

Sir James Knott Nursery School



Safeguarding and Child Protection Policy September 2023

“Resilient, reflective, respectful”

Certified as reviewed and approved by the Curriculum and Safeguarding Committee: 2nd October 2023

Adoption by Governing Body: 20th November 2023

Next review date: September 2024

Named personnel with designated responsibilities for Safeguarding

Designated Safeguarding Lead:	John Croft- Headteacher
Deputy Designated Safeguarding Leads:	Nicki Battensby- School Business Manager Miss McMullen- Nursery Teacher Mrs Armstrong- Teaching Assistant
Designated Safeguarding Governor:	Mrs Bradford

Sir James Knott Nursery School

Introduction

At Sir James Knott Nursery School we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will act quickly and follow our procedures to ensure children receive support and protection.

Our School Ethos

At Sir James Knott Nursery school we believe that our setting should provide a caring, positive, safe and stimulating environment that promotes the spiritual, moral, social and cultural development of the individual child.

We recognise the importance of providing an environment within our setting that will help children feel safe and respected. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to.

We recognise that all adults within the educational establishment, including permanent and temporary staff, volunteers and Governors have a full and active part to play in protecting our pupils from harm.

We will work with parents to build an understanding of the schools responsibilities to ensure the welfare of all children.

Terms used in this document:

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

SAFEGUARDING POLICY

We define safeguarding as being 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 always ensures that we work in the best interests of the child to ensure that school is a safe place for all our children and young people to be.

We define Child Protection as what we do for children at risk of 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 4 years, however we are aware that children include everyone under the age of 18.

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/concerns/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.

LEGISLATION

It is imperative that all Schools fully recognise the responsibility they have regarding arrangements for safeguarding and promoting the welfare of children. 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 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 should give effect to their duty to safeguarding and promote the welfare of their pupils.
- the governing body of a maintained school¹ shall 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 shall have regard to any guidance given from time to time by the Secretary of State.

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.

This legislation makes child¹ 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 current **Working Together to Safeguard Children**² as:

- protecting children from maltreatment
- preventing impairment of children’s mental and physical 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.

In addition, **Keeping Children Safe in Education 2023**³ outlines:

- *Schools and their staff are an important part of the wider safeguarding system for children.*
- *Safeguarding and promoting the welfare of children is everyone’s responsibility.*
- *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.*

¹ Child means a person under the age of eighteen.

² Working Together guidance 2018 referred to throughout this document as ‘the current Working Together’ The 2023 updates are included in the version dated 2018.

³ Keeping Children Safe in Education (September 2023) referred to throughout this policy guidance as ‘the current KCSE’.

OUR CHILD PROTECTION POLICY PRINCIPLES

Our child protection policy demonstrates our commitment to safeguard children from harm. The essential inclusions within our child protection policy are outlined below:

Principles	<p>the welfare of the child is paramount.</p> <p>we are clear on the principles, legislation and guidance that underpin the policy.</p> <p>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.</p> <p>all concerns and allegations of abuse and exploitation (<i>including abuse and exploitation and child-on-child</i>) 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>), the Police other agencies as appropriate.</p> <p>arrangements are in place for the policies and the supporting procedures and updates to be reviewed regularly to ensure that they reflect good/current practice.</p> <p>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 both online and offline/online safety, mental health, child to child violence and abuse, behaviour, and procedures for those with special education needs and disabilities (SEND).</p>
Equality of Application	<p>no child or group of children must be treated any less favourably than others in being able to access education which meets their needs.</p> <p>all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality, or beliefs.</p>
Up to Date	<p>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.</p>
Recruitment	<p>we operate an effective safe recruitment, selection, and vetting procedure in accordance with Part Three of the current KCSE, this includes online searches.</p>
Communication	<p>children and parents/ carers are informed of the policy and procedures and a copy of placed on the school website. Paper copies are available from the school office for those who cannot access the school website online.</p>

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.

Our procedures and systems include:

<p>Responsibility:</p>	<p>a named senior designated safeguarding lead who are part of our leadership team have a clearly defined role and responsibilities which includes online safety and understanding the filtering and monitoring systems for this that we have in place. In relation to child protection, appropriate to the level at which s/he operates. Being a member of the leadership team ensures that our DSL has the appropriate status and authority to perform the duties of a DSL role/post as we recognise that the role carries a significant level of responsibility providing advice and support to other staff on child welfare, safeguarding and child protection matters.</p> <p>our DSL is provided with time, funding, training, and support to conduct their role effectively and to ensure that the Deputy DSLs are also supported in their roles to ensure that they contribute as appropriately to further ensure this.</p> <p>we also have in place Deputy DSLs who support the DSL in their role, who whilst not part of the senior leadership team are members of staff in school who are appropriate to undertake this role in support of the DSL and who also receive training, guidance, and support to ensure the overall effectiveness of our policy in practice.</p> <p>we understand and are clear that as a Governing Body we have a strategic leadership responsibility for our safeguarding arrangements and ensure that we comply with our duties and responsibility under legislation to achieve this, ensure that our policies, procedures, and training are effective and comply with the law at all times. Operationally the application of policies and procedures adopted by our Governing Body is a delegated responsibility to the Head teacher where they are required to ensure that these are understood and followed by staff.</p>
<p>Clarity of Understanding:</p>	<p>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.</p>
<p>Responsibilities are clearly understood which include:</p>	<p>our Headteacher ensures that our policies and procedures, adopted by the Governing Body are understood, and on behalf of the Governing Body ensures that such documents are followed/ enacted</p>

	<p>by staff through the practices and expectations that are operated and enforced in school.</p> <p>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.</p> <p>a code of behaviour for staff, governors, and volunteers; the consequences of breaching the code are clear and linked to disciplinary and grievance procedures (and our low-level concerns policy). Our staff are also clear on our ‘low level concerns’ policy, how it applies to them, and this is also outlined in our staff code of conduct, alongside, whistleblowing, acceptable use of technologies (including the use of mobile devices), staff/ pupil relationships and communications including the use of social media.</p> <p>all staff receive appropriate safeguarding and child protection training (including online safety which includes an understanding of the expectations, applicable roles, and responsibilities in relation to online safety which includes filtering and monitoring), this includes new staff as part of their induction training and existing staff as part of annual and point in time updates.</p> <p>a safe recruitment¹, selection and vetting procedures which is embedded and effective and 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.</p> <p>systems to ensure that all staff and volunteers working with children are monitored and supervised and that they have opportunities to gain experience about child protection in accordance with their roles and responsibilities; safeguarding induction training is mandatory for all those who work directly with children, young people, their families and/or carers.</p> <p>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 abuse², honour-based abuse, forced marriage, female genital mutilation, children who live away from home or go missing from education, particularly on repeat occasions and/or for prolonged periods³, child sexual exploitation, child criminal exploitation, serious violence (including that linked to country lines) and violent crime, race and racism, extremism and child on child abuse including harmful sexualised behaviours⁴.</p> <p>ALL staff are required to read Part One and Annex A of the current KCSE for further information on safeguarding issues. We also ensure that we regularly review matters that arise in school (including those that are Low Level Concerns) and unsubstantiated</p>
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¹ In accordance with current KCSE part three

² Including engagement with the Operation Encompass scheme between police, children’s social care and schools

³ Including engagement with the Operation Endeavour scheme between police, children’s social care and schools and KCSE.

⁴ In accordance with current KCSE part five

	<p>matters to consider lessons learned and how we can review/ update our policy and practice.</p> <p>ALL including Governors receive appropriate safeguarding training at induction. ALL are also required to attend regular updates on training and practice. In attending both induction and regular updates/ training from a strategic viewpoint this ensures that our Governing Body can provide strategic challenge to test and assure themselves that our safeguarding policies and procedures are effective and support the delivery of a robust whole school approach to safeguarding.</p> <p>we understand our responsibility in line with the Prevent Duty (2015) and can identify children who may be susceptible 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 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 training¹ to raise awareness of the Prevent agenda² and issues of extremism and radicalisation.</p> <p>our safeguarding policy and procedures are tailored to our children and their needs and consider any 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 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> <p>in line with the current KCSE and the recent review of Children in Need,³ 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.</p> <p>signs and indicators of abuse can be found here on the NSPCC website.</p> <p>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</p>
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¹ Available through the North Tyneside e-learning [here](#) or [Home Office e-learning](#)

² [Advice](#) on The Prevent Duty for schools.

³ [DFE Review of Children in Need, June 2019](#)

	<p>named lead person for mental health issues in school which will be intricately linked to the designated safeguarding lead (or deputy).</p> <p>ALL staff are aware that Domestic Abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. The abuse could be psychological, physical, sexual, financial, or emotional. Children may see, hear, or experience the effects of domestic abuse at home or in their own intimate relationship. This can have a detrimental and long-term impact in their health, wellbeing development and ability to learn.</p> <p>Operation Encompass ensures that following any domestic abuse incident being reported to the police, the police will contact Children’s Social Care Front Door service who will then communicate relevant and necessary information to our nominated school staff the next morning. This ensures 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.</p> <p>Operation Endeavour follows the same principles as Operation Encompass, but reports are shared from the police with Children Social Care and school when a child or young person is using or has had a missing episode.</p>
Record Keeping/ Confidentiality:	<p>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.</p> <p>guidance on confidentiality and information sharing, legislation compliant, and which clearly states that the protection of the child is the most important consideration.</p> <p>The Data Protection Act 2018 and UK GDPR do not prevent the sharing of Information for the purpose of keeping children safe.</p> <p>we will transfer pupils Child Protection files to other schools or colleges within 5 days for an in-year transfer or within 5 days of the start of a new term to allow the new school to have support in place for when the child/ young person arrives. This is a responsibility of the DSL who ensure secure transit and obtain a confirmation of receipt from the new school.</p> <p>our DSL will, in addition to the child protection file, consider if it is appropriate to share any information with the new school in advance of a child leaving. Anything that we share will take into consideration Data Protection/ GDPR, confidentiality, etc with reference to Annex C/Role of the DSL within KCSE.</p> <p>as a receiving school of an in-year transfer we will ensure that key staff, including the DSL, SENCO, SEND lead, etc are aware of any child protection matters relating to the pupil as required.</p> <p>data that relates to allegations will be retained in line with the recommendations within KCSE.</p>

CHILD PROTECTION POLICY

INTRODUCTION

There are four main elements to our child protection 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, supply 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/young people.

1. PREVENTION

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

- know every child and young person as an individual
- provide a secure and caring environment.

so that every child and young person can:

- learn in safety.
- develop his/her full potential, and
- feel positive about him/herself as an individual.

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

In school we will therefore:

Adults	Children/Young People
<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 A), 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 measures to prevent bullying, including cyberbullying, 	<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 victim should never be given the impression that they are creating a problem by reporting abuse,

<p>prejudice-based and discriminatory bullying), child on child abuse policy and the school's response to children absent from education and whistleblowing procedures.</p> <ul style="list-style-type: none"> • ensure that staff are aware that technology is a significant component in many safeguarding and wellbeing issues and that children are at risk of abuse and other risks online as well as face to face. • provide induction training that is structured to ensure all new staff, supply staff, agency workers and volunteers (including all Governors) will attend induction training and will also regularly (at least annually) be required to attend appropriate child protection training and online safety training, which includes understanding and responsibilities in relation to filtering and monitoring and appropriate levels of information security and access being in place. • induction training for Governors will be provided 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. The Safeguarding Lead Governor will also be required to attend this training. • ensure that the DSL (s) and/or deputies (DDSLs) attend North Tyneside Safeguarding Children Partnership (NTSCP) multi-agency safeguarding Training every two (2) years. 	<p>sexual violence, or sexual harassment. Nor should a victim 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 to equip children/ young people with 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 online and the use of mobile and smart technology)¹, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This includes covering relevant issues through personal, social, health and economic education (PSHE) including relationship and sex education (RSE)². • safeguard children from potentially harmful and inappropriate online material by ensuring appropriate filters and monitoring systems are in place but that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding. • support pupils and parents/carers as we increasingly work online to understand the risks associated with online content, contact, conduct and commerce and the importance of being safe online.
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¹ See DfE guidance on Teaching Online Safety in Schools [available here](#)

² 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"> • in addition to DSL formal training and any general staff updates, the DSL/DDSLs 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. • our DSL is part of our leadership team and are provided with time, funding, training, and support to conduct their role effectively and to ensure that the Deputy DSLs are also supported in their roles to ensure that they contribute as appropriate. • we also encourage the inclusion of service provider teams who are based on site being included in training and/ or updates. • we ensure our DSL has and takes lead responsibility for safeguarding and child protection (including online safety, understanding the filtering, and monitoring systems and process in place, the use of mobile and smart technology). They function as source of support, advice and expertise for staff and a point of contact with safeguarding partners. This responsibility is also clearly noted in the DSL/ role holder's job description and takes into consideration Annex C of KCSE. 	
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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 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 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 Children (LAC)¹ disclosing any information about a pupil to other members of staff on a need-to-know basis only. However, in line with the current KCSE, 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 to promote their welfare and educational outcomes. This is in line with the recent review of Children in Need.² 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 that may need 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 and that this may include where a child/ young person may be witnessing (or have witnessed) ill treatment of others. In addition to our overarching principles which operate to ensure child protection is effective we also have 5 areas of focus. We believe that these 5 focus areas ensure 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

In our school the Governing Body ensures:

<u>Overarching Principles:</u>	<p>we have a DSL for Child Protection who is part of the school’s senior leadership team and has the authority to act.</p> <p>our DSL takes lead responsibility for safeguarding and child protection, and this is explicitly noted in their job description. Whilst some of the activities of this role may be delegated to appropriately trained and experienced deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL as this cannot be delegated.</p> <p>our DSL is provided with time, funding, training, and support to conduct their role effectively and to ensure that the Deputy DSLs are also supported in their roles to ensure that they contribute as appropriately to further ensure this.</p> <p>our DSL and their Deputies will undertake appropriate local North Tyneside Safeguarding Children Partnership (NTSCP) multi agency safeguarding training every two (2) years.</p>
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¹ In line with [2018 guidance](#) for the designated teacher for looked-after and previously looked after children
² [DfE Review of Children in Need, June 2019](#)

	<p>we have 3 appropriately trained and experienced Deputy DSL's (DDSL's), and these arrangements are clearly communicated to staff, supply staff, agency workers, volunteers, and governors.</p> <p>staff, supply 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 school ¹.</p> <p>all staff, supply 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 DDSL is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the Senior Leadership team and/or take advice from the MASH professional's helpline and Children's Social Care Front Door service.</p> <p>all staff, supply 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.</p> <p>all governors are required to undertake induction training and will also be required to receive regular updates on safeguarding and child protection matters, to ensure that they are able to fulfil their strategic responsibilities for our safeguarding arrangements and that they comply with their duties under legislation and to equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of a robust whole school approach to safeguarding.</p> <p>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 child on child abuse, online safety ,children absent from 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. ALL will be supported and then expected to understand how these policies and guidance documents apply to their role in school.</p> <p>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. The DSL will regularly but at least annually review this list to ensure that it remains up to date and any necessary updates notified to ALL immediately (attached as Reference Document A).</p>
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¹ 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.

	<p>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 part of our 'induction' for visitors.</p> <p>all staff, supply 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.</p> <p>all staff, supply staff, agency workers, volunteers and governors will be assigned an 'induction' mentor for a set period 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 everyone will be undertaking in school.</p> <p>our 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.</p> <p>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.</p> <p>our 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</p> <p>this policy is accessible to ALL, is placed on both the school's website and paper copies will also be available in school in the Leadership Hub within the Whole School Policies Folders for colleagues to access who do not have day-to-day access to the school network, PC or electronic devices. Digital copies of policies can be found on the Google Drive Whole School Policies Folder.</p> <p>this policy and its associated guidance are 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.</p> <p>as a Governing Body we receive 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 11¹ audit as and when requested by the North Tyneside Safeguarding Children</p>
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¹ 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.

	<p>Partnership (NTSCP) to further evidence that safeguarding arrangements are effective.</p> <p>parents understand the responsibility placed on school and staff for child protection. This is achieved in school as we clearly communicate our policy in information provided to parents and ensure our Child Protection Policy is published on the website.</p> <p>we understand our duties and responsibilities in relation to the rights and freedoms of everyone in the UK to work or be educated in an environment that that does not discriminate. We are aware of our duties and responsibilities within the Human Rights Act 1998, Equality Act 2010 and the Public Sector Equality Duty (PSED) the latter placing a general duty and due regard for the need to eliminate unlawful discrimination, harassment and victimisation (and any other conduct prohibited under the Equality Act) to advance equality of opportunity and foster good relations between those who share a relevant protected characteristic and those who do not. This duty and awareness ensure we whenever significant decisions are being made or policies, developed, give specific consideration to the equality implications of such.</p> <p>all staff, supply staff, agency workers, volunteers and governors receive regular updates and training on our policy, practice and expectations in equality, inclusion, and diversity principles to ensure that our knowledge is as up to date as possible and that we do not operate in an environment where bias, including unconscious is accepted.</p> <p>we are clear in the event there is a safeguarding matter, and this relates to the use/ lease of our site/ premises, we will where the incident /matter referred to took place on site/ premises, assess, and consider the matter in accordance with KCSE and our own safeguarding policies and procedures including informing the LADO.</p>
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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, supply staff, agency workers and volunteers (including Governors) who have contact with children/young people.</p>	<p>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.</p> <p>staff will be provided with basic child protection training (by the DSL or DDSL), immediately that they are appointed/placed in school and then attend locally endorsed child protection training for school-based staff within a half term.</p> <p>staff will receive locally endorsed child protection training for school-based staff at least every three (3) years.</p> <p>staff are aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected and/ or they may not recognise their experiences as harmful.</p>
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	<p>staff are aware that a child or who is lesbian, gay, bi, or trans (LGBT) or who is perceived as others to be LGBT can be targeted by other children. These risks can be compounded when they lack a trusted adult with whom they can be open. Staff should endeavour to reduce any additional barriers and provide a safe space for them to speak out or share their concerns.</p> <p>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. Any supply staff and agency workers who are on placement with school at the point of time the training is delivered will also be included in the attendance.</p> <p>staff, supply staff, agency workers, volunteers and governors will 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 ¹.</p> <p>the DSL and the DDSL's will attend North Tyneside Safeguarding Children Partnership (NTSCP) multi agency safeguarding training every two (2) years.</p> <p>the DSL/ DDSL are supported to update their knowledge and skills on a periodic basis. This will be achieved by them accessing e-bulletins, e-learning, briefings, network meetings, via their appraisal/mentor process and in taking time to read and digest safeguarding developments.</p> <p>opportunities are provided for staff to contribute to and shape safeguarding arrangements and child protection policy and protocols by carrying out focused staff meetings termly which focus upon case studies of safeguarding and looking at lessons learnt. This supports staff to be reflective within their practice and within staff supervisions.</p> <p>staff, supply staff, agency workers, volunteers and governors are provided with additional reference documents – included within our policy to ensure that they understand:</p> <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). <p>as the current KCSE includes research linked to Serious Case Reviews², we are aware of the dangers of failing to take appropriate action to safeguard children. Poor safeguarding practice includes failing to act on and refer the early signs of abuse and neglect, poor</p>
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¹ For service providers staff based in school we are clear that those staff are also supported to understand how their employer's policy and practices align into our school policy and safeguarding culture.

² An analysis of Serious Case Reviews can be found [here](#)

	<p>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.</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 conducting this role, they are clear on what they are responsible for which ensures that all relevant persons in school are also clear on the role of the DSL and DDSL's</p>	<p>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) and for those that work directly with children and school leaders, Annex A (as appropriate) and ensure that individuals have read, understood and are able to discharge their role and responsibilities as set out in this document.</p> <p>the DSL is provided with time, funding, training, and support to conduct their role effectively and to ensure that the Deputy DSLs are also supported in their roles to ensure that they contribute as appropriately to further ensure this. They have a job description that is clear on their responsibilities as a DSL, are part of the leadership team, have the authority to act/ make decisions and are aware of their overall responsibilities as noted in Annex A and throughout KCSE.</p> <p>to ensure that all policies, procedures, guidance, and practice are in place alongside appropriate monitoring to ensure effective safeguarding and child protection and to ensure that those policies, procedures, guidance, and practice, reviewed, monitored, updated, and implemented in a timely way.</p> <p>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 a return e.g., a Section 11 audit as and when requested by the North Tyneside Safeguarding Children Partnership (NTSCP).</p> <p>work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding welfare and child protection matters including attendance and written reports at meetings.</p> <p>ensure that clear detailed written records of concerns about children (noting the date, event and action taken), even where there is no</p>
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	<p>need to refer the matter to Children’s Services immediately are maintained appropriately in school. The outcomes and decisions made will also be recorded.</p> <p>ensure all records are kept to the required standard/guidance, are secure, have limited access and in locked locations.</p> <p>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 to North Tyneside Safeguarding Children Partnership NTSCP as and when requested.</p>
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<p><u>Safeguarding in Practice:</u></p> <p>The DSL will ensure all relevant persons:</p>	<p>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.</p> <p>understand that school staff are in an important position to identify concerns early and provide help for children, where relevant and linked to the Local Threshold Guidelines to prevent concerns escalating.</p> <p>be aware that children may not feel ready or know how to tell someone they are being abused, exploited, or neglected and/or they may not recognise their experiences as harmful.</p> <p>ensure that all staff know what to do if a child tells them he/she is being abused, neglected, harmed, or exploited (including from another child/ren or young person and via online incidents) 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 not be in the best interests of the child.</p> <p>ensure all staff understand the importance of challenging inappropriate behaviour between children, many of which are abusive in nature and not just downplaying it as this can lead to a culture of unacceptable behaviour.</p> <p>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 following the Female Genital Mutilation (FGM) mandatory reporting duty ¹.</p> <p>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.</p>
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¹ 1 If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been conducted on a girl under the age of 18, the teacher must report this to the police. See Annex B of the current KCSE for further details and the Home office Procedural information which can be found [here](#)

	<p>understand that the local authority and NTSCP provide escalation procedures as recommended from serious case reviews, so a culture of effective challenge is promoted. Escalation and effective challenge procedures should be used when there are disagreements between professionals, service areas and/or individual services regarding decisions made about a child’s safety, welfare and/or well-being. Escalation and effective challenge procedures are available here and paper copies will also be available in school in the Leadership Hub within the Whole School Policies Folder for colleagues to access who do not have day-to-day access to a school network, PC or electronic device. Digital copies of policies are found on the Google Drive Whole School Policies Folder.</p> <p>understand the need to be vigilant in identifying cases of harm/abuse and can immediately report concerns when they arise.</p> <p>ensure all staff should be able to reassure victims that they are being taken seriously, supported, and kept safe. They should never be given the impression that they are creating a problem by reporting or feel ashamed for making a report. Explain that the law is in place to protect children rather than criminalise them.</p> <p>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.</p> <p>ensure confidentiality protocols are adhered to and information is shared appropriately.</p> <p>know how to support and to respond to a child/ young person who tells of harm, abuse, exploitation, or other matters that have the potential to be a cause for concern/harm by following the following guidance.</p> <p>RECEIVE</p> <ul style="list-style-type: none"> • React calmly; be aware of your non-verbal messages. • If you do not understand the child’s communication method, reassure the child, and find someone who can. • Do not interrogate the child, observe, and listen, use active listening techniques. • Do not stop a child who is freely recalling significant events. • Keep responses short, simple, slow, quiet, and gentle. • Do not end the conversation abruptly. <p>REASSURE</p> <ul style="list-style-type: none"> • 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 cannot do. • Do not promise confidentiality; say to the child, ‘Some things are so important I might have to tell them to somebody else.’ <p>REACT</p> <ul style="list-style-type: none"> • Explain what you must do next and whom you must tell.
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	<ul style="list-style-type: none"> • Inform the Designated Safeguarding Lead (DSL) or DDSL 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. <p>recognise their duty and feel able to raise concerns about poor or unsafe practice regarding children/young people and know that those concerns will be:</p> <ul style="list-style-type: none"> ○ addressed, ○ managed sensitively and effectively, ○ dealt with in a timely manner, ○ dealt with in accordance with schools agreed policies/practices, including the reporting of low-level concerns policy and Whistleblowing Policy. <p>be aware of and involved (as applicable) in operating within safer recruitment policy and practice ensuring that safeguarding is included as an essential part of the school's overall approach to safeguarding; and to ensure that the staff handbook/ behaviour policy is regularly updated/ reviewed (at least annually) to ensure that expectations of staff continue to be aligned to safeguarding good practice.</p> <p>understand that if they have a concern about another adult in school (including supply staff, 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 KCSE and as noted to all adults in school as part of induction and training protocols.</p> <p>ensure that staff can recognise that children can abuse other children and ensure that the child protection arrangements in school have in place procedures to minimise the risk of child-on-child abuse and how such allegations are managed. They understand that even if there are no reports it does not mean it is not happening, it may be the case that it is not being reported.</p> <p>Child on child abuse is most likely to include the following which can often have online elements:</p> <ul style="list-style-type: none"> • bullying (including cyberbullying, prejudice-based and discriminatory bullying). • abuse in intimate personal relationships between children (sometimes known as teenage relationship abuse. • physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm. • sexual abuse, such as rape, assault by penetration, sexual assault. • sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment including misogynistic/misandrist messages, which may be standalone or part of a broader pattern of abuse. • causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
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	<ul style="list-style-type: none"> • consensual and non-consensual sharing of nudes and semi nudes' images and or videos (also known as sexting or youth produced sexual imagery). • up skirting, which typically involves taking a picture under a person's clothing without their permission. <ul style="list-style-type: none"> • initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element). <p>our full school procedures on child-on-child abuse reflects the different forms this abuse can take and is clear that this is abuse and will not be tolerated. This can be found in a separate child on child abuse policy document.</p> <p>the procedures for child-on-child abuse will be supported in school and considers the issues as outlined in Part 5 of the current KCSE regarding child-on-child sexual violence and sexual harassment where relevant.</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>	<p>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.</p> <p>contacting the Children's Social Care Front Door service for information, advice and/or guidance (including use of the MASH professional helpline), following the early help pathway where relevant, or to make a referral where there are concerns about harm a child/young person.</p> <p>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.</p> <p>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. They should then report any actions to the DSL/ DDSL as soon as is possible.</p> <p>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.</p> <p>ensuring that the school have in place a Designated Teacher for looked-after children and previously looked-after children, and that their contact details are noted in the information attached at the end of this policy.</p> <p>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</p>
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	<p>worker are supported with their welfare and educational outcomes. This is in line with the recent review of Children in Need.¹).</p> <p>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 these children in school and meet their needs.</p> <p>recognise that children with special educational need (SEN) and disabilities can face additional safeguarding challenges (see section below). 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.</p> <p>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.</p> <p>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 D of the current KCSE.</p>
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<p><u>Teaching & Learning and Curriculum:</u></p> <p>The DSL will be required to ensure:</p>	<p>children are taught about safeguarding, including online and mobile and smart technology through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This will include covering relevant issues through personal, social, health and economic education (PSHE) including relationship and sex education (RSE)².</p> <p>that as we increasingly work online, we ensure that our children are safeguarded from potentially harmful and inappropriate online material. We have appropriate filters and monitoring systems in place.</p> <p>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.</p> <p>the governing body conduct an annual review of their approach to online safety, supported by an annual risk assessment that considers and reflects the risks children face.</p> <p>in accordance 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 empowers school to protect and educate the whole school community in the use of technology³ and have established mechanisms to identify, intervene and escalate any incident where appropriate.</p>
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¹ [DfE Review of Children in Need, June 2019](#)

² 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](#).

³ See DfE guidance on Teaching Online Safety in Schools [available here](#)

	<p>staff have an awareness of risk-taking behaviours which put children in danger linked to the likes of drug taking, alcohol abuse, deliberately absent from education, gang, or organised crime involvement and sharing nudes or semi-nudes which is also known as youth produced sexual imagery¹.</p> <p>staff have an awareness issue can manifest themselves via child-on-child abuse. This can include (but is not limited to): abuse within intimate partner relationships; bullying (including cyberbullying); 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.</p> <p>staff are clear on school policy and procedures for managing child on child abuse including child on child sexual violence and sexual harassment as outlined in part 5 of the current KCSE. All staff are clear that there is a zero-tolerance approach to sexual violence and sexual harassment.</p> <p>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.</p> <p>ensure (alleged) perpetrators are offered support as they may also have unmet needs and any child will experience stress because of being the subject of allegations and/or negative reactions by their peers to the allegations against them.</p>
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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. This can be particularly relevant, for examples, in relation to the impact on children of all forms of domestic abuse.

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 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 pupils through:</p>	<p>the content of the curriculum to encourage self-esteem and self-motivation.</p> <p>the school ethos which promotes a positive, supportive, and secure environment and gives pupils a sense of being valued.</p>
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¹.Guidance is available in [Sharing nudes and semi-nudes: how to respond to an incident \(overview\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/sharing-nudes-and-semi-nudes-how-to-respond-to-an-incident-overview)

	<p>the school's pupil behaviour policy which is aimed at supporting vulnerable pupils in school including those with mental health difficulties.</p> <p>ensuring all staff being aware of their responsibility to provide a consistent approach, which focuses on pupil behaviours but does not damage the child/young person's sense of self-worth.</p> <p>endeavouring to ensure that the pupil fully understands the consequences of unacceptable behaviour in such a way that preserves self-esteem and encourages future positive relationships with children.</p> <p>liaison with other agencies as appropriate which support the pupil including child and adolescence mental health services where appropriate.</p> <p>a commitment to develop productive and supportive relationships with parents whenever it is in a pupil's best interest to do so.</p> <p>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.</p> <p>fully support children as 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 etc.</p> <p>vigilantly monitoring children/young people's welfare, keeping records (separate to child/young person's school record and in accordance with our record management practices) and notifying relevant services <u>as soon as there is a recurrence of a concern.</u></p> <p>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.</p>
<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 abuse such as behaviours, mood and injury automatically relate to a child's disability without further exploration. • being more prone to child group isolation or bullying (including prejudiced based bullying) than other children.

	<ul style="list-style-type: none"> • 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. <p>To address these additional challenges, staff are made aware of these increased vulnerabilities for children/young people with SEND.</p>
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4. PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN/YOUNG PEOPLE

<p>In school we will:</p>	<p>operate Safe Recruitment practices including ensuring online checks, appropriate Data Barring Service (DBS) and reference checks are undertaken according to the current KCSE for all staff, supply staff, agency workers and volunteers (including Governors) before individuals are appointed or placed into school. As part of this process, we will conduct an online search on shortlisted candidates as part of due diligence.</p> <p>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.</p> <p>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 school¹.</p> <p>ensure that all staff, supply staff, agency workers and volunteers (including governors) are appropriately inducted and supported following their appointment which includes the allocation of a buddy /mentor.</p> <p>ensure that all staff, supply 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 included procedures for reporting low level concerns, whistleblowing, acceptable technologies (including the use of mobile devices), staff/ pupil relationships and communications including the use of social media), and the Safer Consortium’s ‘Safer Working Practices for Adults who work with Children and Young People.’ Version is available here. The policy should contain a procedure for sharing confidentially those concerns and be easy to understand and implement.</p> <p>ensure that staff, supply 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</p>
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¹ In accordance with Paragraph 256 of KSCE 2023 which notes a person prohibited under S128 is also disqualified from holding or continuing to hold office as a governor of a maintained school (e.g., Community or Foundation School (Church or Learning Trust)).

	<p>proceedings taken against them under the Sexual Offences Act 2003 (abuse of position of trust).</p> <p>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.</p> <p>ensure allegations are dealt with properly where school is not the employer e.g., allegations against supply staff/ teachers, contractors, and volunteers. 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.</p> <p>ensure that where we use an organisation that is not a supply agency, but where we have concerns regarding safeguarding or poor practice that these concerns are raised with the third party/ external organisation, which will include those organisations who also use/ hire our premises/ facilities. It may be that this could include low level concerns. In such instances we will use our own safeguarding policy and procedures to assess/ consider such matters, and we will in these instances, as appropriate discuss matters with the Local Authority Designated Officer (LADO) so that are advised/ informed of such matters where we do not have direct responsibility for the management of such matters.</p> <p>Allegations Management:</p> <ul style="list-style-type: none">• implement Part 4 of the current KCSE (<i>Safeguarding concerns and allegations made about staff including supply teachers, volunteers, and contractors</i>) and all other relevant Safeguarding and Child Protection policies. If an allegation is established to have foundation, they should ensure that they have sufficient information to meet the DBS referral duty criteria.• 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. <p>we will use Part 4 of KCSE for all managing allegations, or concerns (no matter how small) in school.</p> <p>for all cases that have been considered under Part 4 of KCSE have been found to be either unfounded, false, malicious or unsubstantiated the case manager (and the LADO where they have been involved) will consider the facts of the case and determine whether any lessons can be learned and if improvements can be made in our policies and practice, including training and updates.</p>
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Reference Document A

Sir James Knott Nursery School

Contact Details for Child Protection and Safeguarding as at: 25th September 2023

(*these details will next be reviewed on an annual basis to ensure that they remain relevant)

Designation/Role	Contact Details	
Head Teacher	Name: John Croft Telephone: 0191 257 4441 Email: john.croft@sirjamesknottnursery.org.uk Mobile: Number kept in the school office	
Chair of Governors	Name: Linsey Garr Telephone: 0191 257 4441 Email: lgarr@west-boldon.co.uk Mobile: Number kept in the school office	
Designated Safeguarding Lead (DSL):	Name: John Croft Telephone: 0191 257 4441 Email: john.croft@sirjamesknottnursery.org.uk Mobile: Number kept in the school office	
Deputy Designated Safeguarding Lead (DDSL):	Name: Nicki Battensby Telephone: 0191 257 4441 Email: nicki.battensby@sirjamesknottnursery.org.uk Mobile: Number kept in the school office Name: Demi McMullen Telephone: 0191 257 4441 Email: demi.mcmullen@sirjamesknottnursery.org.uk Mobile: Number kept in the school office Name: Jane Armstrong Telephone: 0191 257 4441 Email: jane.armstrong@sirjamesknottnursery.org.uk Mobile: Number kept in the school office	
Designated Teacher for Looked After Children	Name: John Croft Telephone: 0191 257 4441 Email: john.croft@sirjamesknottnursery.org.uk Mobile: Number kept in the school office	
Designated Safeguarding Governor:	Name: Louise Bradford Telephone(s): 0191 257 4441 Email: louise.bradford@christchurchps.org.uk Mobile: Number kept in the school office	
Designated Officer – Local Authority	LADO-Contactable through the Front Door Service-See below	
Front Door	0345 2000 109	MASH Professional Helpline
Access to Multi-agency Safeguarding Hub (MASH)	Out of Hours: 0330 333 7475 (evenings and weekends)	0191 643 5555
Adult Social Care Gateway Team	0191 6432777	
Police	Emergency 999 Non-emergency number 101	
Prevent Duty	Dedicated DFE (Department for Education) Prevent line 020 7340 7264	
NSPCC Help Lines:	National Whistleblowing helpline 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-6432110	South West-Based at Howdon Children's Centre-6432229
	The Coast-Based at Whitley Bay Customer First Centre-6438804	Central-Based at Riverside Children's Centre-6438899

Reference Document B

Links to other procedures in School

This policy does link 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 Management – Refer to Part 4 of KCSE - Safeguarding concerns and allegations made about staff including supply teachers, volunteers, and contractors.
4. Arrangements for those educated in alternative provisions and those educated other than in school.
5. Behaviour policy
6. Children Absent from Education policy
7. Complaints
8. Confidentiality, data protection and information sharing
9. E-safety, use of the internet (including acceptable use policy), photography and mobile (including phones) and other smart technology
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. Low Level Concerns
17. Lettings & school security
18. Looked after and previously looked after children policy including those with current or previous social work support
19. Medication policy
20. Children and young people's Mental Health and Wellbeing policy
21. 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*
22. Physical intervention & use of reasonable force
23. Promoting equality & diversity
24. Preventing radicalisation and extremism
25. PSHE policy
26. Pupil Premium Policy

27. Recruitment, selection DBS and vetting
28. School trips and visits
29. Staff Code of Conduct/ Staff Behaviour Policy
30. Transient children policy
31. Visitors, supply staff, agency workers and volunteers (including Governors)
32. Whistle blowing
33. Young Carers policy

34. Part 3 - Governing Body Action Plan

Safeguarding and Child Protection (Not to be included in finalised version of policy)

This action plan is reviewed annually by the Designated Safeguarding Lead (DSL) in conjunction with the Deputy Designated Safeguarding Lead (DDSL) and relevant others in school to review, assess and note progress against this plan. The action plan is also discussed with the Safeguarding Governor and presented to the Governing Body as part of the annual report.

Action	Comment	When was this action implemented at School?
Safeguarding Policy	<p>Within our school we have in place a safeguarding policy which applies across the whole school and confirms what we do for all children. We define safeguarding to include the overall culture and ethos we follow in school, which is child centred and always ensures that we work in the best interests of the child to ensure that school is a safe place for all our children and young people to be.</p> <p>We define Child Protection as what we do for children at risk of significant harm, or who have been significantly harmed and we have separate clear procedures which are understood by ALL in place for this.</p> <p>In drafting our safeguarding and child protection policy, procedures, practices, and guidance, we use the expertise of our staff in shaping our policies and provide opportunities to do this.</p>	
Early Help	<p>Within our school we have in place procedures to ensure all children and families are supported as soon as a problem emerges and at any point in a child's life. This is through early help, intervention and prevention using the locally agreed Early Help Pathway, Early Help Assessments (EHAs) and contact with our Locality Teams.</p>	
<p>An effective <u>Child Protection Policy and associated procedures</u> are in place in school and reviewed not less than every 12 months.</p>	<p>We have in place a child protection policy with supporting relevant procedures.</p> <p>We can demonstrate that all staff, governors, volunteers, agency workers, workers and volunteers, student placements, third party providers based on our school site (ALL):</p> <ol style="list-style-type: none"> 1. have received a relevant and appropriate induction that includes our child protection arrangements.¹ 2. have access to, understand, know its location and are clear on how it relates to them in their role in school and how it relates child protection practices which operate in school. 3. know the child protection policy is embedded in the actual operating practices which are in place in school. 4. know the child protection policy is subject to periodic updates for all adults 'working'² in school - 	

¹ It is a statutory requirement in school for all new staff to be advised of the staff code of conduct, child protection policy, the pupil behaviour policy (including bullying policy), child on child abuse, online safety, arrangements for children missing education, supporting those with SEND and the identity and role of any DSLs and DDSLs as part of induction. ALL should also read part 1 and for those working directly with children, Annex B of the current KCSE.

² 'working' in this instance does not mean employment – this relates to all of those adults who are directly employed by the school, placed via an agency/supply organisation or a volunteer – including governors, who have access to children/young people (or who

	<p>in particular, after it has been reviewed by the governing body (annually and/ or following a required review).</p> <p>5. are aware of who the DSL and the DDSLs are and clearly understand their and their own role and responsibilities within the application of the child protection policy.</p> <p>6. the DSL is part of the leadership team, has the authority to act/ make decisions and are provided with time, funding, training, and support to conduct their role effectively and to ensure that the Deputy DSLs are also supported in their roles to ensure that they contribute as appropriately to further ensure this.</p>	
Access to the Child Protection Policy – Non-Staff	The Child Protection Policy is made available to parents/carers and an up-to-date copy is maintained on school's website.	
Whistle Blowing Policy	<p>We have in place an effective Whistle Blowing Policy that staff have access to, understand, know its location, are clear on how it relates to their role in school and how it relates to the child protection policy and operating practices which are in place in school.</p> <p>A copy of this policy is on the school's intranet where staff can access it, is reviewed at least annually by the Governing Body, and updated/re-briefed to all staff as part of our annual CPD/Staff training programme. Reference to the Whistleblowing Policy is also included in our staff code of conduct, alongside references to low-level concerns, allegations against staff, and acceptable use of technologies (including the use of mobile devices), staff/ pupil relationships and communications including the use of social media.</p> <p>For those staff that cannot access the school's intranet easily, paper reference copies are available. Staff can contact our Office/ Business Manager who will ensure that they are provided with a paper copy for reference.</p> <p>ALL are made aware that we have a Whistleblowing Policy and as part of their induction are aware of how to raise concerns about poor or unsafe practice and potential failures in school and that the senior leadership team will seriously take these.</p>	
Whistle Blowing Helpline	ALL are also made aware that a Whistle Blowing Helpline line was set up by the NSPCC in February 2016 and are aware that the help line was <u>not</u> intended to replace current practices or responsibilities of organisations working with children.	

could by the very nature of what they do, or the time they spend in school could result in them being viewed by children as being a 'safe' adult in school).

	<p>ALL are aware that the help line advisors will always encourage professionals to raise any concerns about a child to their own employer in the first instance.</p> <p>ALL are aware that the advice line is being seen as an alternative route if whistle blowing internally is difficult or professionals have concerns around how matters are being managed. ALL are therefore aware that they have a personal responsibility to understand that this help line is in place and their own responsibilities in relation to this.</p> <p>The help line number is noted in the list of contact details that school provide to ALL in accordance with the application of our child protection policy and its associated procedures and practices.</p>	
<p><u>Code of Conduct/Staff Behaviour Policy</u></p>	<p>We have in place a code of conduct/ adult behaviour policy which also includes the reporting of low-level concerns including those that do not meet the harm threshold. This document also includes guidance for staff on whistleblowing, acceptable use of technologies (including the use of mobile devices), staff/ pupil relationships and communications including the use of social media.</p> <p>We can demonstrate that ALL:</p> <ol style="list-style-type: none"> 1. have been issued with a copy of the document and understand how it relates to their role in school. 2. have received tailored induction¹ training, have been provided with a copy of this document and have been guided through the document by either the DSL, DDSL or their mentor/ buddy so that they clearly understand the expectations school places upon them in relation to their behaviour/conduct in their role in school. 3. additionally, as part of our CPD (Continuing Professional Development) programme - Code of Conduct/Behaviour, Allegations Management and Safer Working Practices are part of our rolling programme of updates provided to staff on an annual basis. 	
<p>There are effective practices in place which support the operation of the <u>Safer Working Practices for Adults who work with Children and Young People</u></p>	<p>Guidance is available from the Safer Recruitment Consortium made up of advice from the NSPCC, Lucy Faithfull Foundation, National Association of Special Schools, and Child Protection in Education Foundation and is available to all Schools on the internet. We confirm that this guidance applies to ALL and forms part of a relevant and appropriate induction.</p> <p>We have in place our own guidance document and are able to demonstrate that this has been issued to staff and volunteers and that individuals have been supported to understand its content, what this means to them in their role in school and what is expected of</p>	

¹ It is a statutory requirement in school for all new staff to be advised of the staff code of conduct as part of induction.

	<p>them. For adults in school who are not members of staff or governors/ volunteers references in this document are noted as part of their tailored induction / linked to the role they are undertaking in school.</p> <p>This document is subject to periodic reviews and once it has been reviewed, we ensure that ALL are updated/re-reminded of the content therein.</p> <p>Additionally, as part of our CPD programme - Code of Conduct/Behaviour, Allegations Management, Low-Level Concerns, Whistleblowing, Acceptable use of Technologies, Staff/ Pupil Relationships & Communications (including Social Media) and Safer Working Practices are part of our rolling programme of updates provided to staff on an annual basis.</p>	
<p>There are practices in place which support the current <u>Keeping Children Safe in Education</u></p>	<p>This specifically relates to Part One of KCSE which applies to all staff. School leaders and those staff who work directly with children should also read Annex A of the document.</p> <p>This document is issued/ provided to ALL (i.e., not just staff) and forms part of a relevant and appropriate induction. Additionally, Part One of the current KCSE is also a key part of our annual CPD programme for all staff where we ensure that we support ALL to understand their role and responsibilities. This includes Annex A if working directly with children.</p> <p>We are aware of this document and ensure we directly access any changes/updates that are made at a national level and ensure that once it is updated, we:</p> <ol style="list-style-type: none"> 1. reflect those changes within the documents and practices which operate in school in relation to child protection, and 2. re-issue/provide copies to staff and volunteers (as appropriate). 3. discuss with staff and volunteers in detail how as individuals they identify and gain support to identify concerns early, provide help for children and prevent concerns from escalating. 4. are aware of the referral process which operates within school (and as noted in the current KSCE Part ONE). 5. continue to use as part of our ongoing CPD programme and have mechanisms in place to ensuring that staff and volunteers read and understand the content therein, by regularly discussing any changes/updates and advise/confirm/remind how this applies to them in their role in school. 6. provide support to staff on a periodic basis via email updates, alerts, in-house staff updates/briefings provided by the DSL as part of our CPD programme. 	

	<p>7. consider the use of public alerts from GOV.UK linked to the Teacher Regulation Authority and teacher's misconduct procedures and use the content therein appropriately to discuss those cases and to ensure that all staff are aware how we prevent such a situation occurring in our school.</p> <p>8. Ensure that individuals who are not employees or volunteers, are as part of their tailored induction (or ongoing placement in school) aware of Part One of KCSE as it applies to their role in schools and that they received updates on any changes to KCSE during the time that they are placed/ located with us in school.</p> <p>9. We have in place processes and procedures to manage any safeguarding allegation, or concern (no matter how small), about staff members (including supply staff/workers, volunteers, and contractors).</p>	
<p>School operates Safe Recruitment practices</p>	<p>We have in place an effective Recruitment & Selection Procedure which follows the guidance to support Safe Recruitment practices which comply with Part Three of the current KCSE and that these Recruitment & Selection practices apply equally to all appointments that are within our direct control to decide/ manage.</p> <p>All recruitment panels include at least one member of the leadership team and/ or a school governor who have taken part in training (and/or the 5-year refresher).</p> <p>We ensure that all appropriate and relevant checks are conducted in an effective and timely manner on ALL who will work with children before they are appointed to a role in school.</p>	
<p>Induction</p>	<p>We have in place an effective and appropriate Induction process for ALL.</p> <p>Each induction process is tailored to the role that the individual undertakes in school and a nominated person and/or buddy is responsible for supporting the induction process – which can last up to 12 months.</p> <p>We determine and operate an 'induction checklist' which can support and evidence the practices, which operate in school relating to child protection and supports individuals to operate effectively within school in relation to child protection and safeguarding.</p> <p>Key areas linked to safeguarding which are included in our induction checklist for ALL are:</p> <ul style="list-style-type: none"> the child protection policy and access to child protection training and procedures for online safety, child on child abuse and supporting children with SEND in safeguarding issues. 	

	<ul style="list-style-type: none"> • the staff behaviour policy (sometimes called a code of conduct) including procedures for reporting low level concerns, acceptable use of technologies (including the use of mobile devices), staff/ pupil relationships and communications including the use of social media. and the Guidance for Safer working Practices. • the identity and role of the designated safeguarding lead and any deputies in accordance with Annex C of the current KCSE. • whistleblowing procedures. • the pupil behaviour policy which includes measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying. • arrangements for children absent from education¹, particularly on repeat occasions and/or for prolonged periods. <p>Copies of policies, a copy of Part ONE and for those working directly with children a copy of Annex A from KCSE provided to staff and volunteers and are included as part of tailored induction for other adults working in school. In addition, the DSL/ DDSL also arranges to meet with each new member of staff, governor, or volunteer (*) following their appointment to ensure that they are also clear on their role and responsibilities in safeguarding children.</p> <p>The 'induction checklist' which is tailored and timed to suit the role the individual is undertaking within school, is updated to record progress through the 'induction checklist.'</p> <p>We actively use induction and probationary periods to ensure that individuals who are appointed to roles in school that are actively and effectively managed to ensure individuals operate within school policies, practices relating to safeguarding and child protection, and conduct/behaviour policies.</p> <p>Additionally, we also work with service providers / third party providers whose staff are based on our school site, (e.g., catering and cleaning services) to ensure that an effective induction is in place and to ensure this aligns with our safeguarding policies and culture and expectations placed within/onto the SLA/ Contractual Arrangements we have in place with such companies/ organisations.</p> <p>(* we have in place an equally robust and tailored induction checklist for agency workers/ supply staff /</p>	
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¹ In accordance with [statutory guidance](#) for children missing education Sept 2016

	<p>student placements, etc linked to the role they are coming into school to undertake and the duration of that role).</p>	
Staff Handbook	<p>We have in place a Handbook for staff which clearly documents all the relevant policies and practices that operate within school and that staff need to be aware of.</p> <p>The Staff Handbook includes a section on child protection and safeguarding.</p> <p>The Staff Handbook notes the designated person(s) in school who are to be responsible for child protection (DSL/DDSL).</p> <p>The Staff Handbook is drafted to support all staff employed to work in school and will be tailored to ensure that it can support those individuals directly employed by the school.</p> <p>We also have in place guidance for individuals who are working in school and are in direct contact with children/ young people, but are not employees, e.g., agency workers. Such information includes relevant policies and practices that operate within school that such individuals need to be aware of. Such individuals do not receive a copy of the Staff Handbook as they are not employees, but the information included in our Agency Workers/ Workers guidance does provide similar information in relation to teaching standards, role expectations and child protection and safeguarding practice.</p> <p>All staff are clear that our practice, process, procedures and expectations in school require staff to raise any concerns so that we may consider such and determine the right course of action; this underpins our position that any safeguarding allegation, or concern (no matter how small) about staff members (including supply/ agency staff/ workers, volunteers and contractors) can be taken seriously and effectively evaluated/ considered and managed as appropriate.</p> <p>All staff are aware that if they have a concern or about any staff members (including supply/ agency staff/ workers, volunteers, and contractors) that does not meet the harm threshold, this must be shared in accordance with our low-level concerns policy.</p>	
Volunteer Handbook	<p>We have in place a Handbook for volunteers which clearly documents all the relevant policies and practices that operate within school and which volunteers should be aware of in relation to child protection and safeguarding.</p> <p>The Volunteer Handbook notes the designated person(s) in school who are to be responsible for child protection (DSL/DDSL).</p>	

	<p>The Volunteer Handbook is drafted to support all volunteers who come into school to provide support with children/ young people, the wider school community, or curriculum support.</p> <p>All volunteers are clear that our practice, process, procedures and expectations in school require staff to raise any concerns so that we may consider such and determine the right course of action; this underpins our position that any safeguarding allegation, or concern (no matter how small) about staff members (including supply/ agency staff/ workers, volunteers and contractors) can be taken seriously and effectively evaluated/ considered and managed as appropriate.</p> <p>All volunteers are aware that if they have a concern or about any staff members (including supply/ agency staff/ workers, volunteers, and contractors) that does not meet the harm threshold, this must be shared in accordance with our low-level concerns policy.</p>	
<p>Job Descriptions and Person Specifications</p>	<p>As part of our Safe Recruitment practices all job descriptions and person specifications include an appropriate and relevant safeguarding and child protection responsibility.</p> <p>We have in place job descriptions/ role outlines for ALL roles within schools.</p> <p>The DSL and DDSL also have specific job descriptions relating to their role in school (in accordance with Annex C of the current KCSE and the DSL has the authority to act/ make decisions and are provided with time, funding, training, and support to conduct their role effectively.</p>	
<p>DBS Checks – Staff including and Agency Workers/ Supply Staff</p>	<p>We have in place a policy which ensures that such individuals are subject to relevant and appropriate DBS checks for the role that they are undertaking within school at appointment or when there is a need to review in line with good safeguarding or DBS practice.</p> <p>We ensure that such individuals understand the requirement to have a valid DBS check in place and that they must notify school immediately if their DBS status changes.</p> <p>We are aware that DBS checks may also include a 'barred list' check (List 99 as was). At appointment we have a clear process in place that determines the level of DBS check undertaken, e.g., Enhanced DBS (with barred list) or a Standard DBS (without barred list) and this is referenced in our DBS policy.</p> <p>We operate an Annual Update/Reminder Programme for DBS.</p>	

	<p>We have a separate DBS policy in place for Governors.</p> <p>We have with effect from XXXX decided to use/ not use the DBS update service for all new appointments of staff and governors into school.</p>	
<p>DBS Checks – Volunteers including Maintained School Governors</p>	<p>We have in place a policy which ensures all volunteers undertake a DBS check before they are appointed to school and that these checks are subject to an Annual Update/Reminder Programme.</p> <p>Specifically for Governors, we follow the School Governance Regulations 2014 and the Governance Handbook 2020 which notes that a DBS check at an enhanced level without barred list check will be undertaken for Governors as part of the appointment process.</p> <p>Governance is not regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.</p>	
<p>Information added regarding checks on those who have lived or worked overseas</p>	<p>Individuals who have lived or worked outside of the UK undergo the same level of checks as other staff, which includes obtaining (via the applicant) an enhanced DBS certificate even if the individual has never been in the UK.</p> <p>We will also under take any further checks that we think are appropriate for staff so that any relevant events that occurred outside of the UK can be considered, which will include but may not be limited to:</p> <ol style="list-style-type: none"> 1. criminal records check for overseas applicants – in accordance with Home Office guidance for teaching positions. 2. obtaining a letter (via the applicant) from the professional regulating authority in the country/ countries where the applicant has worked confirming that no sanctions have been imposed, or that there are no reasons why the individual may be unsuitable to teach. <p>We will also consider / apply a similar approach in terms of following Home Office Guidance for other roles in school, e.g., non-teaching staff positions.</p> <p>We are aware that this follows KCSE guidance and forms part of our Safe Recruitment practice where we are recruiting individuals who may have lived or worked outside of the UK.</p> <p>Each appointment panel/ process is responsible for ensuring that this is considered and/ or undertaken</p>	
<p>Prohibition Checks</p>	<p>We are aware that there are 3 prohibition checks in place for teaching staff.</p>	

	<ol style="list-style-type: none"> 1. Barred list check – which is considered when a DBS is applied for. 2. Teachers’ prohibition 3. Prohibition from Management 	
Prohibition Checks: Teachers	<p>We are aware that, under the School Staffing Regulations and (amended) 2013, a check was in place to ensure we ensured that anybody coming into school was not Prohibited from Teaching or indeed under an interim Prohibition Order.</p> <p>We ensure that we undertake this in addition to DBS checks for teaching employees.¹</p> <p>We also consider the relevance of a Prohibition Check for a non-teaching/ volunteer post where the applicant has previously worked/ qualified as a teacher. Each appointment panel/ process is responsible for ensuring that this is considered and/ or undertaken.</p>	
Prohibition from participation in Management (*)	<p>We operate a policy in school where anyone appointed to a management position as an employee, trustee or proprietor are checked to ensure they have not been barred from management of an independent school by the Secretary of State which includes all Governors in a maintained school. This additional check is in accordance with Section 128 provisions.</p> <p>This check is undertaken as part of the enhanced DBS or if the person is not in regulated activity via Employer Access.</p>	
DBS Risk Assessments	<p>Where a DBS provides trace data, an appropriate risk assessment is undertaken by the Head teacher and a decision regarding continuation of the offer of employment (*) is taken in conjunction with the Chair of Governors.</p> <p>A signed copy of the risk assessment (which is counter signed by the Chair of Governors or their designate) is placed confidentially onto the personal file held at school.</p> <p>The fact that there has been a trace and a decision, is noted and we have in place a process/ system that in the event of external scrutiny/ audit we are able to explain and demonstrate how we reached our decision. All information is stored in accordance with our GDPR and Data Protection principles/ policy.</p> <p>(*in the event that we need to undertake anew DBS for an existing member of staff (or a volunteer) we will follow a similar set of principles/ practices includes a duly considered and approved risk assessment and confidential noting and storage of information).</p>	
Single Central Record (SCR)	<p>We have in place an effective and robust Single Central Record (SCR) which is maintained on a timely basis.</p>	

¹ This will either be undertaken by us or via the organisation who undertakes the DBS checks on our behalf.

	<p>The Head teacher is the designated person who is responsible and accountable for the data held within the SCR, its timely updating and the quality of the data held therein. This individual(s) clearly understands the importance of the SCR and their role and responsibilities linked to this.</p> <p>The individual in school who administers our SCR (who is not the Head teacher) are fully aware of the importance of the SCR, how the SCR operates and why and why in the event that they are required to discuss the SCR and their administration of it with external bodies/ auditors.</p> <p>We have a nominated Safeguarding Governor who is aware of the SCR and regular asks questions of the Head teacher (but does not view the SCR) to ensure that the Head teacher is operating the SCR effectively and that it is updated on a very regular basis. We know that it is not appropriate for the Safeguarding to see personal data held on the SCR as this could be a breach of GDPR/ Data Protection principles.</p> <p>A report is presented to the Governing Body on an annual basis, and as part of this overall report on how Safeguarding and Child Protection operate in school the lead Safeguarding Governor provides confirmation of what they have done to give assurance that the SCR alongside other policies, procedures and practices is in place and is operating effectively.</p>	
<p>Procedures are in place for dealing with allegations staff of harm/ abuse against children/ young people by staff/ adults in the school.</p>	<p>In accordance with Part 4 of the current KCSE, we operate to this guidance when dealing with Safeguarding concerns and allegations made about staff, including supply teachers, volunteers, and contractors. Our practice, processes and procedures in school ensure we manage any safeguarding allegation, or concern (no matter how small), about staff members (including supply staff/ workers, volunteers, and contractors).</p> <p>Our DSL is aware of the above policies, how they fit into our overarching responsibilities linked to safeguarding and child protection and how these operate in practice.</p> <p>Our DSL has ensured that the DDSL(s) are equally aware of the above policies, how they fit into our overarching responsibilities linked to safeguarding, child protection and how these operate in practice.</p> <p>Our staff are aware of their role and responsibilities in accordance with information in Part One of KCSE.</p> <p>Additionally, as part of our CPD programme - Code of Conduct/Behaviour (including reporting of low-level concerns), Allegations Against Staff, Safer Working Practices, Acceptable use of Technologies (includes</p>	

	<p>the use of mobile devices), Staff/ Pupil Relationships, Communication including the use of social media and Whistleblowing are part of our rolling programme of updates provided to staff on an annual basis.</p> <p>We are aware of our duties and responsibilities in relation to third party providers and external agencies in that we continue to have a responsibility to consider/ assess any matters of a safeguarding nature that took place when the individual was based on our site/ premises or using/ hiring our site/ premises. In assessing such matters, we use our own policies and procedures including low level concerns to consider and assess such matters and refer such matters to the LADO and/ or the accountable employer/ organisation as required.</p>	
<p>Senior member of the school's leadership team is designated to take lead responsibility for dealing with child protection issues.</p>	<p>We have a named DSL within the Senior Leadership Team in School who is responsible for child protection and safeguarding.</p> <p>Our DSL has the authority to act/ make decisions and are provided with time, funding, training, and support to conduct their role effectively.</p> <p>The individual who holds this role:</p> <ol style="list-style-type: none"> 1. is aware that their responsibilities cannot be delegated, but they can be distributed to DDSL's and has put in place a framework which is clear to ALL on the role and responsibilities of both the DSL and the DDSL's. 2. is responsible for providing advice and support to all other staff, liaising with, and working with other agencies. 3. is trained in Child Protection matters as agreed locally. 4. directly supports those staff members who are also nominated by the school to be DDSL's for child protection purposes – in relation to CPD, case management and support. 5. understands the North Tyneside and Safeguarding Children Partnership (NTSCP) and Multi Agency Safeguarding Hub (MASH) escalation and effective challenge procedures found here. These promote a culture which encourages constructive challenge within and between organisations when a professional has a worry or disagreement with an agency decision or action related to safeguarding children. Paper copies should be made available so they can be accessed by all staff. 6. is responsible for ensuring that school has in place all relevant policies and procedures relating to child protection and safeguarding (including where abuse is child on child) and that these are periodically updated and reviewed considering changes to practice, guidance, and legislation. 	

	<ol style="list-style-type: none"> 7. ensures they link in with the governing body member nominated for safeguarding and child protection and ensures that with them, an annual report is provided to the governing body noting the schools' approaches to child protection/ safeguarding. 8. is aware of who the Designated Officer is within the Local Authority (referred to as <i>LADO</i>) and the requirements to report into and work with them on all relevant matters and, ensures that relevant staff and governors are also aware of the LADO role and requirements. 9. is responsible for ensuring that all staff are issued with a list of the DSL and the DDSL's within school and the relevant contacts within the local authority, as well as emergency/other agencies. That this document which is included in the school's child protection policy is issued to ALL and is subject to periodic updates. <p>In drafting our safeguarding and child protection policy, procedures, practices, and guidance we use the expertise of our DSL in taking the lead to implement an effective policy in school which reflects our practice and in ensuring that our staff are included in shaping our policies and provide opportunities to do this.</p>	
Staff Training	<p>The DSL and the DDSL's will undertake training to provide them with the knowledge and skills required to conduct their role through accessing the local multi-agency safeguarding training programme which should be updated every 2 (two) years.</p> <p>In addition to this formal training DSLs and DDSL's will access regular (and at least annual) updates (for example, via email, e-bulletins, and staff meetings). It is the responsibility of the DSL to ensure that this takes place for themselves and any DDSL's and to pick up any further areas of support, as necessary.</p> <p>All new staff will be provided with child protection training to ensure that they understand how safeguarding and child protection operates in our school.</p> <p>It is the responsibility of the DSL to ensure that this takes place and to pick up any further areas of support, as necessary.</p> <p>All other staff who work with children will refresh this formal training every 3 (three) years in line with local safeguarding training advice.</p> <p>This formal training will be in addition to regular staff updates which will be provided to ALL at least annually. It is the responsibility of the DSL to ensure that this takes place and to pick up any further areas of support, as necessary. As part of this process, we</p>	

	<p>will include 5 key questions to help both staff and school identify any further learning opportunities:</p> <ol style="list-style-type: none"> 1. what have you learnt (today) that you did not know? 2. What did you know before, but now see this in a different way? 3. What further questions, has this session prompted you to ask? 4. What is the one thing you are going to do differently from now on? 5. What additional training/updates/support would you like to receive going forward? <p>All agency workers/supply staff placed in school will receive appropriate safeguarding and child protection induction when they commence in school. These updates will be added to further as the placement in school continues. We have various levels of updates/guidance linked to the role to be undertaken and the duration of the role. The DSL is responsible for ensuring that an effective programme of safeguarding and child protection updates are in place for all agency workers/supply staff.</p> <p>Additionally, we also work with service providers whose staff are based on our school site, (e.g., catering and cleaning services) to ensure they are included in training/updates (and/or their employer/manager supports them with training/updates) to ensure that their knowledge and understanding continues to align with our safeguarding policies and culture.</p> <p>Additionally, all staff members who are also Governors are required to undertake induction training as a Governor and will also be required/ supported to receive regular updates on safeguarding and child protection matters from Governance perspective to ensure that they are able to fulfil their strategic responsibilities for our safeguarding arrangements and that they comply with their duties under legislation as a Governor and to equip them with the knowledge to provide strategic challenge as a Governor to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of a robust whole school approach to safeguarding.</p>	
Safeguarding Governor	<p>We have in place a governing body member who is identified as being the lead governing for safeguarding and they are aware of their role and responsibilities and the scope of that role.</p> <p>The safeguarding governor works with the DSL to ensure that an annual report is presented to the Full Governing Body noting the policies, procedures, and practices that we have in place to support child</p>	

	<p>protection and a safeguarding culture operating effectively within school.</p> <p>As part of our good practice, we require our safeguarding governor and chair of governors to attend whole school training and any updates from the DSL. All governors will be required/ invited to attend all staff annual CPD updates in relation to safeguarding and child protection.</p> <p>The training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of a robust whole school approach to safeguarding.</p> <p>Additionally, all Governors are required to undertake induction training on safeguarding and child protection matters to ensure that they are able to fulfil their strategic responsibilities for our safeguarding arrangements, comply with their duties under legislation and to equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of a robust whole school approach to safeguarding.</p>	
Visitors Protocol	<p>We have in place a protocol for visitors on their arrival at school. This is consolidated into the visitors 'signing-in' process and ensures that all visitors are aware of our standards of behaviour/ expectations of visitors when they are on our school site.</p> <p>The signing in protocol includes child protection and notes our expectations of visitors in the context of our wider safeguarding arrangements.</p>	
Practice reviews	<p>The DSL and DDSL(s) periodically, but at least annually review the practices we operate in school to ensure that each DSL and/or DDSL operates at a consistent and effective level.</p> <p>Additionally, the DSL is responsible for coaching and supporting each DDSL when they are managing cases and this is also factored into any formal support and development processes, e.g., appraisal.</p> <p>We have in place a system for conducting an annual review of the approach to online safety in school, supported by an annual risk assessment that considers and reflects the risks our children face.</p> <p>Our DSL has the authority to act/ make decisions and are provided with time, funding, training, and support to conduct their role effectively.</p> <p>As part of our ongoing review of our safeguarding practice in school where an allegation concluded to be</p>	

	<p>either, unfounded, false, malicious or unsubstantiated the case manager (and if they have been involved the LADO) will consider the facts of the case and determine whether any lesson can be learned and if improvements can be made to our operating practice/ how we managed the matter in school.</p>	
Record Keeping, Handover and Data Retention.	<p>All concerns, discussions and decisions made relating to a child/ young person and the reasons for those decisions are recorded in writing and held confidentially in secure files in school. This provides support when/ if we are responding to complaints about the way a case has been managed.</p> <p>Guidance is given in accordance with KCSE by the DSL to staff so they are clear on what should and should not be recorded in writing including all concerns, discussions and decisions made and the reasons for those decisions. This guidance is reviewed on a periodic basis as and when new guidance is issued, legislation changes or learning from practices operating in school necessitate a need for updates.</p> <p>All staff are aware of the need to maintain confidentiality but that where a child discloses information that they can never promise a child that they will not tell anyone about an allegation – as this may not be in the best interests of the child.</p> <p>In the event of a DSL leaving school or no longer holding the role, appropriate mechanisms are in place for an effective and detailed handover to the next DSL to be in place.</p> <p>All data is held/ stored in accordance with out GDPR/ Data Protection and Data Retention Policy and protocols that operate in school. We ensure that where a child/ young person leaves school their data is transferred to the new school within 5 days for an in-year transfer or within 5 days of a new term. The DSL is responsible for this including secure data transit and confirmation of receipt from the new school. The DSL will also consider if it is appropriate to share any information with the new school in advance of the child leaving in accordance with KCSE.</p> <p>We have specific guidance on Data Retention, and our practice in school is aligned to this to ensure from both a GDPR and KCSE perspective we are compliant.</p>	
Section 11 Audit	<p>The DSL is required to take a lead role in the completion of the Section 11 Audit and to ensure that this is completed and submitted as and when requested by the North Tyneside Safeguarding Partnership (NTSCP) and within the timeframes required.</p>	
Additional Policies	<p>In addition to the documents listed within this action/ assessment plan, we have in place effective policies and practices to further support the operation of our safeguarding and child protection policies.</p>	

	We also have in place a review protocol to ensure that all additional guidance and policy is reviewed periodically (at least annually) by the DSL/DDSL's to ensure they remain operationally effective.	
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