training;
- monitor pupils who have been identified as being at risk

- notify the local Children’s Services team if the School has to exclude a pupil on the child protection register either for a fixed term or permanently or if there is an unexplained absence of a pupil on the child protection register of more than two days duration (or one day following a weekend);
- work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at initial case conferences, core groups and child protection review conferences
- be the first point of call for parents and children;
- liaise with other agencies on suspected cases of abuse
- coordinate school staff training;
- monitor children who have been identified as being at risk or targeted;
- keep in a secure place clear and confidential records of childrens’ progress, records of concerns (noting the date, event and action taken) and provide information to other professionals, reports for case conferences;
- Ensure the Safeguarding Lead responsibility will not be delegated

### **All staff**

Safeguarding is everybody’s responsibility; All School staff are responsible for protecting children from abuse and from inappropriate and inadequate care. They have a responsibility to be vigilant in identifying signs of child abuse.

All staff should carry the yellow CP/Safeguarding guidance card at all times

In the event of a member of staff having a child protection or welfare concern, they must immediately report that concern to a Safeguarding Lead if possible using the electronic Safeguard system. The member of staff will be asked to document the events which have given rise to the concern.

In the absence of a Safeguarding Lead information should be passed without delay to their deputy or a senior member of staff. This also applies to out of hours activities and school trips. Contact details are at the end of this policy.

**Failure to follow the guidelines of this policy may result in disciplinary action being taken.**

### **Role of Trustees/Governing Body**

In line with the provisions set out in the DfE guidance 'Working Together to Safeguard Children' the governing body will challenge the Academy's senior leadership team on the delivery of this policy and monitor its effectiveness. Governors will review this policy every year and may amend and adopt it in accordance with any new legislation or guidance or in light of their quality assurance of the delivery of this policy.

In doing so neither the governing body nor individual governors have any role in dealing with individual child protection cases, except in the discharge of their functions in dealing with an allegation of abuse against the Principal. In cases of allegations made against the Principal or Chief Executive Officer it will be the Chair of Governors who will carry out this statutory function; please see the Academy Trust 'Allegations Against Staff Policy'.

The Designated Governor for Child Protection/Safeguarding is Mr Richard Bishopp

## Training

Staff training will be organised for staff and governors at least annually, updates will be given as and when necessary. Staff are required to complete annual Safeguarding training provided by SAFEGUARD Education via an online platform. Safeguarding Leads will attend training courses as necessary and the appropriate inter-agency training organised by organisations such as the Local Safeguarding Children's Board at least every two years. All staff must read 'Keeping children safe in education' Part 1 and Appendix A

People	Training
All children and parents through yearly publication of policy.  All visitors who will have supervised access with pupils.	Policy and information available on Website  Information card provided by the person Inviting the visitor onto the site.
All governors All new staff during their first half term on site	SAFEGUARD Online training and overview from Safeguarding Lead plus information pack.
All permanent and long term temporary staff and Governors	SAFEGUARD online training annually and/or Session delivered by Safeguarding Lead plus information pack, access to Safeguarding Drive
Safeguarding and Compliance Director Safeguarding Leads and Deputies	Multi agency and roles and responsibilities additional training as required at least every two years
All staff involved in the interview process	Safer Recruitment Training

## Recruitment

The arrangements for recruiting all staff to our Schools will follow the DfE guidance for safer recruitment in education settings. This will mean that all staff will be subject to reference and an enhanced Disclosure and Barring Service (DBS) check. A single central record will be kept of all vetting checks, which will also include verification of identity, any relevant qualifications and a check to establish a person's right to work in the United Kingdom. All staff, including teaching and childcare/support staff, will be checked against the barred list prior to their appointment. All teaching staff will be subject to a prohibition from teaching check and for management positions a Section 128 check will be carried out. The Academy will only use employment agencies that positively vet their supply staff and confirm in writing that DfE compliant checks have been carried out. Staff joining our Academy on a permanent or temporary basis will be informed of the Child Protection and Safeguarding arrangements as part of induction.

## **Volunteers**

In line with DfE guidance on safer recruitment it will be necessary for any parent/carer/governor or other person seen by the pupils as a trusted adult and who works in our academy defined as regulated contact will be DBS checked at an enhanced level.

Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of our School. The School will provide volunteers with appropriate induction.

Volunteers will be inducted by the Head of Campus/Head of Department, this will include the provision of the policies and procedures and who to go to if unsure or have concerns.

## **Staff Code of Conduct**

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with children and their families. Children will be treated with respect and any rewards and sanctions should follow those detailed in our Academy's Behaviour Management Policy.

Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff should avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. As noted in our Restraint and Use of Force Policy physical intervention should only be used as a last resort. Where incidents occur that might otherwise be misconstrued or where it becomes necessary to physically restrain or use force to control a child, for their own or others' safety, to prevent a criminal act or to maintain good order, this will be appropriately recorded and reported to the Director of Learner Welfare and parents in line with DfE Guidance on The Use of Force to Control or Restrain pupils (July 2013). Refer to the Academy Trust separate policy on Restraint and the Use of Force.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils.

School staff should be alert to the possible risks that might arise from contact with children outside of School, including contact when using digital technologies, staff must not be 'friends' with children on any Social Media site. The Principal and Safeguarding and Compliance Director must always be made aware of any such contact.

If any member of staff is concerned about a child's welfare when they are not at work, parent's (if known), Police or Children's Services should be informed of the concern and as soon as possible. Safeguard should be updated at your earliest convenience.

## **First Aid**

First Aid should only be administered by qualified first aiders and, if it is necessary for the child to remove clothing for this treatment, there should be, wherever possible, another adult present. This should be documented.

## **Intimate Care**

It is recognised that some children may require regular, intimate care e.g. nappy or incontinence pad changing, parents/carers will be asked to sign a form giving their permission. Likewise, staff involved in the intimate care will be asked to sign a form indicating their willingness to be involved in the intimate care required. Intimate care is defined as 'direct care of a child in terms of any personal care activity a child would normally be able to do for him/herself'. Intimate care is a high risk activity and it is particularly important that guidelines are in place, both to protect those being cared for and the staff who care for the children's needs. We take the view that everyone is safer if expectations are clear and approaches are consistent. They apply to every member of staff involved with the intimate care of children and they aim to support good practice. Respect of the child's body and integrity should be included in all care procedures. Ideally, care should be provided by someone who has a positive long-term relationship with the child.

## **Changing for P.E. lessons**

There are no separate changing facilities. Children up to and including year 4 will change in the classroom. Arrangements will be made for children in Years 5 and 6 to change separately. Where children use sports centres facilities then they will change in separate and appropriate areas.

## **Complaints/Allegations made against Staff**

The school takes seriously all allegations made against members of staff. Mechanisms are in place for children, parents/carers and staff to share any concerns that they might have about the actions of any member of our School staff. All such allegations will be dealt with in line with our 'Allegations against Staff Policy' and must be brought immediately to the attention of the Principal and or the Safeguarding and Compliance Director and not the Safeguarding Lead of the school in order that the appropriate procedures may be followed.

Parents/carers should also be advised of their independent right to make a formal complaint to the police.

If the complaint concerns alleged abuse by the Principal, this must only be brought to the attention of the Chair of Governors who will consult with the Local Authority's Designated Officer (LADO).

Any staff member who is subject to any allegation will be discussed with the LADO and staff who are formally disciplined for any abuse of children (or who resign before disciplinary action can be instigated) will also be notified to the LADO and the Disclosure and Barring Service, for possible inclusion on their list of persons barred from working with children and young people. The LADO must be informed of all allegations against staff before being investigated (See separate allegations against staff policy)

## **Records**

Accurate written notes will be kept of all incidents of Child Protection or welfare concerns relating to individual children. These will be kept on an electronic system provided by SAFEGUARD or the child's targeted pupil file, held separately from pastoral files. If staff have a concern they should inform the Safeguarding Lead immediately using SAFEGUARD or a (Child Protection Information Sharing sheet). If they are not available, concerns should be passed to any senior leader.

Child Protection records are not available to the public, general staff or parents/families. Child Protection records are kept by the Safeguarding Lead and can only be accessed by them and the

Director of Learner Welfare. Other members of Academy Senior Staff may have access to certain information on a need to know basis as appropriate.

Upon receipt of any request regarding direct access to documentation/records, appropriate steps should be taken to adopt the procedure of not allowing such access without the order of a court following our GDPR/information sharing guidelines.

Where a child moves from the School any Child Protection records or targeted files will be forwarded (securely) to the receiving organisation. The confidential file will be sent separately from the pastoral file and a copy kept for archiving in line with the prevailing timescales for keeping such records.

#### Collection of children after school

There is no legal age where a child is considered old enough to travel unaccompanied to and from school. Department for Education guidance advises that it is the duty of the parents or carers to assess the risks associated with the school route and balance it against their own child's confidence and autonomy.

It is Bishops Primary School's recommendation that only children in Year 5 and above should be allowed to walk to and from school without an adult. However, we recognise that this is an area of parental choice. If considering allowing a younger pupil to walk to school on their own, we recommend that parents and carers consider the following:

- Your child's level of maturity. Consider your child's ability to follow directions, be sensible and be streetwise. Do they know who and when to ask for help? Do they understand the risks from 'stranger danger'?
- The route taken, including the distance to the campus, the availability of pavements and street lights, the type of area (do people look out for one another?), whether the roads are busy and the local street safety measures.
- Time of year and weather conditions

In all cases where parents or carers wish a child to leave their campus unaccompanied at the end of the school day, a signed consent form must be returned prior to Bishop's Primary School allowing the child to leave unaccompanied.

#### **Children not collected from school**

Children's safety is paramount, In the unlikely event of a child going missing or a child is not collected from school, these procedures will be followed.

If a parent or carer is not present to collect a child and no other prior arrangements have been made the child will be brought inside the school building where they will be supervised.

Children will not be sent to after school clubs without parental permission.

After + 15 minutes Check with the office whether a parent/carer has made contact. Try the listed emergency contacts and ask them to collect the child. If contact is made and permissions granted then the child may be taken home.

After + 30 minutes Check with child, where age appropriate, if they have any additional contacts who could be contacted. Campus Head should liaise with Onecall colleagues to see if the child is known to them and if there are other family friends they have listed. (An older child who expects to be collected on a particular day but often goes home independently can, after reasonable enquiries (is there anyone at home, phone call to alternative adult), be permitted to make their own way home. A message should be left at the child's home address setting out actions)

After + 45 minutes Children's social care and or Police should be contacted and advice sought, Should the responsible adult arrive in this period seek an explanation for the delay. Children should not be released to persons who are not competent if you believe they are under the influence of alcohol or other drugs/medication. In this situation, an immediate referral to Police and Children's Social Care is advisable.

After 1 hour Inform the Principal and the Safeguarding and Compliance Director, Police and Children's Social Care team that you have an abandoned child at your Campus. Have names, addresses and contacts ready.

After 1-2 hours Children's Services, in liaison with NCEAT staff, will continue to try to identify a placement with a person known to the child. If no placement can be identified then the Police and Children's Services will decide a placement.

ASAP but within 24 hours of A record of actions should be made by all agencies. The Head of Campus record should be uploaded to Safeguard.

Child going missing on the premises. As soon as it is noticed and or reported that a child is missing the teacher or any staff should alert the Head of Campus. They will direct other staff and carry out a thorough search of the building and outside spaces. The electronic register will be checked to make sure no other child has also gone astray. Doors, gates and CCTV will be checked to see if there has been a breach of security whereby the child has left the campus. If the child is not found within ten minutes but sooner if appropriate, the parent/carer will be informed the Police informed using 999.

The Principal and Safeguarding and Compliance Director should be informed as soon as practical who will inform the CEO. The Principal will inform the Chair of Governors the Local Authority and OFSTED as appropriate.

Any external enquiries about the incident should be directed to the CEO. NCEAT will cooperate fully with any subsequent enquiries and a detailed and formal investigation will be carried out within 24 hours.

### **Policy Adoption, Monitoring and Review**

This policy has been considered and adopted by the governing body in line with their overall duty to safeguard and promote the welfare of pupils as set out at Chapter 2 of the DfE guidance 'Safeguarding Pupils and Safer Recruitment in Education'

Parents will be issued with a hard copy of this policy on request. This policy will also be made available to parents via the school website.

The Safeguarding and Compliance Director will actively evaluate the effectiveness of this policy by monitoring staff group's understanding and application of the procedures within this policy as their

overall duty to safeguard children. This may include monitoring the appropriateness of cases referred internally to the Safeguarding Lead and whether those cases referred to the Local Authority met their threshold and were taken forward. She will also report to the Executive team regularly.

NSPCC whistleblowing Helpline 0800 0280285

Safecall whistleblowing Hotline 0800 915 1571

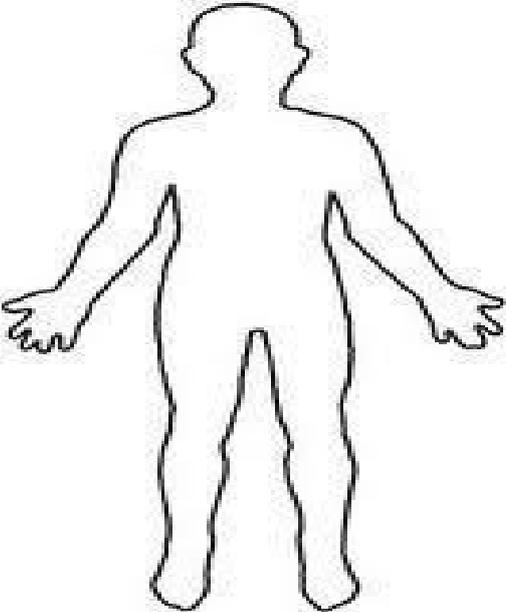
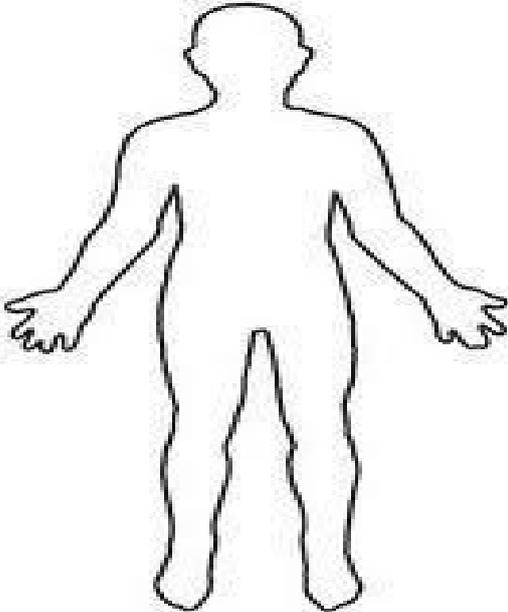
Local Authority Designated Officer (LADO) 01670 623979

Worry Wall [learnerwelfare@ncea.org.uk](mailto:learnerwelfare@ncea.org.uk) (term time only)

Out of hours Children's Services (One call) 01670 536400

- Appendix A Reporting Sheet
- Appendix B Flow Chart- Safeguarding
- Appendix C Flow Chart- Early Help
- Appendix D Child Minder Child Protection procedure

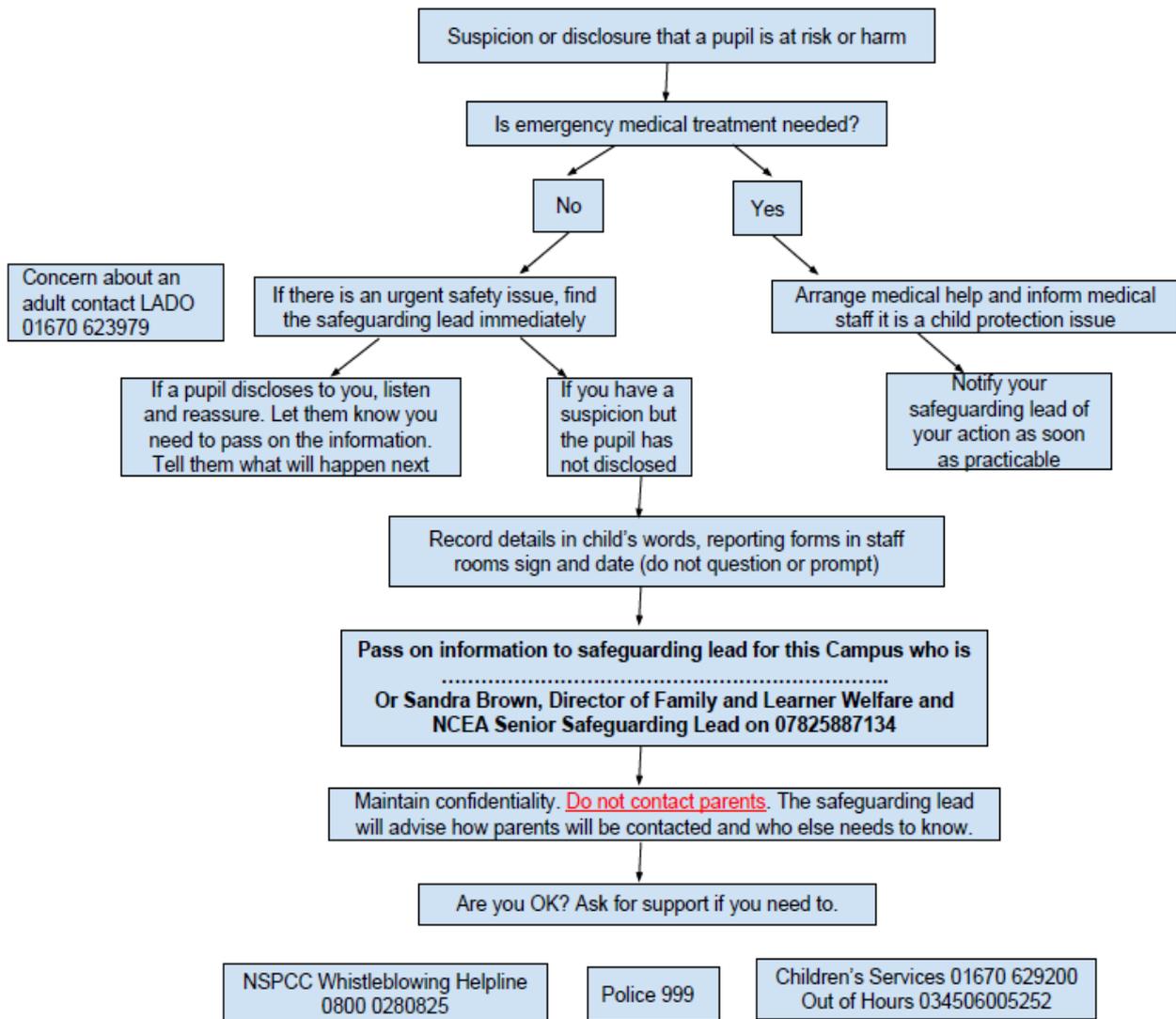
**Child Concern Information Sharing Sheet (IF NO ACCESS TO SAFEGUARD)**

<b>Name of Child:</b>	<b>Reported to:</b>
<b>Year/Class:</b>	<b>Date:</b> <span style="float: right;"><b>Time:</b></span>
<b>Concerns and or Injuries seen;</b>	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><b>Front</b></p>  </div> <div style="text-align: center;"> <p><b>Back</b></p>  </div> </div> <p style="text-align: center; margin-top: 10px;">Please label the location of the injury providing details where and if appropriate</p> <p>Signed.....(staff)</p> <p>Signed..... Safeguarding Lead/Deputy/Senior Staff</p>	
<p><b>Safeguarding Lead use only</b></p> <p>Discussion with Director of Learner Welfare? YES    NO (circle as appropriate)</p> <p>Referral to Children’s services? YES    NO (circle as appropriate)</p> <p>additional information/ Internal Referral/Update .....</p>	

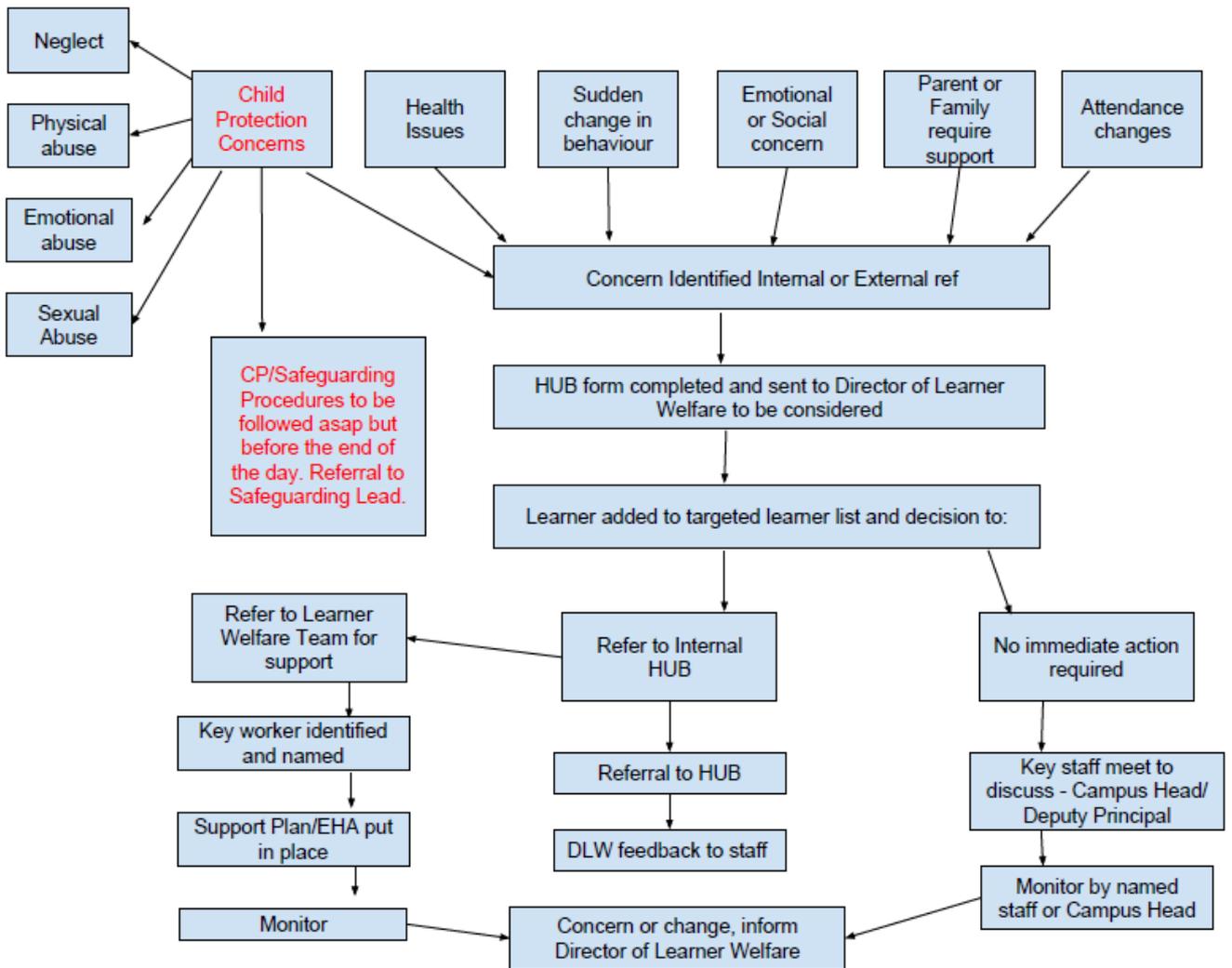
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Appendix B

**Northumberland Church of England Academy - Safeguarding/Child Protection Concern**



**Northumberland Church of England Academy - Concern for a Learner's Welfare/Early Help Procedure**



## **Appendix: Guidelines for Childminders**

This Policy is to be read together with The Northumberland Church of England Safeguarding and Child Protection Policy.

### **Childminders responsibility**

It is my responsibility as a registered childminder to ensure the safety and welfare of all children in my care. My professional responsibility, with regard to Child Protection, is laid out in the Safeguarding and Welfare Requirements of the Early Years Foundation Stage 2014. I must also have regard for the Department for Education source document 'Working Together to Safeguard Children' 2018, which explains the responsibilities and how agencies should work together to safeguard children. If I have particular concerns about a child I will follow the procedures detailed below. The procedure in this policy is in line with the advice of Northumberland Safeguarding Children Board (NSCB) and the statutory government guidance 'Working Together to Safeguard Children' 2018. I am aware that the most recent updates are contained within the NSCB webpages;  
<http://northumberlandlscb.proceduresonline.com/chapters/contents.html>

### **Training**

I attended initial Child Protection training as part of my course to become a registered childminder. I keep up to date with my knowledge of Child Protection issues. I most recently attended a training session on .....(course title) on ..... I am familiar with the Northumberland Safeguarding and Child Protection Procedures and how to access the webpage which gives full information on the signs and symptoms of abuse and how to respond. I am aware that information on signs, symptoms can also be found in the government booklet 'What to do if you are worried a child is being abused' March 2015

### **Procedure**

I am aware of the signs and symptoms of child abuse: physical, emotional, and sexual, and those of neglect. I would discuss any concerns with parents at the earliest opportunity if I should: - notice any significant changes in a child's behaviour or deterioration in a child's well-being; - notice any unexplained bruises or marks; - find that a child's comments gave me cause for concern; - have any reason to suspect abuse or neglect. I am also aware of the kinds of inappropriate adult behaviour towards children which are the indicators of sexual abuse in a perpetrator, and to which I must respond appropriately and promptly. I would record any concerns, worrying marks or comments by a child in the 'accident and incident book', and also make a note of the resulting discussion with the parent. If after this discussion with the parents I remain concerned, I am required to make a referral, to Children's Services single point of access (One call) on 01670 536000. I would normally seek agreement from parents to make a referral, but if I believe there may be a potential risk of significant harm, then parental permission can be by-passed. If I am unsure of whether or not I need to make a

child protection referral I can ask for advice from the Duty Social Worker or the Trust Safeguarding and Compliance Director) While I am seeking advice I would not mention the child's name.

I would always inform parents that I have made, or am going to make a request for help, unless I had concerns about the child's safety or the safety of my own family. N.B The Duty Team Social Worker might advise that a request for Early Help would be appropriate rather than a child protection referral; in which case I would explain to parents about what Early Help is.

## **Allegations**

Should there be any allegations made against me, or serious harm or abuse about me, or indeed if I concerns about any person living at my home address, working or looking after children alongside me, I must inform the Principal, Director of Early Years or the Safeguarding and Compliance Director). They will take advice from the Local Authority Designated Officer (LADO) on 01670 623979, I will then, within one day inform Ofsted as soon as practicable, but at the latest within fourteen days.

In addition to this, I would prioritise the children in my care, consider if there is a child or children at risk. If there was a child at risk I would follow the Child Protection Procedures.

## **The use of mobile phones and cameras.**

While I am caring for children phone calls are kept as brief as possible so as not to detract from the quality of supervision of the children. I am aware that phone cameras, and photographs in general, can be used inappropriately and I will supervise or veto, if necessary, the use of any mobile phone or camera within the vicinity of my minded children, whether within my home or while on outings. I seek permission from parents to take photographs of their children's learning journey, and make it clear how I take and share those photographs with parents, whether by mobile phone or by camera.

## **Assistants**

If I work with an assistant, that assistant must have an Enhanced DBS check and Children's Social Care check which is scrutinised by NCEAT (form EY2): NCEAT takes the decision on the suitability of anyone working with a childminder or living in the household of a childminder. If I recruit an assistant/student placement who is not a member of my household, in addition to the Ofsted scrutiny, I will arrange this person to meet with the NCEAT HR Director who will vet the assistant by gathering; references /employment history /record of qualification/ and noting the DBS check. Before recruiting an assistant I explain my responsibility with regard to 'disqualification' and ask the assistant to sign a self- declaration about disqualification and disqualification by association. When working with any assistant, I must ensure that they have an up to date knowledge of safeguarding issues and understand the procedure to be followed in the event of any concern being raised. I will support and encourage assistants to discuss with me any issues concerning a child's development or well-being. I understand that I have the lead responsibility for safeguarding within my childminding setting. When assistants start work in my setting I have an induction process, explaining the policies and procedures of my setting which describe good working practice/conduct in relation to taking photographs, the use of mobile phones and electronic safety (e safety) such as the appropriate use of social networking sites.

## **Disqualification**

I am aware that I must inform NCEAT within 14 days if ever I became disqualified from providing childcare as a result of a serious conviction, or disqualified by association because a member of my household had been convicted of a serious offence, such as those that are listed in the statutory guidance document 'Disqualification under the Childcare Act 2006'

## Visitors

While I am childminding I may have visitors, such as another childminder, with the benefit to the children in mind. Although it is not mandatory, I keep a record of visitors to my home during Childminding hours, noting the length and purpose of the visit. If any tradesperson or casual caller has to come into the house when my minded children are present, I will check their identity. I will never leave minded children unsupervised with a visitor.

## The Prevent Duty

Childminders and assistants should be aware of the Prevent Duty which is a safeguarding responsibility on all childcare providers and schools, to protect children/teenagers from being radicalised into a criminal act of violence, or from being affected by the radicalisation of those around them. As with managing other safeguarding risks, there isn't a single way of identifying an individual who is being radicalised; but causes of concern could be, for example, someone who is viewing extreme, violent propaganda online, or expressing extremist views which may lead to an act of terrorism. It is my responsibility to know how to refer someone who may be vulnerable to radicalisation, or the effect of radicalisation, and know how to respond. I will be alert to changes in children's behaviour or circumstances which could indicate that they may be in need of help or protection. I understand that extremist ideology, leading to acts of violence, can be promoted by far right ideologies as well as from ISIL (also known as ISIS or Da'eesh) If I observe any behaviour of concern, I would inform the Safeguarding and Compliance Director for the Trust and the local Prevent Team on 101 ext 63855 or [specialbranch@northumbria.pnn.police.uk](mailto:specialbranch@northumbria.pnn.police.uk)

In respect of the Prevent Duty and in keeping with the ethos of the Academy and EYFS, I will promote British Values, which are:

- **Democracy**
- **The rule of law**
- **Individual liberty**
- **Mutual respect**
- **Tolerance of those of different faiths and beliefs**

I will promote British Values in an age appropriate way, ensuring that children; learn right from wrong, mix and share with other children, value other's views, know about similarities and differences between themselves and others, and can question or challenge negative attitudes and stereotypes in others.

**Signed** .....**Childminder**

.....**Full name**

.....**Date**

.....**Director of Early Years**