



# **WHOLE SCHOOL CHILD PROTECTION POLICY**

## **Purpose and Aims**

The purpose of Westfield Primary Academy's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected. This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and responsibility when managing safeguarding concerns.

## **OUR ETHOS**

- ◆ Our school will establish and maintain an ethos where our pupils feel secure, are encouraged to talk and are listened to.
- ◆ Children at our school will be able to talk freely to any member of staff or regular visitor to our school if they are worried or concerned about something.
- ◆ All staff and regular visitors will either through training or induction, know how to recognise a disclosure from a child and will know how to manage this.
- ◆ We will not make promises to any child and we will not keep secrets.
- ◆ Every child will know what their chosen adult will have to do with whatever they have been told.
- ◆ Westfield Primary Academy will endeavour to provide activities and opportunities in the PHSE curriculum that will equip our children with the skills they need to stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.
- ◆ At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

## **Responsibilities and expectations**

The **Designated Safeguarding Lead and Online Safety lead:**

Rosie Kerr – Assistant Head.

The **DSL Alternates:** Miss N Tyler – Head Teacher

Miss C Acheson – Deputy Head

Miss R Morton – Assistant Head

(These people can also be contacted with any safeguarding concerns).

The **named safeguarding governor:**

Becky Poynter – Chair of Governors

The **designated teacher for 'Children In Care (CIC):**

Rosie Kerr - Assistant Head

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

- It is the responsibility of the DSL to ensure that all safeguarding issues raised in school are effectively responded to, recorded and referred to the appropriate agency.
- They are also responsible for arranging whole school safeguarding training for all staff and volunteers who work with children and young people in our school. The DSL has a role in ensuring that the whole school safeguarding training takes place at least every three years; which they can deliver within schools provided they are linked in to the support and quality assurance process offered by the Local Authority. This includes mandatory attendance at an annual 'Training for Trainers' programme and receiving monitoring visits from the Professional Advisor or Local Authority delegated staff.
- The DSL is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all conferences, core groups or meetings where it concerns a child at our school and to contribute to multi-agency discussions to safeguard and promote the child's welfare.
- The DSL is also required to complete a Self-Review Assessment Report annually which demonstrates that the Safeguarding arrangements in the school are being met. If the self-assessment highlights any areas for improvement, this will be detailed in the action plan which will be signed off and monitored by the Named Governor for Safeguarding to ensure these improvements are implemented.
- The self-review is to be shared annually with the Local Authority, who will have an auditing role in ensuring the school is meeting its Safeguarding requirements under sec 175/157 of the Education Act 2002 for both maintained and independent schools.

All Child Protection concerns need to be acted on **immediately**. If school staff are concerned that a child may be at risk or is actually suffering abuse, they should tell the DSL immediately.

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

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

**Abuse** is defined as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

Safeguarding is not just about protecting children from deliberate harm. For our school it includes such things as pupil safety, bullying, racist abuse and harassment, educational visits, intimate care, children missing education and internet safety etc. The witnessing of abuse can have a damaging affect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognize as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

The following indicators listed under the categories of abuse are not an exhaustive list.

### **Physical Abuse**

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchhausen's Syndrome by Proxy.

### **Emotional Abuse**

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- ◆ Excessively clingy or attention seeking.
- ◆ Very low self-esteem or excessive self-criticism.
- ◆ Withdrawn behavior or fearfulness.
- ◆ Lack of appropriate boundaries with strangers; too eager to please.
- ◆ Eating disorders or self-harm

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behavior including words, play or drawing.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

(Source Keeping Children Safe in Education July 2016)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/526153/Keeping\\_children\\_safe\\_in\\_education\\_guidance\\_from\\_5\\_September\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf)

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

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

- ◆ **Do** stay calm and listen carefully.
- ◆ **Do** reassure them that they have done the right thing in telling you.
- ◆ **Do not** investigate or ask leading questions.
- ◆ **Do** let them know that you will need to tell someone else.
- ◆ **Do not** promise to keep what they have told you a secret.
- ◆ **Do** inform your Designated Safeguarding Lead as soon as possible.
- ◆ **Do** use the concern form (kept in staffroom) to make a written record of the allegation, disclosure or incident which you must sign, date and record your position. Do not include your opinion without stating it is your opinion.
- ◆ **Do** refer without delay.

## Managing Allegations

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

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

- Refer to the LADO immediately and follow up in writing within 48 hours. In Suffolk, schools should also notify the Strategic Lead Resolution Officers in the appropriate area.
- Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Act on any decision(s) made in any strategy meeting or evaluation meeting.
- Ensure that the appropriate disciplinary procedures are followed including whether to suspend a member of staff from work until the outcome of any investigation is deemed necessary.
- Advise the Disclosure and Barring Service (DBS) where a member of staff has been dismissed or removed or would have been, had they not resigned, due to safeguarding concerns. **This is a legal duty and failure to report to the DBS where the criteria have been met, is a criminal offence.**
- If you are concerned that **a member of staff or adult in a position of trust poses a danger** to a child or young person or that they might be abusing a child or young person you should **report your concerns to the Head Teacher**. Where those concerns relate to the Head Teacher however, this should be reported to the **Chair of Governors** using the schools' **Whistle blowing policy**.

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

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

Source: Keeping Children Safe in Education (July 2016:40-50) Part four.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/526153/Keeping\\_children\\_safe\\_in\\_education\\_guidance\\_from\\_5\\_September\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf)

## **Training**

All members of staff and volunteers will have access to whole school safeguarding training at least every three years. We will also, as part of our induction, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.

Our Designated Safeguarding Lead and Alternate will undertake further safeguarding training in addition to the whole school training. This will be undertaken at least every two years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the SDP/Alternate to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieving better outcomes for the pupils in our school. This includes taking part in multi-agency training in addition to safeguarding training.

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

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

Our Safeguarding Policy is available to parents via our website, school app and paper copies will be provided on written request. Copies of our policy are available throughout the school. We are also able to arrange for our policy to be made available to parents whose first language is not English on request.

## **Useful Contacts:**

Multi-agency Safeguarding Hub (MASH) Professional Helpline: 03456 061 499

Customer First (Professional Referral Line): 03456 066 167

Customer First: 0808 800 4005

Police (emergency): 999

Suffolk Police Cybercrime Unit: 101

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

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

## Current Safeguarding Issues

*(The following Safeguarding concerns actual or suspected should be referred immediately to Children's Social Care. The concerns featured below are linked to guidance and local procedures which where available can be found on the Suffolk Safeguarding Children Board website at: [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk).)*

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

- child sexual exploitation (CSE) – see also below
- bullying including cyberbullying
- domestic violence – see also below
- drugs
- fabricated or induced illness
- faith abuse – see also below
- female genital mutilation (FGM) – see also below
- forced marriage – see also below
- gangs and youth violence - see below
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering – see also below
- preventing radicalisation – see also below
- hate
- sexting – see below
- teenage relationship abuse
- trafficking – see blow
- children missing from home or care
- children missing education – see below
- children and adult missing strategy

## Child Exploitation and Online Safety

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

Our Online safety policy will clearly state that mobile phone or electronic communications with a student at our school is not acceptable other than for approved school business e.g. coursework, mentoring. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

<http://www.suffolkscb.org.uk/procedures/lscb-policies-guidance-and-protocols/child-sexual-exploitation-cse/>

## Domestic Violence and Abuse

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

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

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

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

## Online safety including sexting, cyberbullying and exploitation

Our ‘e-Safety’ policy clearly states that mobile phone or electronic communications with a student at our school is not acceptable other than for approved school business e.g. coursework, mentoring. Where it is suspected that a child is at risk from internet abuse including sexting or cyber bullying we will report our concerns to the appropriate agency.

## Gangs and youth violence

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

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

### **Private Fostering**

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

- parent
- person who is not a parent but has parental responsibility
- close relative
- Local Authority for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Westfield Primary Academy to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

### **Trafficked Children**

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

### **Preventing Radicalisation and Extremism**

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

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

#### **Faith abuse**

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is

abusive and will result in a criminal conviction of those using this form of abuse even if the intention is to help the child.

### **Female Genital Mutilation**

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

### **Forced Marriage**

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

### **Honour Based Violence**

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

### **Peer on peer abuse**

Staff should recognise that children are capable of abusing their peers. Peer on peer abuse can manifest itself in many ways. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found.

The allegation:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the school
- indicates that other pupils may have been affected by this student
- indicates that young people outside the school may be affected by this student.

### **Risk factors against children could include:**

1. Physical Abuse
  - violence, particularly pre-planned
  - forcing others to use drugs or alcohol
2. Emotional Abuse
  - blackmail or extortion

- threats and intimidation
- 3. Sexual Abuse
  - indecent exposure, indecent touching or serious sexual assaults
  - forcing others to watch pornography, sexting, revenge-porn
- 4. Child Sexual Exploitation
  - encouraging other children to attend inappropriate parties
  - photographing or videoing other children performing indecent acts
- 5. Gang and relationship abuse

In areas where gangs are prevalent, older pupils may attempt to recruit younger pupils using any or all of the above methods. Young people suffering from sexual exploitation themselves may be forced to recruit other young people under threat of violence.

When an allegation is made by a pupil against another pupil, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the Designated Safeguarding Lead (DSL) should be informed. A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances. The DSL should contact children's social care or the LADO to discuss the case. It is possible that children's social care are already aware of safeguarding concerns around this young person. The DSL will follow through the outcomes of the discussion and make a social services referral where appropriate. The DSL will make a record of the concern, the discussion and any outcome and keep a copy in the files of both pupils' files.

If the allegation indicates a potential criminal offence has taken place and the allegation is found to not be malicious rumour, the police should be contacted at the earliest opportunity and parents informed (of both the pupil being complained about and the alleged victim).

It may be appropriate to exclude the pupil being complained about for a period of time according to the school's behaviour policy and procedures. The school should be informed that the young person raises safeguarding concerns, for example, they are coming back into school following a period in custody or they have experienced serious abuse themselves. These pupils will need an individual risk assessment plan to ensure that other pupils are kept safe and they themselves are not laid open to malicious allegations. The school, in these cases, also has a duty to protect the privacy rights of any pupils for whom the allegation is made against or to.

Where neither children's social care nor the police accept the complaint, a thorough school investigation should take place into the matter using the school's usual disciplinary procedures.

In situations where the school considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan. The plan should be monitored and a date set for a follow-up evaluation with everyone concerned.

### **Children Missing Education**

The law requires that all schools have to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

Westfield Primary Academy must inform the local authority if any of our pupils are going to be removed from the admission register where they:

- have been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to

attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;

- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

**All schools including Westfield Primary Academy must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.** If a child's whereabouts is unknown by school and/or parents then police should be contacted via 101. Even if this is only for a short period of time as it helps to build a pattern and the history can be useful for future missing episodes.

Westfield Primary Academy will request at least 3 contact numbers for each pupil.

When contact cannot be made by phone with the parent of an unexpectedly absent child, The Safer Neighbourhood team will be notified. If it is deemed safe to do so, 2 members of staff will visit the family home.

If there is no answer when staff visit the family home, the police will be called immediately.

## **Safer Staff**

### **Safer recruitment and selection**

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

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

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

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

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

## **Safer Children**

### **Records and monitoring**

If we are concerned about the welfare or safety of any child, we will record our concern on the agreed report form and give this to the Designated Safeguarding Lead. Blank copies of these forms are stored in a clearly marked file in Westfield Primary Academy or are available from the Designated Safeguarding Lead. Any information recorded will be kept securely in a locked filing cabinet. Children with active cases / involvement of other agencies and services shall have separate files kept. These files are the responsibility of the

Designated Safeguarding Lead and information will only be shared within school on a need to know basis for the protection of the child.

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

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

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

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

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

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

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

**This policy forms part of our Safeguarding and Welfare of Children policies, copies of which can be found on our website and are available as paper copies by writing to the Head Teacher.**

### **Safeguarding and Welfare of Children Policies,**

Acceptable Internet Use and Agreement Policy	Online Safety Policy
Administering Medicines Policy	Health and Safety at Work Policy
Anti-Bullying Policy	Pupil Behaviour and Discipline Policy
Attendance Policy	Safer Recruitment Policy
Complaints Procedure Policy	School Personnel Code of Conduct Policy
Confidentiality Policy	School Security Policy
Disclosure and Barring Service Checks Policy	Special Educational Needs and Disabilities Policy
Educational Visits and Activities	Visitors and Contractors Policy
Incident and Reporting Policy	Whistle Blowing Policy

**Review** : This policy is reviewed every year or whenever deemed necessary by the Head Teacher and Governors in the light of events and changes in the law.

This policy has been considered by Staff and Governors and adopted by the Governing Body of Westfield Primary Academy.

Signed : .....

Date: .....



### Recording Form for Safeguarding Concerns (MUST BE HANDWRITTEN)



Name of pupil/student making the disclosure/you are concerned about	Year Group	Tutor Group/Class	Your name and position

Nature of concern/disclosure. (Only record what was actually said/seen. DO NOT add your own opinion)			
Was there an injury/mark?	Yes/No	Did you see it?	Yes /No
Describe the injury/mark:			
Have you filled in a body plan to show where the injury/mark is and its approximate size? Yes/No			
Was anyone else with you?	Yes/No	If yes, who?	
Where were you?			
Has this happened before?	Yes/No	If yes, did you report the previous concern?	Yes/No
If yes, who did you pass it on to?		When did you pass it on?	
Does this concern involve a technological device? Yes/No			
If yes, discuss this with the E-Safety Lead.			
Who are you passing this form to? Name:			Date: Time:

Your Signature:

Date:

Action taken by Designated Safeguarding Lead (DSL)/Alternate

Have you informed the parents/carers? Yes/No

If no, please give the reason:

Have you made a referral? Yes/No

If yes, to whom (name and role)?

Have you given feedback to the member of staff who raised the concern? Yes/No

DSL/Alternate name:

Signature:

Date: