



<b>Policy Title</b>	<b>Safeguarding</b>
<b>Date Policy Ratified by Governing Body</b>	
<b>Signed by (and print)</b>	
<b>Effective Date</b>	<b>December 2017</b>
<b>Review Frequency</b>	<b>Annually</b>
<b>Review Date</b>	<b>December 2018</b>
<b>Governing Body Sub-Committee</b>	<b>Personal Development, Behaviour and Welfare</b>

The Hayfield School  
Hurst Lane  
Auckley  
Doncaster  
DN9 3HG

Tel: 01302 770589

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## **Safeguarding Definitions**

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance 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

*(Working Together to Safeguarding Children 2015 ,HM Government)*

## **Rationale**

This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, The Education Act 2002 and Working Together to Safeguard Children 2016. This policy reflects the statutory requirements within Keeping Children Safe in Education 2016 (KCSIE 2016).

The Hayfield School recognizes the responsibility it has under Section 175 of the Education Act 2002, to have arrangements for safeguarding and promoting the welfare of children. The Governing Body approve the S175,157 return to the LA on a yearly basis and undertakes a section 11 Childrens Act 2004 audit on a two yearly basis. This policy demonstrates the schools commitment and compliance with safeguarding legislation.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Children & Young People's Services (Doncaster) This also involves understanding serious case reviews and how to improve practice to prevent children from falling through the gaps.

## **Purpose**

The purpose of the policy is to ensure that:

- The welfare of the child is paramount;
- All children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection
- Everyone who works with children has a responsibility to keep them safe (Working Together 2015)
- All staff have an equal responsibility to act on suspicion or disclosure that may suggest a child is at risk of harm, any professional with concerns about a child's welfare should make a referral to the Doncaster Childrens Trust, and professionals should follow up their concerns if they are not satisfied with the response.(Working Together 2015)
- Students and staff involved in Safeguarding issues receive appropriate support and training outlined in KCSIE 2016
- Staff to adhere to a Code of Conduct and understand what to do if a child discloses any allegations against teaching staff, Head teachers or the Governing Body.
- To develop and promote effective working relationships with other agencies, especially the police and social care
- To ensure all staff have been recruited safely and a single central record is kept, satisfactory DBS checks are made in accordance with guidance.
- We have a safe school with confident staff, confident parent/carers and confident pupils who know how to recognise and report safeguarding concerns
- All staff understand the categories of abuse, indicators and know how, when, who and how to record and report all safeguarding concerns.

The procedures contained in this policy apply to all staff, volunteers, sessional workers, agency staff or anyone working on behalf of The Hayfield School.

They are consistent with those of The Local Safeguarding Children's Board (Doncaster).

## **Terminology**

**Safeguarding** and promoting the welfare of children refers to the process of protecting children from

abuse or neglect, preventing the improvement of health & development, ensuring that children given up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

**Child Protection** refer to the process undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

**Staff** refers to all those working for or on behalf of The Hayfield School in either a paid or voluntary capacity.

**Child** refers to all young people who have not yet reached the age of 18.

**Parent** refers to birth parents and other adults who are in a parenting role – step-parents, foster parents, carers and adoptive parents.

There are 4 main elements to the Policy:

1. **Prevention** – through the curriculum and pastoral support offered to students and through the creation and maintenance of a whole school protective ethos.
2. **Procedures** – for identifying and reporting cases, or suspected cases of abuse.
3. **Support to Students at Risk** – who may have been abused.
4. **Early Identification Recognising and Responding to Safeguarding Needs**
5. **Preventing unsuitable people working with children** – by following the guidance Department for Education (DfE) KCSIE 2015 statutory guidance – Part three: Safer Recruitment; together with local DSCB and the school's individual HR procedures.

### **Prevention**

The school will establish an ethos where:

- Children feel secure.
- Ensure children know that there are adults in the school/setting who they can approach if worried or in difficulty.
- Include in the curriculum opportunities for PSHCE/SMSC/RSE to equip children with the skills needed to stay safe.
- Include in the curriculum material which will help children develop realistic attitudes to their responsibilities in adult life.
- It will work in accordance with 'Working Together to Safeguard Children 2016' and will support the 'DSCB Pathway to Provision 2013' to ensure children and young people receive the most appropriate referral and access provision.
- It will deliver the approved DSCB whole school safeguarding training and ensure all designated safeguarding officers/deputy safeguarding person attend three out of four annual network meetings and/or attend refresher Designated Safeguarding Person (DSP) training on a two yearly basis
- We will work in collaboratives and early help co-ordinators to improve outcomes for children and young people.
- We access the school nursing universal offer for all our children and young people
- We keep our safeguarding training up to date and access DSCB training events on a regular basis and understand the safeguarding requirements for Ofsted
- Parents, carers and families, teachers, staff and young people / agencies know how to raise any safeguarding concerns and we have a named designated/deputy safeguarding lead(s) on our senior leadership team.
- We have a clear complaints policy and all staff are aware of whistleblowing procedures

### **Procedures and Record- Keeping**

The Hayfield School will follow safeguarding procedures as produced by the Doncaster Safeguarding Children's Board.

<p>The Designated Senior Member of staff for Safeguarding (Child Protection)/Designated Safeguarding Lead (DSL) is <b>Rick Huddart – Deputy Head</b></p> <p>Contact Details : <a href="mailto:rhu@thehayfieldschool.co.uk"><u>rhu@thehayfieldschool.co.uk</u></a></p>
<p>The Deputy Designated person is: <b>Helen Cope</b></p> <p>Contact Details: <a href="mailto:coph@thehayfieldschool.co.uk"><u>coph@thehayfieldschool.co.uk</u></a></p>
<p>The nominated Child Protection Governor is: <b>Mr D Langford (Chair, Personal Development, Behaviour and Welfare Committee)</b></p> <p>Contact Details: <a href="mailto:dla@thehayfieldschool.co.uk"><u>dla@thehayfieldschool.co.uk</u></a></p>
<p>The Headteacher is: <b>Lisa Fox</b></p> <p>Contact Details: <a href="mailto:lfo@thehayfieldschool.co.uk"><u>lfo@thehayfieldschool.co.uk</u></a></p>
<p>The Local Authority Designated Officer (LADO) Contact Details:01302 737748</p>

The school will:

- Ensure it has a designated Senior member of staff who has undertaken appropriate Safeguarding (Child Protection) training (see above).
- Ensure the training is updated every 2 years in accordance with government guidance "Safeguarding Children and Safer Recruitment in Education" Ref: 04217-2006BKT-EN The school will ensure policy changes are made in line with any new DfE guidance.
- Ensure that designated staff will take advice from a Safeguarding (Child Protection) Specialist when managing complex cases.
- The school will investigate any allegation involving actual or suspected abuse of a child as soon as possible.
- Pass any observations leading to suspicion of abuse, or information received about abuse, immediately to the designated person (or deputy if unavailable).
- In the case of serious injury or allegation the DSL will contact the Doncaster Children's Trust Referral & Response Service without delay – see 2.7&2.8.
- If the allegation of abuse is against the deputy or designated safeguarding person. The Head teacher will speak with LADO to discuss the next steps. If the allegation is against the Head, the Chair of

Governors should be contacted immediately and advice from the LADO sought within 24 hours. If the allegation is against both Head and Chair the LADO will be contacted.

No member of staff will conduct their own investigation or pass on information to the alleged perpetrator. In all allegations the LADO will be contacted by calling (01302) 737748 and the school will take their advice on the action to take. The Doncaster emergency social services team should be contacted outside normal working hours 01302 796000.

- Any CSE referrals will be referred direct to the CSE team direct number 01302 737200.
- In the case of poorly explained serious injuries or where behaviour or comment arouse suspicion the designated teacher will consult with Doncaster Children's Social Services on 01302 737722/737636/737033 and if out of hours the emergency Social Services team (ESST) 01302 796000 (after 5.00pm and before 8.30 am weekdays and weekends).
- The DSL will keep all records on file in a secure locked filing cabinet or secure ICT system and share concerns following information sharing protocols. We adhere to HM Government Information Sharing Advice for Practitioners 2015.
- At no time promise confidentiality to a child or adult.

Conversations with a child who discloses abuse should follow the basic principles

- listen rather than directly question
- never stop a child who is recalling significant events
- make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
- advise you will have to pass the information on
- avoid coaching/prompting
- never take photographs or video of any injury
- allow time and provide a safe haven / quiet area for future support meetings

### **Roles and Responsibilities**

The school will ensure that every member of staff and person working on behalf of The Hayfield School:

- Knows the name of the designated person and his/her role and responsibility.
- Have an individual responsibility to refer Safeguarding (Child Protection) concerns.
- Will receive training at the point of induction so that they know:
  - their personal responsibility / code of conduct / teaching standards
  - DSCB child protection procedures and how to access them
  - Understand the definitions of abuse, physical abuse, emotional abuse, sexual abuse and neglect
  - the need to be vigilant in identifying cases of abuse
  - how to support and respond to a child who discloses significant harm
- Knows their duty concerning unsafe practices in regard to Children by a colleague.
- The designated person will disclose any information about a student to other members of staff on a need to know basis.
- The school will undertake appropriate discussion with parents prior to involvement with other agencies unless the circumstances preclude this.
- The school will ensure that parents have an understanding of their obligations re: Child Protection by intervention as and when appropriate.
- Understand Ofsted grade descriptors in relation to personal development, behavior and welfare of pupils

### **Record Keeping**

[http://www.irms.org.uk/images/resources/infoguides/records\\_management\\_toolkit\\_for\\_schools\\_version\\_4\\_may\\_2012.pdf](http://www.irms.org.uk/images/resources/infoguides/records_management_toolkit_for_schools_version_4_may_2012.pdf)

The school follows the record keeping guidelines taken from Sections 1 – Child Protection and Section 4 – Pupil Records. The DSL is aware the Local Authority's records are kept for 75 years from date of closure so if any information that is held within the School that came from the LA could be destroyed once the child has left the school, however, any records created by the school the school could apply the above retention period(s) to their documents, so the whole pupil file could go to the secondary school whilst the Primary School should keep a copy of the child protection element for the prescribed timescale.

### **Records and Monitoring**

- Any concerns about a child will be recorded in writing within 24 hours. All records will provide a factual and evidence based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed.
- At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures.
- A chronology will be kept in the main school file prior to the commencement of a concern file. Staff, particularly pastoral staff, will record any minor concerns on the chronology and will take responsibility for alerting the designated person should the number of concerns rise or, in their professional judgement, become significant.
- At the point at which a concern file (see below) is commenced then the chronology can be transferred to the concern file.
- Safeguarding, child protection and welfare concerns will be recorded and kept in a separate secure file 'concern' file, some schools still refer to this as a child protection file, which will be securely stored and away from the main pupil file.
- Files will be available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

### **Why Recording is Important**

Our staff will be encouraged to understand why it is important that recording is comprehensive and accurate and what the messages are from serious case reviews are in terms of recording and sharing information.

### **The Concerns File**

The establishment of a 'concern' file, which is separate from the child's main school file, is an important principle in terms of storing and collating information about children which relates to either a child protection or safeguarding concern or an accumulation of concerns about a child's welfare which are outside of the usual range of concerns which relate to ordinary life events. It needs to be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another and the particular child's circumstances and needs will differ i.e. a child subject to a child protection plan, looked after child, CiN may be looked at differently to a child recently bereaved, parental health issues etc. Professional judgement will therefore be an important factor when making this decision and will need clear links between pastoral staff and designated safeguarding leads in school (named designated person).

A 'concern' or 'confidential' file should be commenced in the event of:

- A referral to MASH / Children's Social Care
- A number of minor concerns on the child's main school file
- Any child open to social care.

It is suggested that within a child's 'concern' file there is:

- A front sheet
- A chronology
- A record of concern in more detail and body map, where appropriate
- A record of concerns and issues shared by others.

The school will keep written records of concern about children even where there is no need to refer the matter to MASH / Children's Trust Referral and Response Service (or similar) immediately but these

records will be kept within the separate concerns file.

Records will be kept up to date and reviewed regularly by the Senior Designated Person to evidence and support actions taken by staff in discharging their safeguarding arrangements. Original notes will be retained (but clearly identified as such) as this is a contemporaneous account; they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect.

The concern file can be active or non-active in terms of monitoring i.e. a child is no longer LAC, subject to a child protection plan or EHAF and this level of activity can be recorded on the front sheet as a start and end date. If future concerns then arise it can be re-activated and indicated as such on the front sheet and on the chronology as new information arises.

If the child moves to another school, the concern file will be sent or taken, as part of the admission / transition arrangements, to the Senior Designated Person at the new establishment / school. There will be a timely liaison between each school Senior Designated Person for Safeguarding to ensure a smooth and safe transition for the child.

### **Recording Practice**

Timely and accurate recording will take place when there are any issues regarding a child. A recording of each and every episode / incident / concern / activity regarding that child, including telephone calls to other professionals, needs to be recorded on the chronology kept within the confidential file for that child. This will include any contact from other agencies who may wish to discuss concerns relating to a child. Actions will be agreed and roles and responsibility of each agency will be clarified and outcomes recorded. The chronology will be brief and log activity; the full recording will be on the record of concern. NB There are templates attached as guidance which include a file front sheet, chronology, record of concern and a body map.

More detailed recording on the record of concern will be signed and dated and include an analysis, taking account of the holistic needs of the child, and any historical information held on the child's file. Support and advice will be sought from social care, or early help whenever necessary. In this way a picture can emerge and this will assist in promoting an evidence based assessment and determining any action(s) that needs to be taken. This may include no further action, whether an early help co-ordinator advice should be sought or whether a referral should be made to MASH / Children's Trust Referral and Response Service in line with the DSCB Pathway to Provision document (to be known as the early help model).

Such robust practice across child protection and in safeguarding and promoting the welfare of children will assist the school in the early identification of any concerns which may prevent future harm.

The Senior Designated Person will have a systematic means of monitoring children known or thought to be at risk of harm (through the concern file and through an on-going dialogue with pastoral staff). They will ensure that we contribute to assessments of need and support multi-agency plans for those children.

### **The Designated Safeguarding Leads are responsible for**

- Referring a child if there are concerns about possible abuse, to the Doncaster Childrens Trust Referral and Response Service Professional advice lines and acting as a focal point for staff to discuss concerns.

Referrals should be made in writing, following a telephone call using the Doncaster Childrens Trust referral and Response Service referral form or the CSE referral form depending on the nature of the referral.

- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are **separate** from pupil

records, until the child's 25th birthday, and are copied on to the child's next school or college.

- Ensuring that an indication of the existence of the additional file (in 3 above) is marked on the pupil records.
- Liaising with other agencies and professionals/accessing local networks.
- Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents / carers.
- Ensuring that any pupil currently with a child protection plan who is absent in the educational setting without explanation is referred to their key worker's Social Care Team.
- Organising child protection induction, and update training every 3 years, for all school staff and ensuring named DSLs attend training every 2 years or attend the designated safeguarding network meetings / DSCB lunchtime seminars on a regular basis.
- Providing, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the DSL, and by all staff and governors; number and type of incidents /cases, and number of children on the child protection register (anonymised). This supports the S175 annual safeguarding report.
- Understand children in need / children on protection plans and support all looked after children PEPs.

#### **Liaison with Other Agencies**

The school will:-

- Work to develop effective links with relevant agencies in relation to Safeguarding (Child Protection).
- Send representatives (where possible) to case conferences, core groups and Child Protection review meetings.
- Notify any allocated Social Worker if:
  - a student subject to a Child Protection Plan is excluded (fixed term or permanent)
  - if there is an unexplained absence of a student on a CPP of more than 2 days or 1 day following a weekend, or as agreed as part of a CPP.
- Follow the Local Authority's (LA) policy and statutory guidance on Children Missing Education (CME).

#### **Supporting Students at Risk**

The school will endeavor to support vulnerable students through:

- Its ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued.
- Its behaviour policy aimed at supporting vulnerable students in school. All staff will agree a consistent approach which focuses on the behaviour of the offence committed by the Child.
- Liaison with other appropriate agencies which support the student.
- Developing supportive relationships with parents / carers whenever it is in the students best interests to do so.
- Recognition that children living in difficult home environments are vulnerable and in need of support and protection.
- Monitoring student welfare, keeping accurate records and notifying appropriate agencies when and as necessary.
- Allowing designated staff opportunity to attend face to face DSCB multi-agency training.(sexual exploitation, domestic violence, drugs / alcohol substance misuse etc).
- Recognising, reporting and responding any behaviours consistent with radicalization / extremist behaviours.
- Recognising, reporting and responding to any suspected FGM practice.

When a student on the child protection register transfers to another school, information will be transferred to the new school immediately.

### **Early Identification Recognising and Responding to Safeguarding Needs**

The role of the Early Help Coordinator is to support with all aspects of Early Help:

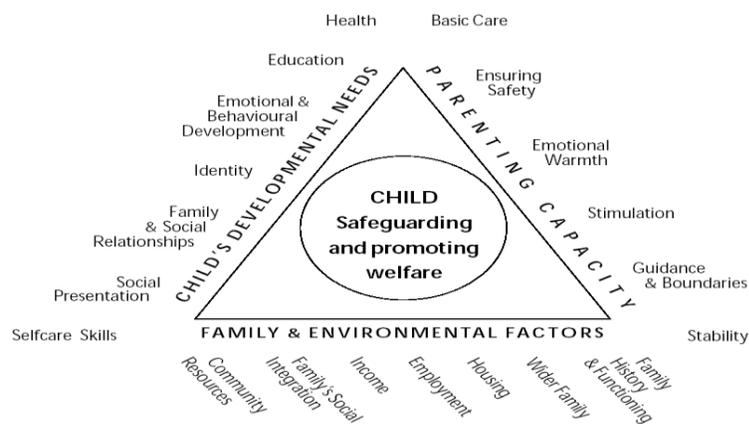
- Undertaking Common Assessments
- Support with the 'Team Around the Child' process and planning
- Case advice and professional support
- Early Help Module- EHM (e-system support, 1 to 1 and workshops)
- Information, Advice and Guidance about Early Help Services available

The designated safeguarding lead will link with the Early Help Co-ordinator on 01302 734110/736250

- If health needs are identified, the DSL will contact the school nursing service for information and advice. Where a new diagnosis is received and further advice and support are required school may contact the designated school nurse by telephone on 01302 566766 or email [cyp&fschoolnurses@rdash.nhs.uk](mailto:cyp&fschoolnurses@rdash.nhs.uk)
- The school nurse will offer guidance and support in the form of signposting to specialist practitioners; where appropriate and advice re care planning.
- The school / setting acknowledges serious case review findings and shares lessons learned with all staff to ensure no child falls through the gap.
- All school/setting staff understand the DSCB Pathway to Provision 2013
- <http://www.doncastersafeguardingchildren.co.uk/index.asp> and know how to pass on any concerns no matter how trivial they seem.
- (Please note this will change with the early help offer)
- The school / setting knows how to identify and respond to the four main categories of abuse. All staff understand the main categories of abuse from the whole school training. Physical, Emotional, Sexual and Neglect.
- All staff are aware of the definitions by reading
- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447596/KCSIE\\_Part\\_1\\_September\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_September_2016.pdf)
- The school works with a variety of agencies and arranges opportunities for young people to discuss and understand a wide range of specific safeguarding issues.
- The designated safeguarding lead will cascade information to all staff in relation to specific safeguarding concerns listed in KCSIE – page 12. This includes information on:
  - Drug/substance/alcohol misuse
  - Child sexual exploitation/trafficked children
  - Children missing education, children missing from home or care
  - Domestic violence
  - Risky behaviours
  - Sexual health needs
  - Obesity / malnutrition
  - On line grooming
  - Sexting
  - Inappropriate behaviour of staff towards children
  - Bullying, including homophobic, cyber, racist, gender and disability. Breaches of the Equality Act 2010
  - Self-Harm
  - Female Genital Mutilation
  - Forced Marriage
  - Faith abuse
  - Gangs and youth violence
  - Gender based violence / violence against women and girls (VAWG)
  - Mental Health
  - Private fostering
  - Fabricated or induced illness

- Unaccompanied asylum seeking children
  - Preventing radicalisation – Prevent Agenda
  - Teenage relationship abuse
  - Trafficking
  - Teaching fundamental British values
- School Safeguarding staff are aware of the DSCB Neglect policy and toolkit available from DSCB to help identify and recognise any child subject to neglect.
 

*([http://doncasterscb.proceduresonline.com/pdfs/assess\\_tool\\_20\\_for\\_neglect](http://doncasterscb.proceduresonline.com/pdfs/assess_tool_20_for_neglect) and also looks at a child in the outside world acknowledging education plays a small part in the framework of assessment of need).*
  - School staff are briefed on the Framework of assessment of need and make decisions based on a child's development needs, parenting capacity and family & environmental factors. They also understand the DCSB 2013 Continuum of Need



### **Gambling and Social Gaming**

Young people need to be 18 years and over to legally gamble in casinos, high street bookmakers and in most cases on-line. However, there are certain categories of slot machines (such as those found in arcades, predominantly at Seaside resort towns) which have no age restriction. Similarly young people wanting to buy National Lottery Scratch Cards or Lottery Tickets can do so at the age of 16 years. All these type of activities are classed as gambling and with the explosion of adverting and the presence of high street bookmakers, gaming is more prevalent in society today.

In addition to the above traditional forms of gambling; social gaming is hugely popular among young people. Social gaming has no age restriction and is predominantly accessed by young people via mobile phones or tablets in the form of a downloadable app (such as Candy Crush or Game of Thrones). These apps are free to download and play, but have countless opportunities for players to purchase (often with real cash) tools or tips to advance levels in such games. Though many young people do not experience harm, for some young people such games can be highly addictive and lead to (i) isolation and time lost to playing and (ii) financial pressure due to consistently purchasing tools to advance. If you notice or suspect students may be experiencing harm, here are some of the warning signs:

- Be male and aged 13 – 18 years.
- Use gambling to cultivate status among peers.
- Fallen out with family, truant from school or college.
- Low self-esteem, but irrational behaviour.
- Preoccupied on mobile, restless or irritable.
- Lies to family members, friends and college staff to conceal behaviour.
- Never has any money.

Advice or help can be accessed via:

- National Problem Gambling Helpline (0808 8020 133).
- Gamble Aware website ([www.gambleaware.co.uk](http://www.gambleaware.co.uk)) – generic website offering advice.

### **Allegations Against Staff**

In line with Keeping Children Safe in Education 2016, the named member of staff for dealing with any allegations must be the Headteacher (unless the allegation is against the Head, then staff must be aware of the chair of governor, or contact LADO for advice):

- All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- All staff should be aware of the school's own Behaviour for Learning Policy and also routines for Off Site Visits and Lone Working / Car Transport risk assessments.
- Guidance about the code of conduct and safer working practice, including safe use of mobile phones, media and offsite activities by staff and volunteers will be given at induction.
- We understand that a pupil, parent, or any person may make an allegation against a member of staff.
- The school will follow the DSCB Tri-Ax procedures for managing allegations against staff and consult with LADO in all cases. [http://doncasterscb.proceduresonline.com/chapters/p\\_alleg\\_staff\\_vols.html](http://doncasterscb.proceduresonline.com/chapters/p_alleg_staff_vols.html)
- The school will follow safer recruitment procedures, following local HR procedures and understands the implications from the new DfE Department for Education on the application of the Childcare (Disqualification) Regulations 2009. We ensure at least one person on the interview panel is trained in safer recruitment.
- The single central record meets all requirements (KCSIE July 2016) and is updated on a regular basis.
- We have a volunteer / visitor policy in place and have secure signing in/out procedures.

### **Whistle Blowing**

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Lead Advisory Officer for Education Safeguarding or LADO following the Whistleblowing Policy.
- Whistle-blowing re the Headteacher should be made to the Chair of the Governing Body whose contact details are readily available to staff
- Ofsted also may wish the LA to investigate any whistleblowing concerns and the school / setting will work with the LA should this arise

### **Physical Intervention**

- We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him / herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- Staff who are likely to need to use physical intervention will be appropriately trained in the Team Teach technique or equivalent training.
- We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.
- We recognise that touch is inappropriate in the context of working with children, and all staff have been given a clear Code of Conduct regarding this
- All staff are aware of the role of LADO and what constitutes a referral to LADO following any allegation of using force or restraint.

### **Anti-Bullying / Internet Safety / Social Media**

- Our school policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all

forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and / or differences / perceived differences are more susceptible to being bullied / victims of child abuse.

- Internet Safety / E-Safety – The school has a separate e-safety policy in place.
- Social media Responsibilities.
- The conduct of staff / pupils / parents / carers using social media is outlined in the ICT acceptable use policy
- We have CEOP trained staff in school and take part in National and local activities to reduce bullying.

**Racist Incidents / Homophobic / Trans-phobic Language / Equality Act 2010 Protected Characteristics**

- Our policy on Equality, Inclusion and Diversity includes racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents and incidents reportable under the Equality Act 2010.
- We use a reporting system to record any incidents in line with the latest DfE and Local Authority guidance.
- The DSL understands how to report Hate Crime.
- The DSL understands how to refer to Doncaster Pride any young person requiring LGBTQ support.
- The school curriculum reflects opportunity to explore difference and celebrate diversity and uses resources listed on the Stonewall website.
- Any young person or families identifying as LGBTQ requiring additional support, or access to a youth group may contact:

Doncaster Pride  
education@doncasterpride.co.uk 01302 874562

## **Preventing Radicalisation**

Our setting knows how to recognise and respond to any behaviour that could link to radicalization / extremism. Our Children and Young Persons Police Officer – CYPO is the first point of contact any and staff or pupils behaviour that may point to radicalization / extremism are discussed with the CYPO immediately. If unavailable staff may call 101.

### **PC 1173 Andy Buddle - Doncaster East & South Schools:**

Trinity Academy, Thorne  
Ash Hill Academy, Hatfield  
Hungerhill School, Edenthorpe  
Rossington All Saints, Rossington  
Hayfield School, Auckley  
Armthorpe Academy, Armthorpe

### **PC 1585 Lee Dodds - Doncaster North & West Schools:**

Don Valley School, Scawthorpe  
Ridgewood School, Scawsby  
Camps Mount Technology College, Campsall  
Mexborough  
Dewarrenne School, Conisbrough  
Sir Thomas Wharton School, Edlington

### **PC 247 Dave High – embedded in Outwood Academy, Woodlands Doncaster Central: PC 3653 Vicki Lister**

Danum Academy  
Balby Carr  
NEC  
Opencast  
Gateway  
St.Wilfred's Free School  
The Hub

### **PC 1145 Tracey Stillings - Doncaster Central:**

Hallcross  
McAuley  
Keepmoat Learning Central  
Doncaster Community Specialist College (aka Deaf College)  
XP School (Keepmoat)  
Engage  
Enhancement  
Oracle

- Staff are aware of the PREVENT agenda and understand the channel process. In Doncaster this would be co-ordinated via your CYPO. Staff know how social media can be used to encourage travel to Syria and Iraq and what to do if they suspect travel to areas where travel warnings are in place. The school has undertaken a prevent self-assessment and all staff are aware of spotting the signs.
- They also have access to the confidential anti-terrorist hotline 0800789321.
- The school SMSC curriculum explores shared values and beliefs.
- The designated safeguarding lead will access Home Office approved WRAP training – workshop to raise awareness of prevent.
- The LA trained trainers are sarah.stokoe@doncaster.gov.uk and Jayne.vose@doncaster.gov.uk Secondary academies have trained trainers
- Our trained PREVENT lead in school is Rick Huddart

### **FGM (Female Genital Mutilation)**

- The school recognises the areas where FGM is prevalent and works in partnership with agencies to safeguard any child at risk of FGM. The designated safeguarding lead understands this is classed as child abuse in the UK and will report any risk to the Doncaster Childrens Trust Referral and Response Team immediately. The school have access to DSCB training on FGM and the designated safeguarding teacher includes FGM in whole school safeguarding training. Any children attending / starting school from one of the most prevalent areas where this is practiced will seek advice from school nursing / referral and response service. A Department for Health risk assessment is available on engage Doncaster website.
- All staff have read and understand the mandatory reporting included in Keeping Children Safe in Education 2016 – Part 1.
- Designated safeguarding leads understand local DSCB procedures for reporting suspected FGM [http://doncasterscb.proceduresonline.com/chapters/p\\_female\\_gen\\_mutilat.html](http://doncasterscb.proceduresonline.com/chapters/p_female_gen_mutilat.html)

### **Substance Misuse**

- Schools substances misuse policy should incorporate the possession and or use of such drugs in school, during the school day or while travelling to / from school is inappropriate. The drugs / substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate. This policy should set out the school's approach to NPS and volatile substances. Both pupils and staff should be aware of how these products are regarded and treated by the school.
- Schools should have a 'Smoke Free Environment policy' that includes banning the use of e-cigarettes on school premises and grounds.
- For support on the above issues CONTACT PROJECT 3: 01302 640032

### **Safer Recruitment and Maintaining Appropriate Professional Boundaries for Adults with Responsibility for Children and Young People**

- The school will operate safe recruitment practices including appropriate DBS and reference checks according to Department for Education procedures. The single central record meets Ofsted recommended practice contained within the KCSIE September 2016 p23.
- The school will ensure that staff adhere to a published code of conduct and other professional standards at all times, including after school activities. Staff are aware of social media / on-line conduct.
- The school will ensure any disciplinary proceedings against staff related to Child Protection matters are concluded in full in accordance with Government guidance "Working Together to Safeguard Children 2015" and "Keeping Children Safe in Education 2016". We follow DSCB, LADO and HR Policy and Procedures. [http://doncasterscb.proceduresonline.com/chapters/p\\_alleg\\_staff\\_vols.html](http://doncasterscb.proceduresonline.com/chapters/p_alleg_staff_vols.html)
- The school will ensure that all staff and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with students and parents. Adequate risk assessments are in place for extended school, volunteer and holiday activities. Staff are confident to report any misconduct.
- The school / setting has a separate policy/fact sheet to inform staff on how to deal with allegations.
- The school has a whistleblowing policy in line with the LA model policy and includes this within staff safeguarding training / induction.

### **Governing Body Responsibilities**

The Governing Body fully recognises its responsibilities with regard to Safeguarding and promoting the welfare of children and has ensured at least part 1 of DfE Keeping Children Safe in Education 2016 has

been implemented and understood by all staff.

This states that the governing body should ensure that:

- the school has child protection procedures in place.
- the school operates safe recruitment procedures and appropriate checks are carried out on new staff and adults working on the school site.
- the school has procedures for dealing with allegations of abuse against any member of staff or adult on site
- the school has a member of the Leadership Team who is designated to take lead responsibility for dealing with Child Protection issues
- the governing body should remedy any deficiencies or weaknesses with regard to Child Protection arrangements.
- the governing body has a member nominated to be responsible for liaising with LA and/or partner agencies in the event of allegations of abuse against the Headteacher.
- the governing body reviews its Safeguarding policy and procedures annually.
- the Governing Body approves the LA / DSCB annual Safeguarding Audit.
- the Governing Body undertakes a review of behaviour and safety (safeguarding) as part of the Governing Body Self-Evaluation on a regular basis.
- All members of the Governing Body understand and fulfil their responsibilities and discharge KCSIE 2016 requirements. They support the role of the designated safeguarding lead in managing referrals, training and raising awareness.
- Ensuring the school / academy is compliant with Part 2: The Management of Safeguarding KCSIE 2016.
- The Governing Body has ensured all staff have read at least part 1 of the new KCSIE 2016 statutory guidance and this is now included in all staff induction and whole school training.
- The procedures contained in this policy apply to all staff, volunteers, sessional workers, agency staff, contractors or anyone working on behalf of the Doncaster school / setting. They are consistent with South Yorkshire Child Protection procedures / Doncaster Safeguarding Childrens' Board (DSCB) child protection procedures.

**We fully embrace the KCSIE quotation “It could happen here” and “thinking the unthinkable”**

### **Health & Safety**

Our Health and Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school and when undertaking school trips and visits. There is an adequate first aid risk assessment in place. This includes how to access the Emergency Care Practitioner Service or 999 and when to contact parents / carers.

The ECP contact number is 08448 706800 (minor injuries)

In line with HSE guidance for schools on first aid and RIDDOR, staff understand when to complete AIR1 Forms and will contact peter.harrison@doncaster.gov.uk if on doubt or to report serious notifiable injuries.

### **Monitoring and Evaluation**

Safeguarding 'Keeping Children Safe in Education 2016' procedures will be monitored and evaluated by:

- Ofsted `quantifiable complaints` Ofsted parental complaints received via the LA
- Ofsted parental dashboard
- Governing Body visits to the school
- Safeguarding audit tools
- Anti-Bullying audit tools
- SLT 'drop ins' and discussions with children and staff
- Pupil surveys and questionnaires
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of GB minutes
- Logs of bullying (including homophobic) / racist / behaviour incidents for SLT and GB to monitor
- Review of parental concerns and parent questionnaires.
- Reviewing risk assessments for holiday and out of hours activities run on school sites

This safeguarding policy also links to our policies and protocols for:

- Staff Recruitment and retention – safer recruitment
- Medical
- Behaviour
- Staff Code of Conduct
- E-Safety Policy
- Mobile Phones and Electronic Devices
- Health and Safety
- Allegations against staff
- Parental concerns/Complaints
- Attendance
- Curriculum
- Teaching and Learning
- Relationships and Sex Education
- Risk Assessment
- Child Sexual Exploitation

