

Safeguarding and Child Protection Policy



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Safeguarding and Child Protection Policy for New York Primary School

September 2022

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INTRODUCTION

It is imperative that all schools fully recognise the responsibility they have regarding arrangements for safeguarding and promoting the welfare of children. We define Safeguarding as broader than 'child protection'. Safeguarding in our school, confirms what we do for all children, applies across the whole school and is linked to our overall culture, ethos and the principles we follow in school. Safeguarding in our school is child centred and ensures that at all times we work in the best interests of the child to ensure that school is a safe place for all of our children and young people to be. Safeguarding is everyone's responsibility.

We define Child Protection as what we do for children at risk of harm or significant harm, or who have been significantly harmed and we have separate clear procedures which are understood by ALL in place for this.

We define children and young people in our school as being children within the age ranges of 2 to 11 years, however we are aware that children includes everyone under the age of 18. We are also aware the siblings of children, not in our care, may also be affected under the terms of this policy and we have a responsibility to report concerns to safeguard them.

As appropriate, to safeguard any young person who is over the age of 18 who continues to receive education in our school, we operate in accordance with local guidance and will report suspicions/allegations of abuse or neglect to the Adult Social Care Gateway Team on 0191 6432777.

We accept and expect ALL in school to understand that safeguarding is everyone's responsibility.

In school we act in the best interest of all children and ensure we take all reasonable steps to prevent them from harm. Having appropriate safeguards in place not only protects and promotes the welfare of children/young people, but also enhances the confidence of pupils, staff, volunteers and parents/carers. Therefore, safeguarding arrangements should be considered in conjunction with the procedures outlined in Reference Document B.

Terms used in this document

- **ALL** is noted as meaning – all staff, agency workers and volunteers (including Governors) and placement students in school.
- DSL-Designated Safeguarding Lead
- Dp DDSL(s)-Deputy Safeguarding Lead(s).

Those statutory responsibilities are noted within the following legislation:
Section 175 of the Education Act 2002 states;

- a local education authority shall make arrangements for ensuring that the functions conferred on them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children.
- schools and Further Education (FE) institutions/colleges should give effect to their duty to safeguard and promote the welfare of their pupils
- the governing body of a maintained¹ school must make arrangements for ensuring that functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school
- an authority or body...must have regard to any guidance given from time to time by the Secretary to State.

This legislation makes child² protection responsibilities clear and places an obligation on schools to ensure that these responsibilities are met in full.

Safeguarding and promoting the welfare of children is defined in statutory guidance **Working Together to Safeguard Children**³ as:

- *protecting children from maltreatment;*
- *preventing impairment of children's health or development;*
- *ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and*
- *taking action to enable all children to have the best outcomes.*

Keeping Children Safe in Education (Sept 2022)⁴ outlines:

- *Safeguarding and promoting the welfare of children is everyone's responsibility.*
- *Schools and their staff are an important part of the wider safeguarding system for children.*
- *School staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.*
- *No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action.*

In addition,

¹ Maintained school means a community, foundation or voluntary school, a community or foundation special school or a maintained nursery school. The Education Act 2002 does not specifically refer to Academies; however, this duty is equally placed onto Academies by subsequent updated legislation.

² Child means a person under the age of eighteen.

³ Working Together guidance 2018 referred to throughout this document as 'the current Working Together' The 2020 updates are included in the version dated 2018.

⁴ Keeping Children Safe in Education (September 2022) referred to throughout this policy guidance as 'the current KCSE

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We accept and expect ALL in school to understand that safeguarding is everyone's responsibility.

In school we act in the best interest of all children and ensure we take all reasonable steps to prevent them from harm. Having appropriate safeguards in place not only protects and promotes the welfare of children/young people, but also enhances the confidence of pupils, staff, volunteers and parents/carers. Therefore, safeguarding arrangements should be considered in conjunction with the procedures outlined the document listed in Reference Document B

The policy was reviewed and ratified in September 2021 and will be reviewed again in July 2022 or sooner if required.

Signed by Head Teacher *Orman*

Signed by Chair of Governors.....

Signed by Safeguarding Governor.....

Safeguarding and Child Protection Policy Principles

New York Primary School safeguarding and child protection policy demonstrates our commitment to safeguard children from harm. The essential inclusions within our child protection policy are outlined below:

Principles	<ul style="list-style-type: none"> ● the welfare of the child is paramount ● we are clear on reference to principles, legislation and guidance that underpin the policy ● we are clear that the policy applies to ALL working with or supporting children within our school and ALL are clear on their role and responsibilities ● all concerns and allegations of abuse will be taken seriously by governors, staff and volunteers and responded to appropriately - this may require a referral to children's social care Front Door service, the Designated Officer for the Local Authority (referred to as <i>LADO</i>), Joanne Dean or Hayley Muir in Joanne's absence 07971851029 and other agencies as appropriate ● arrangements are in place for the policies and the supporting procedures and updates to be reviewed to ensure that they reflect good/current practice ● links are made to all associated policies and procedures which promote children's safety and welfare which includes but is not limited to health and safety, anti-bullying, protection of children online/online safety, mental health, peer to peer violence and abuse, behaviour and procedures for those with special education needs and disabilities (SEND). ● Low level concern is any form of concern, unease or nagging doubt about conduct of staff and/or visitors in school. It would include behaviour that is not consistent with the staff code of conduct and would include concerns over an individual's conduct outside school. Even if it is thought that a concern would not meet threshold staff need to know how and what action they could take (DSL team/LADO).
Equality of Application	<ul style="list-style-type: none"> ● no child or group of children must be treated any less favourably than others in being able to access education which meets their particular needs ● all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
Up to Date	<ul style="list-style-type: none"> ● our policy is reviewed, approved and endorsed by the Governing Body annually, when legislation changes or as and when safeguarding arrangements or practice in school necessitates the need for an additional review.

Coronavirus response to Safeguarding in school	<ul style="list-style-type: none"> in addition to having a child protection policy in place reflecting business as usual, a coronavirus addendum that summarises key coronavirus related changes should be in place alongside this policy for the duration of any coronavirus restrictions. This addendum may become inactive, be reinstated or updated if necessary, as Covid-19 restrictions change. Guidance on the current North Tyneside safeguarding and child protection policy Covid-19 addendum can be found at reference document C of this policy guidance document. Schools should decide as and when the addendum to the policy applies.
Recruitment	<ul style="list-style-type: none"> we operate an effective safe recruitment, selection and vetting procedure in accordance with Part Three of the current KCSE (2022). This includes conducting online searches on shortlisted candidates.
Communication	<ul style="list-style-type: none"> children and parents/carers are informed of the policy and procedures and a copy is placed on the school website. Paper copies are available from the school office for those who cannot access the school website online.

CHILD PROTECTION PROCEDURES AND SYSTEMS

These are the procedures and systems which provide clear step-by-step guidance on what to do in different circumstances and they clarify roles and responsibilities. Systems for recording information and dealing with complaints are also in place to ensure implementation and compliance.

Our child protection procedures are linked to the North Tyneside Safeguarding Children Partnership (NTSCP) multi agency safeguarding arrangements.

Responsibility	a named senior designated safeguarding lead (and deputy/ies) with a clearly defined role and responsibilities in relation to child protection, appropriate to the level at which s/he operates
Clarity of Understanding	a description of what child abuse and exploitation is, and the procedures for how to respond to it where there are concerns about a child's safety or welfare including the need for early help, concerns about the actions of a staff member, governor or volunteer. This includes concerns that are raised about a child from their home life, wider community and/or time spent online .
Responsibilities are clearly understood	<ul style="list-style-type: none"> relevant contact details for children's services, police, health, the Designated Officer for the Local Authority (referred to as the LADO), Child Exploitation Online Protection Centre (CEOP) for e-Safety concerns and NSPCC help lines are made available to ALL a code of behaviour for staff, governors and volunteers; the consequences of breaching the code are clear and linked to disciplinary and grievance procedures. Staff should also be clear on the 'low level concerns' policy outlined in the staff code of conduct.

	<ul style="list-style-type: none"> ● safe recruitment⁵, selection and vetting procedures that include checks into the eligibility and the suitability of all governors, staff, agency workers, supply staff and volunteers who have direct or indirect contact with children. This can extend to online checking. ● systems to ensure that all staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about child protection in accordance with their roles and responsibilities; safeguarding induction training is now mandatory for all those who work directly with children, young people, their families and/or carers ● requirements for staff, governors and volunteers to learn about child protection in accordance with and as appropriate to their roles and responsibilities, including but not limited to the emerging issues of e-safety, domestic abuse⁶, honour based abuse, forced marriage, female genital mutilation, children who live away from home or go missing⁷, child sexual exploitation, child criminal exploitation, serious violence and violent crime, race and racism ,extremism and peer on peer/child on child abuse including harmful sexualised behaviours⁸ . ALL staff should read Part One and Annex B of the current KCSE for further information on safeguarding issues. ● School understands their responsibility in line with the Prevent Duty (2015) and are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. School also builds pupils' resilience to radicalisation by promoting fundamental British Values and enabling them to challenge extremist views. Pupils are encouraged to debate controversial issues and school provides a safe space in which pupils and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. All DSLs and their deputies should access training⁹ to raise awareness of the Prevent agenda¹⁰ and issues of extremism and radicalisation ● Our safeguarding policy and procedures are tailored to our children and their needs and take into account any particular vulnerabilities of the children with whom we have contact. This can include but is not limited to very young children, those living with parental drug/alcohol misuse, adult mental health issues, domestic abuse, those with young carers
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⁵ In accordance with current KCSE part three

⁶ Including engagement with the Operation Encompass scheme between police, children's social care and schools

⁷ Including engagement with the Operation Endeavour scheme between police, children's social care and schools

⁸ In accordance with current KCSE part five

⁹ Available through the North Tyneside e-learning available [here](#) or [Home Office e-learning](#)

¹⁰ [Advice](#) on The Prevent Duty for schools

In line with recommendations from the Wood review (2016) and Working Together (2018), a new statutory framework for multi-agency safeguarding arrangements will replace LSCBs from Sept 2019. Associated policies, procedures, audits and processes will be updated in due course.

	<p>responsibilities or part of a homeless family or family with prisoner or offending parents or carers, special educational needs and/or disability, frequently missing children or those engaging in criminal or ant-social behaviours who may be at risk of exploitation. Those who have returned home from care or who are privately fostered can also be vulnerable as can those children and young people with mental health needs and those misusing drug or alcohol themselves</p> <ul style="list-style-type: none"> ● In line with the current KCSE and the 2019 review of Children in Need,¹¹ a teacher of children with an allocated social worker (or have previously been allocated a social worker), will be supported to promote their welfare and educational outcomes. ● Signs and indicators of abuse can be found here on the NSPCC website. ● All staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. School staff are not expected or trained to diagnose mental health conditions or issues but may notice behaviours that may be of concern. Where staff have a mental health concern about a child that may also be a safeguarding concern, they should raise the issue by informing the named lead person for mental health issues in school (Mrs J Potter) who will be closely linked to the designated safeguarding lead (or deputy). ● Operation Encompass ensures that following any domestic abuse incident being reported to the police, the police will make contact with Children’s Social Care Front Door service who will then communicate relevant and necessary information to our nominated school staff, (J Wilbraham and/or J Shaw) the next morning. This will ensure our school is made aware at the earliest possible opportunity and can subsequently provide support to our pupils in a way that means they feel safe and listened to ● Operation Endeavour follows the same principles as Operation Encompass, but reports are shared from the police with children Social Care and schools when a child or young person is using or has had a missing episode.
Record Keeping/ Confidentiality	<ul style="list-style-type: none"> ● a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation and kept for a time specified by other partners.School uses CPOMS. ● guidance on confidentiality and information sharing, legislation compliant, and which clearly states that the protection of the child is the most important consideration.

¹¹ [DfE Review of Children in Need, June 2019](#)

Child Protection Policy Information

There are four main elements to our policy:

1. PREVENTION

- through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school protective ethos.

2. PROCEDURES

- for identifying and reporting cases, or suspected cases of harm/abuse.

3. SUPPORT TO PUPILS

- who may have been harmed / abused.

4. PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN

- including staff, agency workers, volunteers (including Governors), community education staff, other professionals and other visitors who may be working in school or coming into contact with children.

Also included within our policy are reference documents which further support the application of our policy within school.

1) PREVENTION

The safety and well-being of all of our pupils is our highest priority. It is our responsibility to

- know everyone as an individual and to
- provide a secure and caring environment so that every pupil can learn in safety and can develop their full potential and feel positive as an individual.

To achieve this we recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult in a safe environment helps prevention.

In New York Primary School we will therefore:

<u>Adults</u>	<u>Children/Young People</u>
<ul style="list-style-type: none">● provide induction which includes relevant information on child protection to ensure that individuals understand and discharge their role and responsibilities, to include but not be limited to the Child Protection Policy, Part 1 of the current KCSE (and Annex B), Code of Conduct/Staff behaviour Protocol (including the procedures for reporting low level concerns) identity and role of the Designated Safeguarding Lead (DSL) and any deputies, pupil behaviour policy (which now needs to include	<ul style="list-style-type: none">● ensure children/young people know that there are adults in school whom they can approach if they are worried or in difficulty● establish and maintain an ethos where children/young people feel secure, are encouraged to talk and are listened to● ensure all staff should be able to reassure children and young people that they are being taken seriously and that they will be supported and kept safe. A child should never be given the impression that they are creating a problem by reporting abuse, sexual

<p>measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying), Child on Child abuse policy and the school's response to children missing education and whistleblowing procedures.</p> <ul style="list-style-type: none"> ● provide induction training that is structured to ensure all new staff, agency workers and volunteers (including Governors) can attend appropriate child protection training and online safety training as soon as reasonably possible after their appointment ● provide all staff with regular safeguarding and child protection updates (at least annually) which is in line with advice and changing practice – both nationally and locally ● ensure that all staff receive training endorsed locally on child protection at least every three (3) years ● ensure that the DSL (s) and/or deputies (DDSLs) attend North Tyneside Safeguarding Children Partnership (NTSCP) multi-agency safeguarding Training every two (2) years ● in addition to DSL formal training and any general staff updates, the DSL (and deputies) are supported to update their knowledge and skills (e.g. via e bulletins, meeting other DSL's or taking time to read and digest safeguarding developments) at regular intervals and at least annually. 	<p>violence or sexual harassment. Nor should a child ever be made to feel ashamed for making a report.</p> <ul style="list-style-type: none"> ● encourage and reinforce essential skills for every child/young person such as self esteem, confidence building, independent thinking and making assessments of risk based on their own judgements and help children/young people develop realistic attitudes to the responsibilities of adult life ● develop and deliver a robust curriculum which is fit for purpose and includes activities and opportunities in the curriculum which equip ensure that appropriate filters and monitoring systems are in place but that “over blocking” does not prevent children/young people having the skills they need to stay safe from harm/abuse and to know to whom to turn for help ● children are taught about safeguarding, including online¹², through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through personal, social, health and economic education (PSHE) including relationship and sex education (RSE)¹³ <ul style="list-style-type: none"> ● consider restrictions of what children can be taught with regards to online teaching and safeguarding. ● safeguard children from potentially harmful and inappropriate online material by ensuring appropriate filters and monitoring systems are in place ● follow the advice provided in the current KCSE-Annex D to support
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¹² See DfE guidance on Teaching Online Safety in Schools [available here](#)

¹³ The government has made regulations making Relationship Education (for all primary pupils) and Relationship and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded schools) compulsory from September 2020. Guidance [available here](#).

<ul style="list-style-type: none"> we also encourage the inclusion of service provider teams who are based on site being included in training and/or updates. 	<p>governors, staff, pupils and parents as we increasingly work online to understand the risks associated with online content, contact, conduct and commerce</p>
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In New York Primary School we have rigorous and robust procedures in place to ensure that the adults in our school are able to carry out their child protection and safeguarding duties highly effectively.

Our overall school ethos and curriculum are designed to ensure that our children develop and apply the skills, knowledge and understanding to keep themselves safe. This includes a range of systems in school through which children can communicate effectively with adults to ensure that if they need to talk someone will listen and help.

2. CHILD PROTECTION PROCEDURES

In school we follow procedures in line with the North Tyneside Safeguarding Children Partnership (NTSCP) local Multi-agency Safeguarding arrangements.

We are aware of these procedures and ensure that they are incorporated into the practice, policy and procedures that we operate in school.

We will contact North Tyneside's Front Door Service as the first point of contact with Children's Social Care Front Door service for concerns about the safety or welfare of a child/young person in North Tyneside. However, we are also aware that we can ring the North Tyneside Multi Agency Safeguarding Hub (MASH) Professionals Helpline should we need advice prior to calling the Front Door Service. We understand that the Front Door Service is the access point to the MASH which has a multi-agency duty team (including police), who offer information, support and services including information about early help and will respond to concerns. Reference Document A attached at the end of this policy includes Front Door and MASH Helpline contact details.

In school, we ensure that all staff are aware that they have a professional responsibility to share information with other professionals and agencies in order to safeguard children/young people. All staff are aware of confidentiality protocols, adhere to these and ensure that information is shared appropriately. In school we all understand the need for and respect the appropriateness of the Head Teacher or DSL (or any DDSLs) or Designated Teacher for Looked After Children¹⁴ disclosing any information about a pupil to other members of staff on a need to know basis only.

However, in line with the current KCSiE, we share information about the welfare, safeguarding and child protection issues that children, including children with an allocated social worker (or have previously been allocated a social worker), are experiencing, or have experienced, with relevant teachers and school staff in order to promote their welfare and educational outcomes. This is in line with the recent review of Children in Need.¹⁵ It is legitimate to share information without consent where it is not reasonably practicable to gain it.

¹⁴ In line with [2018 guidance](#) for the designated teacher for looked-after and previously looked after children

¹⁵ [DfE Review of Children in Need, June 2019](#)

We ensure that staff understand academic progress and attainment of these children and maintain a culture of high aspirations for this cohort. We support teaching staff to identify the challenges that children in this group might face and the additional pastoral and academic support and adjustments to be made to best support these children.

In school, we ensure that all staff are aware that any information a child/young person discloses regarding harm/abuse of themselves or of another child/young person must be shared as appropriate and cannot be kept secret. All staff are aware the children may not feel ready or know how to tell someone they are being abused and may not always recognise experiences as harmful. This would not prevent staff having professional curiosity. In addition to our overarching principles which operate to ensure child protection is effective we also have 5 areas of focus. We believe that this ensures child protection procedures are easier to understand for ALL and better ensures we are operating our child protection procedures effectively. Each area of focus is of equal importance:

- Training & Awareness for All
- Identity, role & Responsibilities of the DSL & Deputy DSLs
- Safeguarding in Practice
- Working with Others
- Teaching & Learning and the Curriculum

3) SUPPORTING PUPILS

In school we recognise that children/young people, who are harmed, abused or witness violence/abuse may find it difficult to develop a sense of self-worth, they may feel helplessness, humiliation and some sense of self-blame.

School may be the only stable, secure and predictable element in the lives of children/young person at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn. We recognise that some children/young people actually adopt abusive behaviours and that these children/young people must be referred on for appropriate support and intervention.

<p>In school we will endeavour to support the pupil through:</p>	<ul style="list-style-type: none"> ● the content of the curriculum to encourage self-esteem and self-motivation ● the school ethos which promotes a positive, supportive, and secure environment and gives pupils a sense of being valued ● the school's pupil behaviour policy which is aimed at supporting vulnerable pupils in school including those with mental health difficulties ● ensuring all staff are aware of their responsibility to provide a consistent approach, which focuses on pupil behaviours and choices but does not damage the child/young person's sense of self-worth. ● endeavouring to ensure that the pupil fully understands the consequences of unacceptable behaviour in such a way that
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	<p>preserves self-esteem and encourages future positive relationships with peers</p> <ul style="list-style-type: none"> ● victims of abuse where they have been forced and/or coerced into behaviours that have resulted in harmful, risky and exploitative situations such as criminal or sexual exploitation, radicalisation, forced labour - liaison with other agencies as appropriate which support the pupil including child and adolescent mental health services where appropriate. These experiences and risks may not always involve immediate family and staff are aware of the concerns around extra familia risk and abuse ● Staff have an appreciation that children may not always be ready or happy to make a disclosure and relationships with trusted adults in school will support them through this. ● a commitment to develop productive and supportive relationships with parents whenever it is in a pupil's best interest to do so ● recognition that children/young people living in a home environment where there is risk, e.g. domestic abuse, drug or alcohol abuse, other health or wellbeing concerns, are vulnerable and in need of support and protection ● fully support children <p>vigilantly monitoring children/young people's welfare, keeping records (separate to child/young persons school record and in accordance with the schools record management practices) and notifying relevant services <u>as soon as there is a concern.</u></p> <ul style="list-style-type: none"> ● ensuring that when a pupil subject to a child protection plan leaves or the school holds relevant safeguarding information, this will be transferred to the new school within 5 days for an in-year transfer or within the first 5 days of the start of a new term as this will help them put in place the right support to safeguard this child and to help the child thrive in the school. This will be transferred separately from the main pupil file (in accordance with the current KCSE), ensuring secure transit and confirmation of receipt will be obtained ● All staff are aware of the importance of professional curiosity and low level concerns.
<p><u>Special Educational Needs (SEN) and Disability</u></p>	<p>We recognise that statistically children/young people with disabilities and/or behavioural difficulties are more vulnerable to harm/abuse. School staff who deal with children/young people with disabilities, sensory impairments and/or emotional and behaviour problems recognise that these children can face additional safeguarding challenges such as</p>

	<ul style="list-style-type: none"> • assumptions that indicators of possible abuse such as behaviours, mood and injury automatically relate to a child's disability without further exploration • being more prone to peer group isolation or bullying (including prejudice based bullying) than other children • that children with SEN and disabilities can be disproportionately impacted by things like bullying – without outwardly showing any signs; and • communication barriers and difficulties in overcoming these barriers • To address these additional challenges, staff are made aware of these increased vulnerabilities for children/young people with SEND.
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4) PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN / YOUNG PEOPLE

<p>In school we will:</p>	<ul style="list-style-type: none"> • operate Safe Recruitment practices including ensuring appropriate Data Barring Service (DBS) and reference checks are undertaken according to the current KCSE for all staff, agency workers and volunteers (including Governors) before individuals are appointed or placed into school • Include on line checks for potential staff at shortlisting stage • ensure that at least one member of the governing body and the Head teacher is trained in Safe Recruitment Practices and at least one person who conducts the interview has completed safer recruitment training • ensure that all Governors in maintained schools have in place an enhanced DBS certificate without barred list check unless they are also in regulated activity and a Section 128 check regarding the management of a school¹⁶ • ensure that all staff, agency workers and volunteers (including governors) are appropriately inducted and supported following their appointment • ensure that all staff, agency workers and volunteers (including Governors) are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents including having access to the school's code of conduct which includes procedures for low level concerns, and Safer Consortium's Safer Working Practices for Adults who work with Children and Young People. Please note, from April 2020, this also included an addendum in relation to potential changes to working practices due to the Covid-19 lockdown. Both versions are available here.
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¹⁶ In accordance with Page 67 of KSCE 2022 which notes a person prohibited under S128 is also disqualified from holding or continuing to hold management office or as a governor of a maintained school (e.g. Community or Foundation School (Church or Learning Trust)).

	<ul style="list-style-type: none"> ● ensure that staff, agency workers and volunteers (including Governors) are aware that sexual relationships between them and pupils aged under-18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust) ● ensure that any proceedings against staff relating to child protection matters are concluded in full even where the member of staff is no longer employed at the school and that notification of any concerns is made to the relevant authorities, professional bodies and included in references where applicable ● ensure allegations are dealt with properly where school is not the employer e.g. allegations against supply teachers. In no circumstances will we cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the Local Authority Designated Officer (LADO) to determine a suitable outcome. When using an agency, we will inform them of our process for managing allegations and will keep the agency involved and informed throughout any cases of allegations against their agency/supply workers. ● Allegations Management: <ul style="list-style-type: none"> ○ implement Part 4 of the current KCSE (<i>Allegations made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors</i>) and all other relevant Safeguarding and Child Protection policies ○ in the event of an allegation against staff, school will consult with the Designated Officer in the Local Authority (referred to as the LADO) – see the information attached for contact details
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GOVERNING BODY - CHILD PROTECTION RESPONSIBILITIES

All schools are required to have in place a range of measures which support safeguarding in schools. The Child Protection Policy is one of those measures. All governing bodies have a responsibility to ensure that child protection, safeguarding and promoting the welfare of children are paramount in how the school operates and are embedded within the schools operating practices and culture.

The governance handbook (DfE, 2020) [found here](#) outlines that governing bodies should ensure effective procedures linked to all areas of safeguarding children which includes but is not limited to Early Help, the Prevent Duty, Peer on Peer abuse and Mental Health. Governors should also be clear on the role of the Designated Safeguarding Lead as (outlined in Annex B of Keeping Children Safe in Education) and dealing with allegations made against staff (as outlined in Part 4 of Keeping Children Safe in Education).

All governing bodies must therefore ensure the following procedures are in place in accordance with;

- Working Together to Safeguard Children (2018), found [here](#) (with amendments Dec 2020)¹⁷
- Keeping Children Safe in Education (KCSE 2022)¹⁸ [found here](#)¹⁹.
- Multi-agency Safeguarding Arrangements and (LA) guidance and locally agreed inter-agency safeguarding procedures. This includes the completion of the S11 audit which must be completed and returned to North Tyneside Safeguarding Children Partnership (NTSCP) multi-agency safeguarding arrangements [found here](#)

New York Primary School's Governing Body fully recognises that it needs to challenge and ensure that the Child Protection policy clearly demonstrates how child protection matters are managed in school.

Please Note: ***Within the policy where it refers to ALL it is noted as meaning – all staff, supply and agency workers and volunteers (including Governors).***

In New York Primary School the governing body ensure:

<p><u>Overarching Principles:</u></p>	<ul style="list-style-type: none"> • we have a DSL for Child Protection who is part of the school senior leadership team • the DSL takes lead responsibility for safeguarding and child protection and this is explicitly noted in their job description and whilst some of the activities of this role may be delegated to appropriately trained and experienced deputies, however, the ultimate lead responsibility for safeguarding and child protection remains with the DSL as this cannot be delegated • the DSL and their Deputies will undertake appropriate multi agency training every two (2) years • we have 4 appropriately trained and experienced Deputy DSL's (DDSL's) in school and these arrangements are clearly communicated to staff, agency workers, volunteers and governors • staff, agency workers, volunteers and governors are clear where they have a concern or a query relating to a child/young person that they need to contact the DSL/DDSL in school²⁰ • all staff, agency workers, volunteers, governors and other adults supporting/working in school knows what to do if they have any concerns about a child, including referring the matter to the DSL/DDSLs who should always be available to discuss safeguarding concerns. If in exceptional circumstances, the DSL or deputy DSL is not available, this
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¹⁷ Despite updates made to Working Together in December 2020, the online version of the guidance continues to be dated July 2018. More information [here](#)

¹⁸ References to the new Keeping Children Safe in Education 2022 throughout this document will be 'the current KCSE'

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²⁰ For service providers staff based in school, we are clear that those staff are also clear on appropriate reporting protocols which have been issued to their staff and how this aligns into our school policy.

should not delay appropriate action being taken. Staff should consider speaking to a member of the Senior Leadership team and/or take advice from Children's Social Care Front Door service

- all staff, agency workers, volunteers, governors and other adults supporting/working in school are provided with an immediate induction relevant to their role in school, this induction will then increase as appropriate linked to their role in school and the expected duration of that role
- on induction, all staff, supply staff, agency workers, volunteers and governors will be provided with a copy of our child protection policy, safeguarding arrangements (including procedures for peer on peer abuse, online safety ,children missing education, pupil behaviour and recognising the additional vulnerabilities of those with SEND), code of conduct/behaviour/low level concerns protocols for staff, Part 1 of the current KCSE (including Annex B (if working directly with children) the whistle blowing policy and guidance for safer working practices from the Safer Recruitment Consortium. Please note, from April 2020, this also included an addendum in relation to potential changes to working practices due to the Covid-19 lockdown. Both versions are [available here](#). ALL will be supported and then expected to understand how these policies and guidance documents apply to their role in school
- all staff, supply staff, agency workers, volunteers and governors will be provided the names and contact arrangements of the DSL/ DDSL, the MASH professional's helpline, Children's Social Care Front Door service and the NSPCC Help Line's which include the Whistleblowing helpline and the Report Abuse in Education helpline. This list will be reviewed regularly but at least annually by the DSL to ensure that it remains up to date and any necessary updates notified to ALL immediately (attached as Reference Document A)
- all visitors will be required to sign in at reception in accordance with our visitor's protocol and will be required to operate within the conditions contained in this document. In addition to child protection, safeguarding and health and safety, this visitor's protocol is noted as being our part of our 'induction' for visitors
- ensure all staff, agency workers, volunteers and governors are aware of the need to maintain appropriate and professional boundaries in their relationships with pupils and parents. We will support this practice via induction and periodic training/updates to support a practical understanding of the guidance that school provides on safe working practices

	<ul style="list-style-type: none"> ● all staff, agency workers, volunteers and governors will be assigned an 'induction' mentor for a set period of time following their appointment within school. The duration of the 'induction period' set will be tailored to suit the role and the time duration of the role that each individual will be undertaking in school ● the DSL and DDSL's are issued with an appropriate job description/role clarity for this role which incorporates Annex C of the current Keeping Children Safe in Education ● staff understand and recognise the importance of the role of the DSL/DDSL. In addition to this all staff understand their own professional and personal duties and responsibilities in relation to safeguarding children <ul style="list-style-type: none"> ● the DSL/ DDSL takes advice from the MASH professional's helpline and Children's Social Care Front Door service when managing cases where there is or may be a concern that warrants further support or intervention in line with the Local Threshold Guidelines ● this policy is accessible to ALL, placed on both the New York Primary School website and paper copies will also be available from the school office for colleagues to access who do not have day-to-day access to a school network/PC ● this policy and its associated guidance is reviewed by the governing body annually and/or following a required review and the lead responsibility for ensuring that this happens is assigned to the DSL ● the Governing Body we receives a confidential annual report from the DSL and the Safeguarding Governor. This provides updates of practice that operates in school, including but not limited to any changes linked to legislation, development of good practice, analysis of current safeguarding patterns and trends, feedback from staff and the child's voice linked to safeguarding practice in school. This is to provide assurance to the Governing Body that both safeguarding and child protection is operating effectively at all levels in school. The school will also complete a Section 11²¹audit as and when requested by the North Tyneside Safeguarding Children Partnership (NTSCP) to further evidence that safeguarding arrangements are effective ● parents have an understanding of the responsibility placed on school and staff for child protection. This is achieved in school as we clearly communicate our policy in information
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²¹ Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children

	provided to parents and ensure our Child Protection Policy is published on the website.
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<p><u>Training & Awareness for ALL</u></p>	<p>The DSL for Child Protection in school will ensure all relevant persons who in school we define to include all staff, agency workers and volunteers (including Governors) who have contact with children/young people</p> <ul style="list-style-type: none"> ● will know the name of the DSL/DDSL's, their roles, contact details and who they are – to achieve this the DSL will as a minimum issue contact details outlined at the end of this policy to ALL and will ensure that this information is reviewed/updated and re-issued regularly but at least annually as appropriate ● all staff will be provided with basic child protection training (by the DSL or deputy DSL), immediately that they are appointed/placed in school and then attend locally endorsed child protection training for school based staff within a half term. ● all staff will receive Multi Agency child protection training for school based staff at least every three (3) years ● the 3 yearly training offered to all staff will also be made available to volunteers and governors who have direct contact with children/young people and also any agency workers who are on placement with school at the point of time the training is delivered will also be included in the attendance ● ALL will also receive regular safeguarding and child protection updates (regularly and at least annually) from the DSL and the DDSL's which is in line with advice and changing practice – both nationally and locally ²² ● the DSL and the DDSL's will attend Multi Agency Child Protection Training every two (2) years for the child protection ● the DSL/DDSL are supported to update their knowledge and skills on a periodic basis. This will be achieved by them accessing e-bulletins, briefings, network meetings etc via their appraisal/mentor process and in taking time to read and digest safeguarding developments
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²² For service providers staff based in school we are clear that those staff are also support to understand how their employers policy and practices align into our school policy and safeguarding culture.

	<ul style="list-style-type: none"> ● opportunities are provided for staff to contribute to and shape safeguarding arrangements and child protection policy and protocols by discussion and consultation at staff meetings, policy reviews, in house CPD and external development. ● ALL are provided with additional reference documents – included within our policy to ensure that they understand: <ul style="list-style-type: none"> ○ who to contact when they have a concern (attached as Reference Document A) ○ information relation to the other policies that operate in school which support safeguarding and child protection (attached as reference document B) ○ any amendments to practice where Covid-19 regulations require a change in staffing, contact with children, other arrangements etc. (attached as reference document C) <p>As the current KCSE includes research linked to Serious Case Reviews²³ we are aware of the dangers of failing to take appropriate action to safeguard children. Poor safeguarding practice includes failing to act on low level concerns and refer the early signs of abuse and neglect, poor record keeping, failing to listen to the views of the child, failing to re-assess concerns when situations do not improve, not sharing information with the right people within and between agencies, sharing information too slowly and a lack of challenge to those who appear not to be taking action. In addition staff in school will give consideration to those children who have witnessed harm or abuse whether a pupil in school or not and make necessary referral.</p> <p>Our practice promotes early identification, intervention, reporting and support and we have in place practices to ensure that all concerns, discussions and decisions made and the reasons for those decisions are recorded in writing. Where staff have doubts, they are clear that they must talk to the DSL or the DDSL's who will ensure that information is appropriately recorded, reviewed and any necessary actions taken</p> <p>Information and processes for providing Early Help, Prevention and Intervention in North Tyneside can be found here</p>
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<p><u>Role & Responsibilities of the DSL</u></p>	<p>The DSL is clear on their role and responsibilities for safeguarding and child protection, understands that they cannot delegate this responsibility and in carrying out this role they are clear on what they are responsible for which ensures that all</p>
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²³ An analysis of Serious Case Reviews can be found [here](#)

	<p>relevant persons in school are clear on the role of the DSL and DDSL's</p> <ul style="list-style-type: none"> ● the DSL and the DDSL's are responsible for ensuring that ALL are issued with a copy of the current Keeping Children Safe in Education - Information for all school and college staff (Part ONE) September 2022 (and for those that work directly with children and school leaders, Annex B as appropriate) and ensure that individuals have read, understood and are able to discharge their role and responsibilities as set out in this document ● to ensure that all policies, procedures, guidance and practice are in place in school to ensure effective safeguarding and child protection and to ensure that those policies, procedures, guidance and practice are updated and implemented in a timely way ● work with the Local Authority and other agencies to ensure that we are able fulfil our duties and responsibilities in relation to Safeguarding and Child Protection arrangements, which will include but not be limited to completion of an annual return e.g. including a Section 11 audit. ● work to develop effective links with relevant agencies including the police and cooperate as required with their enquiries regarding welfare and child protection matters including attendance and written reports at meetings, ensure that clear detailed written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Children's Services immediately are maintained appropriately in school. The outcomes and decisions made will also be recorded. ● ensure all records are kept to the required standard/guidance, are secure, have limited access and in locked locations ● to work closely with the Safeguarding Governor to ensure that they are clear on their role and responsibilities in relation to safeguarding and to work within them throughout the year and in production of the annual report to Governors and the Section 11 audit
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<p><u>Safeguarding</u> in <u>Practice</u></p>	<p>The DSL will ensure all relevant persons:</p> <ul style="list-style-type: none"> ● know that they have a professional responsibility for sharing concerns about a child's safety and welfare with the DSL/DDSL in school and understand their personal responsibility with regards to safeguarding and child protection matters in school
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	<ul style="list-style-type: none"> ● understand that school staff are in an important position to identify concerns including low level, early and provide help for children, where relevant and linked to the Local Threshold Guidelines to prevent concerns escalating ● ensure that all staff know what to do if a child tells them he/she is being abused or neglected and how to maintain appropriate levels of confidentiality whilst at the same time liaising with the DSL, the DDSL's another member of senior staff or children's social care. Staff should be aware that they should never promise a child that they will not tell anyone about an allegation – as this may ultimately not be in the best interests of the child. ● for teaching staff - the DSL and DDSL's will ensure that each teacher understands their professional duties linked to Teachers Standards and what is expected of them as a teaching professional including the Female Genital Mutilation (FGM) mandatory reporting duty²⁴ ● know that if a child/young person's situation does not appear to be improving the adult with concerns should press for 'reconsideration' – and should clearly understand what this means and how this operates within the context of the child protection policy ● understand the need to be vigilant in identifying cases of harm/abuse and are able to immediately report concerns when they arise ● know that information a child/young person discloses regarding harm/abuse of themselves or another child/young person must be shared as appropriate, and cannot be kept secret. Understand that some children may find disclosure difficult. Ensure confidentiality protocols are adhered to and information is shared appropriately. ● know how to support and to respond to a child/young person who tells of harm/abuse or other matters that have the potential to be a cause for concern/harm by following the following guidance ● Take appropriate action for those who have witnessed harm or abuse <p>RECEIVE</p> <ul style="list-style-type: none"> ● React calmly; be aware of your non verbal messages. ● If you don't understand the child's communication method, reassure the child, and find someone who can. ● Don't interrogate the child, observe and listen, use active listening techniques.
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²⁴ 1 If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police. See Annex A of the current KCSE for further details and the Home office Procedural information which can be found [here](#)

- Don't stop a child who is freely recalling significant events.
- Keep responses short, simple, slow, quiet and gentle.
- Don't end the conversation abruptly.

REASSURE

- Tell the child they are not to blame; and have done the right thing by telling you.
- Tell the child what will happen next; be honest about what you can and can't do.
- Don't promise confidentiality; say to the child, 'Some things are so important I might have to tell them to somebody else'.

REACT

• Explain what you have to do next and whom you have to tell.
Inform the Designated Safeguarding Lead (DSL) or deputy DSL immediately.

- understands that the Head teacher, DSL or the DDSL in school will disclose any information about a pupil to other members of staff on a need to know basis only
- recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children/young people and know that those concerns will be:
 - addressed
 - managed sensitively and effectively
 - dealt with in a timely manner
 - dealt with in accordance with schools agreed policies/practices, including Whistle blowing Policy.
- understand that if they have a concern about another adult in school (including agency workers, volunteers, governors, other staff/adults – including but not limited to Local Authority, Health, etc) they must refer the matter to the Head Teacher (whose contact details are noted at the end of this document). Where the concerns are about the Head Teacher, they should refer the matter to Chair of Governors (whose contact details are noted at the end of this document) - as outlined in Part 4 of the current KCSIE and as noted to all adults in school as part of induction and training protocols
- ensure that staff are able to recognise that children are capable of abusing their peers and ensure that the child protection arrangements in school have in place procedures to minimise the risk of peer on peer abuse and how such allegations are managed.

our peer on peer, (child on child) abuse policy in school reflects the different forms peer on peer abuse can take, is clear that this is abuse and will not be tolerated. The policy also notes how victims of peer on peer abuse will be supported in school and considers the issues as outlined in Part 5 of the current KCSIE regarding child on child sexual violence and sexual harassment.

	<p>In school we take the approach that child on child abuse is happening and that in certain circumstances children perceive it as normal. Staff do not dismiss this possibility and are vigilant to child on child abuse.</p>
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<p><u>Working with Others</u></p>	<p>The DSL for child protection in school will co-ordinate and lead on the following:</p> <ul style="list-style-type: none"> ● undertaking appropriate discussion with parents prior to involvement of another agency unless doing so would place the child/young person at risk of further significant harm ● contacting the Children’s Social Care Front Door service for information, advice, guidance (including the early help pathway) or to make a referral where there are concerns about harm a child/young person ● ensuring that all relevant persons who have contact with children/young people know what to do if they have any concerns about a child, including referring the matter to the DSL or the DDSL ● ensuring that any staff member is aware that they can make a referral to Children’s Social Care Front Door Service should circumstances require this ● reporting an unexplained school absence to the child/young person’s Social Worker or Children’s Social Care Front Door service where there is a pupil who is subject to a child protection plan or a Looked After Child - the Designated Teacher for Looked After Children must also be informed, and confirm that this will operate as a first day response or as agreed as part of any inter-agency plan in place ● ensuring that the school have in place a Designated Teacher for looked-after and previously looked-after children and that their contact details are noted in the information attached at the end of this policy ● The DSL will work with the headteacher and relevant strategic leads (such as the Designated Teacher for looked-after children and previously looked-after children) to ensure children who have been allocated social worker or have previously been allocated a social worker are supported with their welfare and educational outcomes. This is in line with the recent review of Children in Need²⁵ ● Ensure that children have an allocated appropriate adult and are not left with someone from a third party agency that they do not know.
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²⁵ [DfE Review of Children in Need, June 2019](#)

	<ul style="list-style-type: none"> • work with the Virtual School Head within the Local Authority to discuss and agree how funding can best be used to support the progress of LAC in school and meet the needs identified in the child’s personal education plan • recognise that children with special educational need (SEN) and disabilities can face additional safeguarding challenges. The child protection procedures and practices which operate in school reflect the fact that additional barriers can exist when recognising abuse and neglect in this group of children • when teaching about safeguarding, a one size fits all approach may not be appropriate for all children especially those with SEND or who have been victims of abuse. This extends to LGBT pupils who need a trusted adult with whom they have a positive relationship • operational policy and practice in school reflects and provides for children to have learning experiences including care and accommodation, for short periods of time, by a host family to which they are not related at set out in Annex E of the current KCSE
<p><u>Teaching & Learning</u> <u>and</u> <u>Curriculum</u></p> <p>The DSL will be required to ensure:</p>	<p>The DSL will be required to ensure:</p> <ul style="list-style-type: none"> • children are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through personal, social, health and economic education (PSHE) including relationship and sex education (RSE)²⁶ • that as we increasingly work on line we ensure that our children are safeguarded from potentially harmful and inappropriate online material. We have appropriate filters and monitoring systems in place • the governing body carry out an annual review of their approach to online safety, supported by an annual risk assessment that considers and reflects the risks children face • the appropriate filters and monitoring systems that we have in place do not “over block”, nor do they lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding • in accordance with Part 2 and Annex D of the current KCSE we have in place a policy that recognises that technology has become a significant component of many safeguarding issues. We have in place an effective approach to online safety which

²⁶ The government has made regulations making Relationship Education (for all primary pupils) and Relationship and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded schools) compulsory from September 2020. Guidance [available here](#).

	<p>empowers school to protect and educate the whole school community in the use of technology²⁷ and have established mechanisms to identify, intervene and escalate any incident where appropriate</p> <ul style="list-style-type: none"> ● staff have an awareness of risk taking behaviours which put children in danger linked to the likes of drug taking, alcohol abuse, deliberately missing education and sexting (consensual and non consensual sharing of nudes and semi nudes KCSiE 2022) which is also known as youth produced sexual imagery²⁸ ● staff have an awareness issues can manifest themselves via peer on peer/child on child abuse. This can include (but is not limited to): abuse within intimate partner relationships; bullying (including cyberbullying)²⁹; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiation/hazing type violence and rituals. ● staff are clear as to the school policy and procedures for managing peer on peer abuse including child on child sexual violence and sexual harassment as outlined in part 5 of the current KCSE ● All staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report ● ensure (alleged) perpetrators are offered support as they may also have unmet needs and any child will likely experience stress as a result of being the subject of allegations and/or negative reactions by their peers to the allegations against them
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²⁷ See DfE guidance on Teaching Online Safety in Schools [available here](#)

²⁸ Guidance is available in [Sexting \(now known as consensual and non consensual sharing of nudes and semi-nudes Sept 2021\) in schools and colleges: Responding to incidents and safeguarding young people.](#)

²⁹ See DfE guidance on Teaching Online Safety in Schools [available here](#)

**Reference Document A : Contact Details for Child Protection and Safeguarding
At
New York Primary School
Contact Details for Child Protection and Safeguarding as at: 02.09.21**

(these details will next be reviewed half termly to ensure that they remain relevant)

Designation/Role	Individual(s)	Contact Details
Head Teacher	Name: Email: Telephone(s):	Mrs Jill Shaw Jill.shaw@newyorkprimaryschool.org 0191 8141788
Chair of Governors and Safeguarding Governor	Name: Email: Telephone(s): Mobile(s):	Mrs Joanna Lyons joanna.lyons@outlook.com 0191 2006338
Designated Safeguarding Lead for Child Protection:	Name: Email: Telephone(s):	Mrs Jill Shaw Jill.shaw@newyorkprimaryschool.org 0191 8141788
Deputy Designated Person for Child Protection:	Name: Email: Telephone(s):	Mrs Jacqueline Wilbraham (Learning Mentor) Jacqueline.Wilbraham@newyorkprimaryschool.org 0191 8141788
Deputy Designated Person for Child Protection:	Name: Email: Telephone(s):	Mrs Jade Potter Jade.potter@newyorkprimaryschool.org 0191 8141788
Deputy Designated Person for Child Protection:	Name: Email: Telephone(s):	Mrs R Blakey Rebecca.Blakey@newyorkprimaryschool.org 0191 8141788
Deputy Designated Person for Child Protection:	Name: Email: Telephone(s):	Miss R Eiles Rebecca.Eiles@newyorkprimaryschool.org 0191 8141788
Designated Teacher for Looked After Children	Name: Email: Telephone(s):	Mrs Jill Shaw Jill.shaw@newyorkprimaryschool.org 0191 8141788
Governor and Safeguarding Governor	Name: Email: Telephone(s):	Mrs Anne Wilson Anne.Wilson@Newyorkprimaryschool.org
Designated Officer – Local Authority	Name: Email: Telephone(s): Mobile(s):	Joanne Dean Carrie Barron 0345 2000 109 - may also be contacted via 'Front Door' (below)
Front Door Access to Multi-Agency Safeguarding Hub (MASH)	Telephone:	0345 2000 109 Out of hours: 03303337475 0758 303 6798 or 0191 643 5555
Adult Social Care Gateway Team	Telephone: Email:	0191 643 2777

Police	Emergency and non-emergency number	999 or 101, non-emergency number
Prevent Duty	Dedicated DFE Prevent	020 7340 7264
NSPCC National Whistle Blowing Help Line:	0800 028 0285 help@nspcc.org.uk	Report Abuse in Education helpline 0800 136 663 help@nspcc.org.uk
Integrated Locality Teams:	North West – based at Shiremoor Children’s Centre – 643 2110	South West Based at Howdon Children’s Centre 643 2229
	The Coast based at Whitley Bay Customer First Centre – 643 8804	Central Based at Riverside Children’s Centre – 643 8899

Reference Document B: Links to other procedures in school

This policy links to other school procedures and therefore must be read in conjunction with other related policies in school. This includes, but is not limited to the following list.

1. Anti-bullying (including racist, disability, and homophobic or transphobic abuse)
2. Attendance management
3. Allegations made against/Concerns raised in relation to teachers, including supply teachers, for the staff, volunteers and contractors
4. Arrangements for those educated in alternative provisions and those educated other than in school
5. Behaviour policy
6. Children Missing Education policy
7. Complaints
8. Confidentiality, data protection and information sharing
9. E-safety, use of the internet, photography and mobile phones
10. Exclusions
11. First aid
12. Health & Safety
13. Inclusion and Special Educational Needs and Disability (SEND)
14. Induction procedures
15. Intimate care policy
16. Lettings & school security
17. Looked after and previously looked after children policy including those with current or previous social work support
18. Medication policy
19. Children and young people's Mental Health and Wellbeing policy
20. Peer on Peer abuse/Child on Child abuse *including managing allegations made against other children/young people including sexual violence and sexual harassment as outlined in Part 5 of the current Keeping Children Safe in Education*
21. Physical intervention & use of reasonable force
22. Promoting equality & diversity
23. Preventing radicalisation and extremism
24. PSHE policy, including RSE policy (Relationship and Sex Education)
25. Pupil Premium Policy
26. Recruitment, selection DBS and vetting

27. School trips and visits
28. Staff behaviour policy (code of conduct) including reporting of low level concerns
29. Transient children policy
30. Visitors, supply staff, agency workers and volunteers (including Governors)
31. Whistle blowing
32. Young Carers policy

Reference Document C - Covid Addendum North Tyneside School
Safeguarding and Child Protection Policy

This addendum should be used as additional child protection and safeguarding guidance to all staff in school of their safeguarding and safer working practice responsibilities when operating in different circumstance to usual due to Covid-19 restrictions. Additions should be made to this document

where necessary to ensure the information is bespoke to each setting. This information is in addition to the school's full child protection policy document and should be made available publicly. Schools should decide as and when this addendum to the main policy applies.

Introduction

This document provides an addendum to our School Safeguarding and Child Protection policy during the Covid-19 pandemic as recommended in the DfE safeguarding guidance for schools issued at the beginning of the pandemic.

We are currently operating different to business as usual. However, a number of important safeguarding principles remain the same:

- [Keeping Children Safe in Education](#) (KCSE) is statutory safeguarding guidance that schools and colleges should continue to have regard to as required by legislation and/or their funding agreements.
- the best interests of children must always continue to come first
- safeguarding concerns about any pupil should be acted on immediately and concerns reported as and when they arise including completing written records where necessary
- know that information a child/young person discloses regarding harm/abuse of themselves or another child/young person must be shared as appropriate, and cannot be kept secret
- staff must understand they have a professional responsibility to report concerns ensuring confidentiality protocols are adhered to and information is shared
- children should continue to be protected when they are online
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children

Staff training and induction

All school staff have accessed child protection training within the last three years with regular updates where relevant from the DSL or deputy DSL so are aware of issues to be concerned about. For staff who need an update, an e-learning session is [available here](#)

If staff need to work in different settings they should be given an appropriate level of safeguarding induction by the receiving school. If staff work in different settings, the level of safeguarding induction required will be judged on a case-by-case basis as usually, they will already have received safeguarding training in their own school.

Induction should include but is not limited to the following

- The school's child protection policy
- Current and ongoing change of DSL arrangements
- Contact details for the Multi Agency Safeguarding Hub (MASH) helpline and Front Door should they not be able to contact a DSL or deputy and need to directly report a concern
- An awareness of how to record concerns should they need to document safeguarding concerns
- The code of conduct for that setting
- Re-read Part 1 of the current Keeping Children Safe in Education (KCSE), which outlines types of abuse and neglect and what to do about it

All visitors to the school including staff shared from another setting, will be required to sign in at reception in accordance with the visitor's protocol and will be required to adhere to the conditions

contained in this document. In addition to child protection, safeguarding and health and safety, this visitor's protocol is noted as being part of the 'induction' for visitors to the school. This is [available here](#) on the school's HR page on the Education Services website.

These procedures should also be applied where sharing of staff with other settings is needed. We expect these standards to be in place for visiting staff coming into our school or schools receiving our staff and will liaise with all settings our staff work from to ensure these safer working principles are applied. Further information is available below regarding 'code of conduct'.

Designated Safeguarding Lead coverage in school

We endeavour to have a DSL (or deputy) available on site at all times. However, it is recognised that in exceptional circumstances this may not always be possible, and where this is the case there are two options we will consider:

- a trained DSL (or deputy) from the school will be available to be contacted via phone or online video - for example working from home
- sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video)

Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader will take responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

Whatever the scenario, school will ensure that staff and volunteers always have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them.

What to do if you're worried about a child or young person

During periods of lockdown and isolation, some children and young people have been exposed to new or heightened risks of harm at home, out in the community or online. There may be safeguarding concerns that we become aware of whether we have contact with children and young people virtually or we see them in person as they return to school. In all cases, normal safeguarding procedures should apply. Capacity to support this has been increased within the North Tyneside MASH team and through the MASH professional's helpline.

We will as a school, continue to be vigilant in all areas of safeguarding but recognise there may be an increase in particular areas of concern and will act and intervene appropriately, seeking support of other services and professionals where relevant. These concerns may include but are not limited to the following-neglect, domestic abuse, online safety issues, exploitation, mental health issues, young carers.

We will ensure recording of safeguarding and welfare concerns for *all* children (whether they are in school or isolated at home) remains accurate by doing all we reasonably can to ask parents, carers and other multi-agency partners to advise of any changes regarding welfare, health and wellbeing that we should be aware of.

Also remember that

- Children are also capable of abusing their peers including online and we will continue to manage any report of such abuse and offer support for victims in line with the principles as set out in Part 5 of [KCSE](#) regardless of the different circumstances we are operating in.
- Abuse can happen online.
- Prevent is a vital part of our work to safeguard children from radicalising influences, and it remains in operation in local authorities during this challenging time.
- Information about a pupil may sometimes only be shared with other staff on a need to know basis.

Reporting concerns about a child/young person

If you have concerns about a child's welfare,

- contact the available DSL (or deputy) in the first instance if available, even by phone as set out above. If not available, staff should then speak to another member of senior staff. This could be someone acting in place of the DSL.
- If a DSL or deputy DSL is not available and advice is needed, staff should call the **MASH professionals helpline** on **0191 643 5555**.
- If a safeguarding referral is needed (MASH advice line can support this decision), staff should ring the **Front Door number** on **0345 2000 109**.
- Report any actions to the DSL or deputy DSL as soon as is practically possible.
- Document all records of decisions made and actions taken.

Working with others

The school will continue to work with relevant multi-agency professionals regardless of the different circumstances we operate in to support pupils with child protection plans or any such agreed plans regarding pupil welfare. The school will work closely with those with special education needs such as those with Education, Health and Care Plans (EHCPs) and will make close links with the virtual school head (VSH) for looked-after and previously looked-after children to support any specific arrangements needed.

If a child needs to attend another setting, we will continue to ensure any relevant welfare and child protection information is appropriately shared ideally before the child arrives and, where that is not possible as soon as reasonably practicable. Where possible this will be between DSL/DDSLs or SENCOs (as appropriate) and if not, senior leaders will take responsibility. As a minimum the receiving setting should, as appropriate, be aware of the reason the child is vulnerable and any arrangements in place to support them, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker is (and, for looked-after children, who the responsible virtual school head is as they should manage this process for looked-after children).

We will continue to have appropriate regard to data protection law but understand that does not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found in part 2 of the current Keeping Children Safe in Education.

Operation Encompass, a system which reports incidents of domestic violence to schools and Operation Endeavour, a system which reports incidents of missing children to schools will continue as normal but timings of the notifications to schools may vary slightly during periods of lockdown. As a school, we will consider these notifications for all children as usual but especially for children not currently in school to deem if the pupils involved are 'otherwise vulnerable' to decide if and what additional contact should be made in light of any new concerns.

Attendance

We understand that school attendance is a protective factor in many ways for children and especially where there are safeguarding concerns. Vulnerable children attendance is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan), so that they can gain the educational and wellbeing benefits of attending.

We will continue to work with relevant multi-agency partners and families to support appropriate attendance and returns to school when necessary. For pupils with an EHC plan, additional information on risk assessments is available through the North Tyneside SEND support service who can be contacted on 0191 6438684.

Supporting pupils not in school

The DSL/DDSL will provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not in school. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals should still be made. To safeguard staff, calls should be via the school phones and devices. All contact including phone contact and/or doorstep visits should be documented.

Almost all children defined as vulnerable will already have an allocated Children's Services Family Partner or Social Worker and in addition to support from school, they will have their welfare monitored by Children's Services during periods of lockdown and isolation.

We will encourage all pupils to return to school after periods of lockdown and isolation. In circumstances where a parent/carer is concerned about their child attending school, will explore the reasons for this directly with the parent/carer and talk through these anxieties with them, following the advice set out by Public Health England.

We will also continue to follow up with any parent or carer whose child has been expected to attend and doesn't. To support the above, we will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Code of conduct/staff behaviour policy

All school staff should already be aware of the school code of conduct in terms of staff behaviour in school. Please continue to apply these principles and discuss any potential modifications with the head teacher, DSL or deputy DSL prior to any change in practices.

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report and record any such incident to the head teacher, DSL/DDSL.

We will update any visitors working in our school of our code of conduct and if you are working in a different setting, the DSL/DDSL should update you on their code of conduct as every school can have different safer working practices.

The Safer Recruitment Consortium who produce Guidance for Safer Working Practices have also developed an addendum to their main document. Both the original and the addendum are [available here](#)

Any remote contact or online teaching should follow the same principles as set out in the code of conduct and Acceptable Use Policy. School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements and safeguarding protocols.

Whistleblowing

If you have information that indicates that a staff member in school has engaged in unsafe or harmful behaviours, you have a duty to report this concern. This usually is reported to the Head Teacher. If at this time, they are not available, or if your concern is about the head teacher, contact the DSL/DDSL or you can report these concerns yourself to the Local Authority Designated Officer (LADO) who is contactable on the Front Door number 03452000109.

Online safety

In compliance with the [Remote Education, Temporary Continuity Direction](#) , we will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19). This may mean increased online risks involving pupils, their peers and staff in a variety of contexts. Any reported online contact that causes a concern will be dealt with by following the school's safeguarding procedures. As a school, we recognise that each individual scenario may need a tailored response to an online issue which may vary from contact with parents/carers, children's social care and/or the police. We have reviewed our Acceptable Use policy, IT policy and other associated policies (e.g. social media policy) at this time and have reminded staff about adhering to acceptable online conduct, use of devices, their virtual working environment, reporting and documenting issues and social media posts/profiles. As a school we have considered the advice issued from the local authority on *Safeguarding in Remote Learning* and follow the guidance [available here](#) which includes information and links on the following areas.

- Safeguarding pupils and teachers online
- Reporting concerns
- Communicating with parents, carers and pupils
- Virtual lessons and live streaming
- Providing pastoral care remotely
- Personal data and GDPR
- Acceptable Use

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk

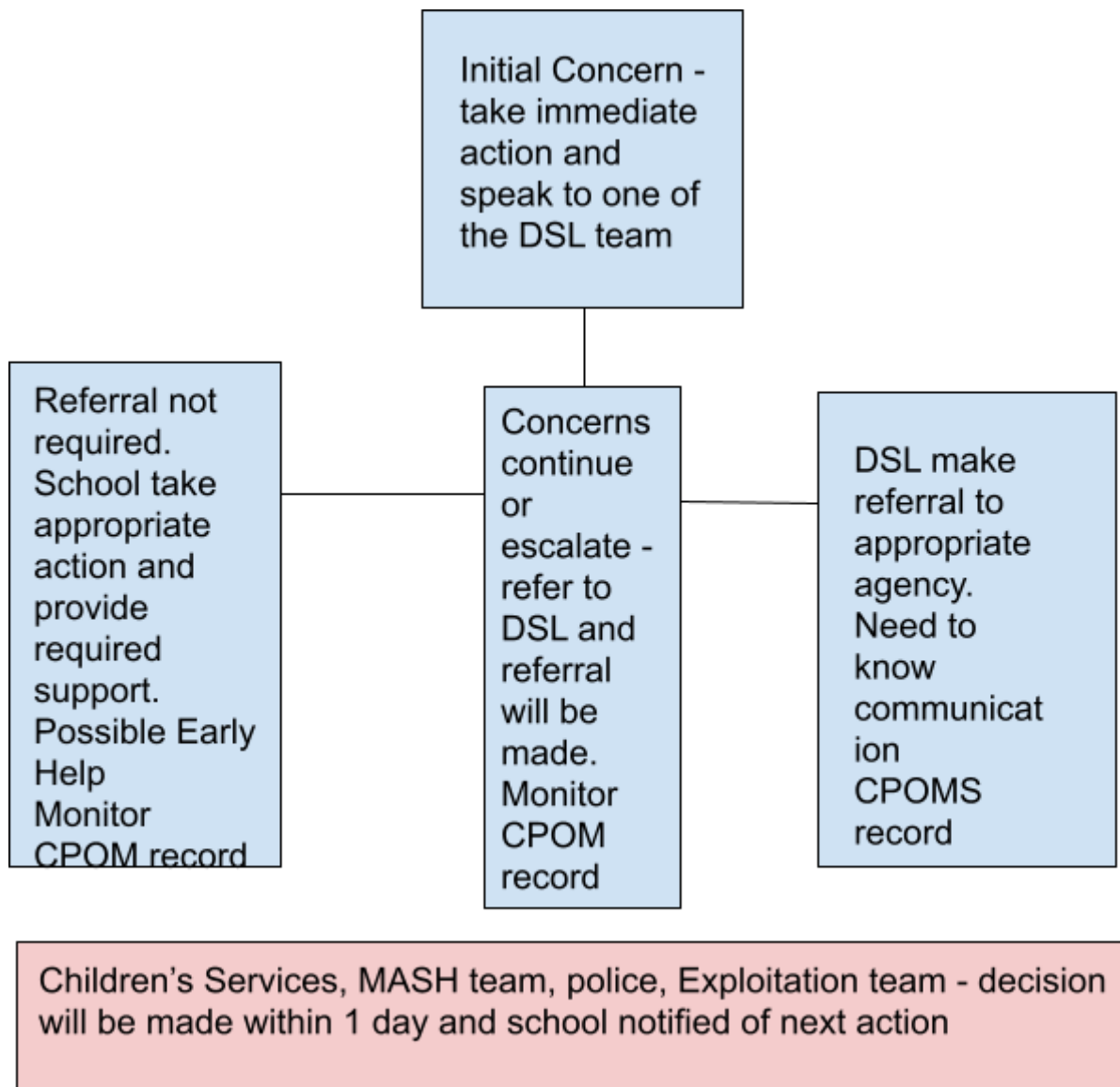
- **Content:** Being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- **Contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

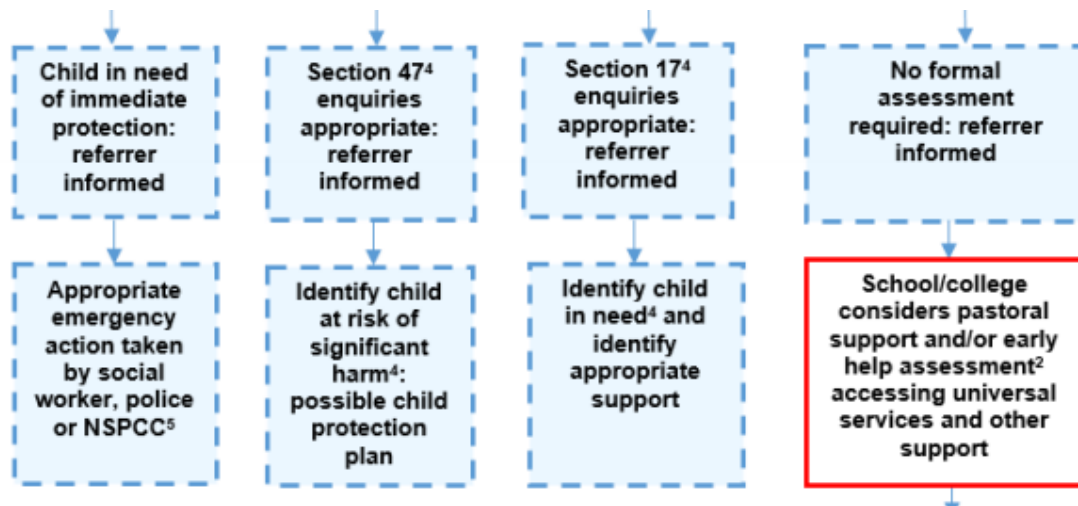
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying
- **Commerce:** Risks such as online gambling, inappropriate advertising, phishing and/or financial scams

Further guidance

As a school, we will face unique challenges during this time. Where reasonably possible and where relevant, the DSL/DDSL will consider these challenges in a child protection context and reflect them in the child protection policy as appropriate. This may include but is not limited to the following.

- Attendance monitoring
- Staffing and recruitment
- Single Central Records
- Information Governance
- Health and safety
- Behaviour and exclusions
- Use of technology





Staff should do everything they can to support social workers.

At all stages, staff should keep the child's circumstances under review (involving the designated safeguarding lead (or deputies) as required), and re-refer if appropriate, to ensure the child's circumstances improve – the child's best interests must always come first

