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Draft policy awaiting approval from LGB

**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES
(TEMPLATE FOR ACADEMIES AND INDEPENDENT SCHOOLS)**

Wilberforce Primary School

DATE: 5th September 2016

Date of last central office review:	September 2016	Review Period:	1 year
Date of next central office review:	September 2017	Owner:	Director with responsibility for Safeguarding
Date of next school level review:	July 2017		
		Group Board:	Group Board approves United Learning Policy

Policy Signed off on	Date: Monday 5 th September 2016	Date: Wednesday 14 th September 2016
Signed off by:	Name: LA Dolben Signature: Role: Executive Headteacher	Name: R Carpenter Signature: Role: Chair of Governors

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Section 1: Safeguarding Policy

1.1 Policy Statement

United Church Schools Trust and United Learning Trust, referred to throughout this policy as United Learning, is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.

Wilberforce Primary School recognises that safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such, it is:

- Everyone's responsibility to safeguard children
- Everyone who comes into contact with children and families has a role to play; and
- Everyone working with children maintains an attitude of 'it could happen here'.

This policy applies to all members of our school community. This includes all staff, governors and volunteers working in the school, and those in EYFS settings, as applicable.

It also applies to contractors and visitors during any interactions they may have with children, United Learning central office staff and to Trustees, working in or on behalf of the school.

Wilberforce Primary School Safeguarding Children Policy and Child Protection Policy and Procedures (hereafter referred to as 'the Policy') has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- The Children Act, 1989
- United Convention of the Rights of the Child, 1991
- Data Protection Act, 1998
- Sexual Offences Act, 2003
- Children Act, 2004
- Protection of Freedoms Act, 2012; and



- Relevant government guidance on safeguarding children, as follows:
 - [Keeping Children Safe in Education – Statutory guidance for schools and colleges, September 2016](#)
 - [Working Together to Safeguard Children, March 2015 \(Statutory guidance\)](#)
 - [Prevent Duty, July 2015](#)
 - [‘What to do if you are worried a child is being abused’ – Advice for Practitioners, March 2015](#)

In line with our Provision of Information Policy, this policy conforms to locally agreed inter-agency procedures and is available to all interested parties on our website and on request from the main school office. It should be read in conjunction with other relevant policies and procedures. (See Section 3).

The welfare of children is paramount:

- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children/young people, their parents/carers/guardians and other agencies is essential in promoting children/young people’s welfare.

Wilberforce Primary School strives to keep children/young people safe by valuing them, listening to and respecting them, and through our policies, procedures and practices.

- Adopting child protection practices through procedures and a Staff Behaviour Policy/Code of Conduct for staff and volunteers.
- Developing and implementing an Online Safety (e-safety) Policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents/carers, staff and volunteers.
- Sharing concerns with agencies that need to know, and involving parents/carers/guardians and children/young people appropriately.
- Ensuring that safeguarding responsibilities are appropriately addressed in all related policies and procedures.

1.2 Policies that come under the ‘umbrella’ term of Safeguarding

Wilberforce Primary School understands that safeguarding is intrinsic to all that we do and requires a consistent whole school ethos and approach. The tables below demonstrate how safeguarding is at the core of many of our policies and procedures; and that the term ‘safeguarding’ is an overarching one.



Safeguarding (Table 1)

Safeguarding (Universal)	Child Protection (Risk of Significant Harm)	E-Safety	Medical (Health and Well-being)	Health and Safety	HR		Other Statutory Documents
					Safer Recruitment	Communication/ External	
<p>United Learning Safeguarding Children Policy and Child Protection Procedures</p> <p>Mandatory School Based Policies</p> <ul style="list-style-type: none"> - SEND - Pupil Behaviour - Sex Education <p>Non-Mandatory School Based Policies:</p> <ul style="list-style-type: none"> - Anti Bullying - Exclusion - Attendance - Register of Pupil admissions to School - Register of attendance - EYFS - Supervision of Staff - Safe Handling/ Restraint 	<p>United Learning Safeguarding Children Policy and Child Protection Procedures</p> <p>Non- Mandatory School Based Policies:</p> <ul style="list-style-type: none"> - E-Safety Preventing Radicalisation Sexting Cyberbullying - Missing Children From Education From Home/Care - CSE - FGM - Restraint/Safe Handling - Abuse & Neglect DV, Faith Abuse, Gangs & Youth Violence, Gender Based Violence, Private Fostering, Teenage Relationship Abuse, Trafficking, Medical. 	<p>United Learning Safeguarding Children Policy and Child Protection Procedures</p> <ul style="list-style-type: none"> - Filtering, Monitoring & Reporting Policy - Procedures for responding to specific online incidents and concerns - Electronic Device Searching - Mobile Device and Phone Policy - Social Media Policy - Images Policy 	<p>Mandatory School Based Policies</p> <ul style="list-style-type: none"> - SEND* - Sex Education* <p>Non-Mandatory School Based Policies</p> <ul style="list-style-type: none"> - First Aid - Mental Health - Drug & Substance Abuse - Self-harm - Well-being 	<p>United Learning Group Health and Safety Policy</p> <ul style="list-style-type: none"> - Transporting Pupils - Educational Visits and Outdoor Activities - Supervision of Pupils - Site Security - CCTV - Evacuation - UL Behaviour of Visitors* 	<p>United Learning Policies:</p> <ul style="list-style-type: none"> - UL Safeguarding Children - HR Procedural Guidance - UL Recruitment & Selection Policy - Annual Staff-Student Relationship Letter & Guidance - Annual Acceptable Use of Technology* - United Learning Whistleblowing Policy - UL Guidance on Dealing with Allegations of abuse against Teachers and other Staff <p>School Based:</p> <ul style="list-style-type: none"> - Staff Behaviour/ Code of Conduct - Central Record of Recruitment and Vetting 	<ul style="list-style-type: none"> - UL Behaviour of Visitors* - UL Equality guidelines - UL Disciplinary Policy - Group Guidelines for Professional Conduct - UL Employee Data Protection Policy - Freedom of Information - UL Grievance Procedures <p>School Based:</p> <ul style="list-style-type: none"> - Complaints procedure - Admissions arrangements - Accessibility plan 	<ul style="list-style-type: none"> - Keeping Children Safe in Education, September 2016 - What to do if you suspect a child is being abused, March 2015 - Prevent Duty, July 2015 - FGM Reporting Duty, October 2015

Policies related to Safeguarding (Table 2)	Date	Owner	Renewal Date	Policies related to Safeguarding	Date	Owner	Renewal Date
United Learning Mandatory Policies				Intimate Care	Dec' 2016	School	Dec' 2017
UL Safeguarding Children and Child Protection Policies and Procedures	Sept '16	Central Office	Sept '17	First Aid			
SEND	Jan' 2016	School	Jan' 2017	Mental Health			
Sex Education				Drug & Substance Abuse			
Pupil Behaviour	July 2016	School	July 2017	Self-Harm			
E-Safety	Sept '16	Central Office	Sept '17	Well-being			
Universal				Health & Safety			
Anti-Bullying				Transporting Pupils			
Exclusion				Educational Visits & Outdoor Activities	Feb' 2016	School	Feb' 2016
Attendance	Apr' 2016	School	Apr' 2017	Supervision of Pupils			
EYFS				Site Security			
Register of Pupil admissions to School				CCTV			
Register of attendance				Evacuation			
Supervision of Staff				UL Behaviour of Visitors	August '13	Central Office	
Safe Handling/Restraint	Feb' 2016	School	Feb' 2017	HR – Safer Recruitment			
Technology (NB some aspects of technology do not sit within safeguarding. Those listed below do)				UL Safeguarding Children - HR Procedural Guidance	September '16	Central Office	August '17
Filtering, Monitoring & Reporting Policy	Sept '16	Central Office	Sept '17	UL Recruitment & Selection	August '16	Central Office	August '17



Procedures for responding to specific online incidents and concerns	Sept '16	Central Office	Sept '17	Annual Staff-Student Relationship Letter & Guidance	July '16	Central Office	July '17
Electronic Device Searching	Sept '16	Central Office	Sept '17	Annual Acceptable Use of Technology	July '15	Central Office	
Mobile Device and Phone Policy	Sept '16	Central Office	Sept '17	UL Whistleblowing Policy	February '16	Central Office	February '17
Annual Acceptable Use of Technology (See HR)	July '15	Central Office	August '16	UL Guidance on Dealing with Allegations of abuse against Teachers and other Staff	August '16	Central Office	August '17
Images Policy	Sept '16	Central Office	Sept '17				
Social Media Policy	Sept '16	Central Office	Sept '17	Staff Behaviour/ Code of Conduct	Sept' 2016	School	Sept' 2017
Child Protection				Central Record of Recruitment and Vetting			
Child Protection	Sept '16	Central Office	Sept '17	HR - Communication/ External			
Preventing Radicalisation				UL Equality guidelines	May '16	Central Office	
Sexting / Cyberbullying				UL Disciplinary Policy	May '15	Central Office	
Children Missing from Education				Group Guidelines for Professional Conduct	May 15	Central Office	
Children Missing from Home/Care				UL Employee Data Protection Policy	May '15	Central Office	
CSE				Freedom of Information			
FGM				UL Grievance Procedures	May '15	Central Office	
FM				Complaints procedure	Nov' 2015	School	Nov' 2016
Medical				Admissions arrangements			
Supporting Pupils with medical plans				Accessibility plan			



1.3 Review Process (Previously at 2)

1.3.1 The Review Process

- The Policy will be reviewed by central office (Lead Safeguarding Officer) annually or as events, or legislation requires.
- The Designated Safeguarding Lead, **Executive Headteacher**, and Nominated Safeguarding Governor at **Wilberforce Primary School** will also review the Policy annually, or as events, or legislation requires, ensuring that the content specific to their school and local authority is accurate, prior to approval by their Local Governing Body.
- These documents will then be ratified by the United Learning Group Board, (USCT Trustees).
- Any deficiencies or weaknesses identified will be remedied without delay.

1.3.2 Review Timescales

Commencing April 2015, the Policy will be reviewed annually, as set out below:	
Policy reviewed centrally:	April
Policy personalised by schools:	May
School level Policy ratified by Local Governing Bodies:	May - June
Individual school level Policy approved by the Group Board	July – December
Implementation of Group Policy	September 2015
First Annual Review	June 2016
Implementation of Reviewed Policy	September 2016

1.3.3 In Year Policy Review Dates

Review Date	Changes Made	By Whom
July 2015	Inclusion of Prevent Duty	United Learning Central Office
September 2015	Inclusion of Overseas and Prohibition from Management checks.	United Learning Central Office
October 2015	Inclusion of statutory duty to report FGM.	United Learning Central Office
January 2016	Inclusion of EEA Checks	United Learning Central Office
March 2016	Updates to links following move to the United Hub	United Learning Central Office
June 2016	Reordered and updated to reflect changes in KCSIE May 2016	United Learning Central Office



September 2016	Updates to reflect changes in KCSIE September 2016	United Learning Central Office
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1.4 Roles and Responsibilities of Trustees

The United Learning Group Board of Trustees retains statutory responsibility for ensuring that all legal responsibilities in connection with safeguarding, child protection and safer recruitment are discharged. This responsibility is invested in:

- **Darran Lee**, Primary Director, and United Learning's Designated Senior Person.

Responsibility for all safeguarding and child protection matters, other than safer recruitment, is delegated by United Learning's Designated Senior Person to the **Executive Headteacher of Wilberforce Primary School, and the Headteacher** as school's Designated Safeguarding Lead to act on behalf of the United Learning Group Board and ensure that child protection policies and procedures are compliant with local authority guidance and locally agreed inter-agency procedures. Support to United Learning's Designated Senior Person is provided by United Learning's Lead Safeguarding Officer, who will work closely with schools.

Responsibility for safer recruitment is delegated to the **Headteacher of Wilberforce Primary School, as Designated Safeguarding Lead supported by the central office HR team and responsibility for ensuring that policies and procedures are complied with at Wilberforce Primary School;** who, within her duties, will **keep the Executive Headteacher** and the Lead Safeguarding Officer for United Learning informed of any issues and ongoing investigations which:

- Lead to any referral to the designated officer(s) from the local authority (which could result in, or has resulted in, a strategic case meeting being called)
- Relate to a member of staff and, without prejudice to the case, the Designated Safeguarding Lead for **Wilberforce Primary School** judges may result in disciplinary action being taken.

(See Annex A12: Reporting a Safeguarding Concern to United Learning - Template form for use by schools).

These matters will then be raised with United Learning's Designated Senior Person who will report to the Group Board, as necessary.

1.5 Key Principles

This policy and its associated procedures will ensure that **Wilberforce Primary School** practices safer recruitment in checking the suitability of staff and volunteers to work with children by completing all necessary checks required by the DfE; and storing and maintaining this information on a Single Central Record (SCR). See [United Learning Safeguarding Children – HR Procedural Guidance September 2016](#)

In accordance with [Working Together to Safeguard Children, March 2015](#) (Page 5) **Wilberforce Primary School** understands that safeguarding is everyone's responsibility and is committed to safeguarding and promoting the welfare of children by:

- Protecting children from maltreatment;
- Preventing impairment of their health and development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and



- Taking action to enable all children to have the best outcomes.

In order to do this, we will raise awareness of child protection issues, and equip children with the skills they need to keep themselves safe. We will develop and implement robust procedures for identifying and reporting cases, or suspected cases, of abuse; and will support pupils who have been abused. We will work in accordance with agreed child protection plans and will establish a safe environment in which children can learn and develop.

Wilberforce Primary School will be vigilant in respect of the specific safeguarding issues highlighted in [Keeping Children Safe in Education, September 2016](#) and ensure that the needs of Looked After Children and those with Special Education Needs or disabilities are recognised as being particularly vulnerable.

We will ensure that all staff, governors, volunteers; and contractors adhere to the school's child protection procedures. (See Annex A2: [United Learning Staff Student Relationship Letter and Guidance, September 2016](#)).

Wilberforce Primary School recognises that it has both statutory and pastoral responsibilities for the well-being of its pupils; and, in keeping with our aims and ethos, the well-being and safety of pupils is of paramount importance, and it is the responsibility of everyone who comes in to contact with pupils to be vigilant and report any incidents of child abuse and other safeguarding concerns.

These responsibilities include having robust safeguarding and child protection procedures in place, to ensure:

- The identification of students at risk of suffering significant harm;
- Raising awareness of all staff through effective communication and training;
- The referral of all disclosures to the appropriate agencies;
- Effective working relationships with the local Police, Local Safeguarding Children Board, Social Care, Health, and other relevant external agencies; and
- The delivery of an effective curriculum which enables pupils to stay safe from harm.

[United Learning Safeguarding Children – HR Procedural Guidance \(September 2016\)](#) should be read in conjunction with other relevant United Learning HR policies, procedures and guidance and school based policies.

1.6 Monitoring and Evaluation

At Wilberforce Primary School we monitor and evaluate our Safeguarding Children and Child Protection Policies and Procedures document and related policies via the following processes:

- Local Governing Body visits to the school
- Senior Leadership Team 'drop ins' and discussions with staff
- Pupil surveys and questionnaires
- Scrutiny of attendance data
- Scrutiny of a range of risk assessments
- Scrutiny of Local Governing Body minutes
- Logs of Bullying, Racist, and Behavioural Incidents
- Review of parental concerns and parent questionnaires
- Regular vulnerable children meetings between safeguarding leaders, pastoral and SENCO
- Review of specific resources for all vulnerable groups, (**Nurture group, Breakfast club and after school clubs**)



This analysis will be discussed during regular meetings between the **Headteacher, the Chair of Governors** and the United Learning Director and Education Advisers; and during Safeguarding Audits completed by the United Learning Lead Safeguarding Officer. Local Governing Body checks on the effectiveness of safeguarding will be reported in termly minutes of meetings.

1.7 Adoption of this Policy

Wilberforce Primary School has adopted the **United Learning Group Safeguarding Children and Child Protection Policies and Procedures** document and has included details of the local arrangements, to ensure that this document meets the standards required.



**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES
(TEMPLATE FOR ACADEMIES AND INDEPENDENT SCHOOLS)**

Section 2: Safeguarding: A Whole School Approach

2.1 What is Safeguarding?

Safeguarding is everyone's responsibility.

Safeguarding children is the action we take to promote the welfare of children and to protect them from harm.

Everyone who comes into contact with children and families has a role to play.

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

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

(Working Together to Safeguard Children March 2015 – Page 5)

2.2 Safeguarding Induction

2.3

Wilberforce Primary School recognises that safeguarding children is the single most important duty that we undertake.

To ensure that everyone working within our school understands their roles and responsibilities and always acts in the best interests of the child, we provide a comprehensive safeguarding induction, which includes child protection, e-safety and Prevent duty information.

This is delivered during the first INSET day of the academic year by face to face training. In addition all staff are required to take online learning modules as agreed in line with the Headteacher.



This is provided to:

- All staff
- all volunteers
- all agency staff (e.g. supply teachers)
- all contractors

For agency staff and contractors, this is in addition to the training that they receive and is verified by their own agency or employer; and is provided to ensure that the safeguarding procedures within our school are followed.

2.4 Safeguarding Induction Programme and Whole School Training

Wilberforce Primary School ensures that everyone receiving safeguarding induction reads and understands Part One and Annex A of [Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges](#), September 2016; and considers the implications of it, in relation to the work undertaken within, and on behalf of the school.

- As appropriate to their role and responsibilities, senior staff and members of the safeguarding team and members of the local governing body will also be required to read the complete guidance.
- All staff and volunteers are required to sign to confirm:
 - Attendance at Safeguarding Induction Training, which includes Child Protection, Online Safety (e-Safety) and the Prevent duty.
 - 'Keeping Children Safe in Education, September 2016': Part One
 - 'Keeping Children Safe in Education, September 2016': Annex A
 - School's Safeguarding Children Policy and Child Protection Policy and Procedures document
 - School's Online Safety (e-Safety) Policy and related policies
 - School's Prevent documents (e.g. Prevent duty, statement, risk assessment or policy)
 - United Learning Whistleblowing Policy
 - United Learning Annual Staff Student Relationship Letter and Guidance
 - United Learning Annual Acceptable Use of IT agreement
 - Childcare Disqualification Requirements and Disclosure by Association (as appropriate).
 - School's Behaviour Policy/Code of Conduct
 - School's Children Missing Education Policy
- A copy of the signed documents will be retained by the school as part of our Safer Recruitment procedures.
- This Safeguarding Induction Programme will be followed up with at least annual safeguarding training.

2.5 Keeping Children Safe in Education Statutory Guidance for Schools and Colleges, September 16

For Keeping Children Safe in Education (whole document), [click here](#)

2.6 Keeping Children Safe in Education, Part One



For Part One, [click here](#)

2.7 Keeping Children Safe in Education, Annex A

For Annex A, [click here](#)

2.8 What to do if you are worried a child is being abused - Advice for practitioners

For What to do if you are worried about a child is being abused, [click here](#)

2.9 What to do when you have a safeguarding concern

- Details of the child protection procedures at **Wilberforce Primary School** are provided in Section 4.
- These procedures should be followed by all staff, in the knowledge that all concerns, however small they may seem, will be taken seriously.
- In borderline cases informal advice will be sought from local agencies by a member of the safeguarding team.
- If concerns continue, staff should raise these through the appropriate channels.

2.9 What to do if a Child is at Risk of Immediate Harm

If you are seriously concerned about a child's immediate safety, always dial 999.

If, at any point, there is risk of immediate harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

(Keeping Children Safe in Education).

All referrals to the local social services department should be made within 24 hours (in writing or with written confirmation of a telephone call) of a disclosure or suspicion of abuse.



**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES
(TEMPLATE FOR ACADEMIES AND INDEPENDENT SCHOOLS)**

Section 3: Child Protection Policy (Revised)

3.1 Safeguarding Children

Wilberforce Primary School understands that safeguarding children is our single most important responsibility.

- We teach children about safeguarding and how to keep safe.
- Children's wishes and feelings are taken into account when we are determining what action to take and what services to provide.
- We encourage children to express their views and give feedback through School Council, classroom discussions, questionnaires and pupil conferencing.
- We support vulnerable children to do this through structured conversations, mentoring and buddying systems.
- Our governing body and United Learning Trustees ensure that:
 - Training is provided to all staff that clearly explains that staff must not agree confidentiality and must always act in the best interests of the child.
 - Safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the LSCB. This includes understanding and reflecting local protocols for assessment and the LSCB's threshold document along with supplying information as requested by the LSCB.
 - In accordance with the Data Protection Act 1998 **Wilberforce Primary School** processes personal information fairly and lawfully; it recognises that this is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. We understand that fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.
- We ensure that all visitors to the school receive safeguarding information

3.2 Safeguarding Information for Pupils

At **Wilberforce Primary School** we believe that:

All children have the right to be listened to, the right to be heard.

All children have the right to feel safe, to be safe and to be protected from harm.

Wilberforce Primary School promotes its belief that as children, our pupils have the right to achieve their full potential regardless of their ethnicity, religion, gender, orientation, ability, or disability.

We strive to ensure our pupils have the ability to:

- Be as physically and mentally healthy as possible
- Gain the maximum benefit possible from good education opportunities
- Live in a safe environment and be protected from harm
- Experience emotional well-being
- Feel loved and valued, supported by affectionate relationships



- Become competent at looking after themselves
- Have a positive self-image, a secure identity including cultural and racial identity
- Develop good interpersonal skills and confidence in social situations.

At **Wilberforce Primary School** we will teach children to understand and manage risk, through our:

- PSHE lessons
- Other lessons, such as Drama
- Assemblies and Special Days
- E-Safety Programme
- Anti-Bullying Programme.

Confidentiality

As the pupils of **Wilberforce Primary School** we want you to know that:

- **We will always take what you tell us seriously.**
- **We cannot agree to keep anything that you tell us secret, but we will only share information with the people that we need to, in order to ensure that you and others are kept safe from harm.**

Any pupil concerned about their safety can talk to one of the school's Safeguarding Team, or a member of staff who you feel able to talk to.

3.3 Working in Partnership with Parents/Carers/Guardians

At **Wilberforce Primary School**:

- We are committed to working with parents/carers/guardians positively, openly and honestly.
- We ensure that parents/carers/guardians are treated with respect, dignity and courtesy.
- We respect parents'/carers'/guardians' rights to privacy and confidentiality and will not share sensitive information unless we have permission; or it is necessary to do so in order to protect a child.
- We share a purpose with parents/carers/guardians to educate and keep children safe from harm and to have their welfare promoted.
- Any referral made to social care (**Westminster Tri-Borough or Brent Social care teams, TBAP, Working with Men,)** is shared with parents beforehand, unless it is inappropriate to do so; and as a school we will ensure regular contact with parents/carers/guardians of all pupils.
- All staff have the skills knowledge and understanding to keep safe children who are looked after by the Local Authority.
- All staff have the skills and understanding to keep children safe who have Special Education Needs or disabilities.

3.4 Confidentiality and Sharing Information

Wilberforce Primary School:

- Recognises and complies with its duties under current Data Protection legislation.
- Ensures the confidentiality of its pupils and their families.
- Ensures confidentiality so that evidence is not compromised.
- Will make every effort to maintain confidentiality and guard against unwanted publicity.
- Only shares information on a 'Need to Know' basis, and this decision is taken by the Designated Safeguarding Lead, or Deputy Designated Safeguarding Lead.



- Keeps all Child Protection information securely.
- Ensures that all information is processed for limited purpose, is adequate, relevant and not excessive, is accurate, retained and processed in accordance with data subject's rights.
- All child protection information is held on the CPOMS electronic management system, paper documents are stored securely in the pastoral and SENCO office, which is pass key protected in accordance with England (Pupil Information) (England) Regulations 2005.
- Every effort is made to prevent unauthorised access and sensitive information is not stored on laptop computers, which, by the nature of their portability, could be lost or stolen. All laptops should have encrypted hard drives to prevent access to information should the device be lost or stolen.
- If it is necessary to store Child Protection information on portable media, such as a CD or flash drive, these items must be encrypted and kept in locked storage.
- Child Protection information is stored separately from the pupil's school file and the school file is 'tagged' to indicate that separate information is held.
- Child Protection Records are normally exempt from the disclosure provisions of the Data Protection Act, which means that pupils and parents do not have an automatic right to see them. If a member of staff receives a request from a pupil or parent to see Child Protection Records, the request will be referred to the **Executive Headteacher**, and to Alison Hussain at Central Office (Alison.Hussain@unitedlearning.org.uk).

The Data Protection Act does not prevent school staff from sharing information with relevant agencies where that information may help to protect a child and is in the child's best interests.

Wilberforce Primary School recognises that:

- It is essential to establish positive and effective working relationships with outside agencies.
- There is a joint responsibility on all these agencies to share information to ensure that all children are safeguarded.
- We share information:
 - To ensure the fullest possible picture of the child's circumstances
 - To enable practitioners to assess the needs of the child properly
 - To co-ordinate and improve service provision to the child and family
 - To protect other adults and children.
- Examples of when it is necessary to share information include if:
 - A child seems hungry, or inappropriately dressed, or has hygiene concerns
 - A child's behaviour is concerning: aggressive, or withdrawn, or unhappy, or overly familiar, or sexually inappropriate
 - There is a suspicion or evidence that the child has an injury; e.g. the child has awkward or protective movement; has bruising, marks, cuts or burns
 - Things said by, or about the child that are concerning.
- Staff are aware that low level issues should be shared with support and/or senior teaching staff as soon as possible.
- In line with [Keeping Children Safe in Education, September 2016](#) (Pages 7-8 Paragraphs 21-27) and the [Prevent duty, July 2015](#).
 - **Safeguarding and child protection concerns about the child will be reported to the Designated Safeguarding Lead, Claire Macfie or one of the deputy safeguarding officers : Lesley Dolben, Executive Headteacher; Dave Casey, Deputy Headteacher; Felicity Chame ,SENCO; Angelie**



Wall, Learning Mentor and Safeguarding Clerical Support and Luthfa Uddin, Parent Advisor. This should be done as soon as possible and before the end of the day. The Designated Safeguarding Lead (or equivalent) will decide who else needs to have this information.

- **However, if at any point, there is a risk of immediate serious harm to a child a referral should be made to social care immediately, and anybody can make this referral.**
 - **If staff have concerns about another staff member they will be referred to the Headteacher.**
 - **Where the concerns are about the Head Teacher** they will be referred to the Chair of Governors. [\(See also Keeping Children Safe in Education, September 2016, Part 4\)](#)
- In line with [Working Together to Safeguard Children, March 2015](#) (Pages 16-17 & Page 71) we follow inter-agency information sharing protocols. We:
 - Discuss with the child and their family the involvement of other agencies and how and who you will share information with and gain their consent where appropriate. The only time we would not share information with the family would be if it could potentially put the child at further risk of harm to do so.
 - Share all appropriate information as early as possible with practitioners and organisations who are currently working with, or due to work with a child.
 - Discuss and share any assessments or reports with the child and their family and include their views even if they differ from our own.
 - Seek permission before expressing the views of another agency or practitioner to a child, parent/carer/guardian.
 - Notify Children's Services if a child subject to a Child Protection Plan has an unexplained absence from school.
 - Having confirmed that a child is changing school, the Designated Safeguarding Lead will confirm their safe arrival; and will transfer their child protection file as soon as possible, separately from the main pupil file and via secure transit, and confirm safe receipt thereof.

Wilberforce Primary School recognises that:

- Staff may need to seek support themselves if they are distressed.
- Staff can speak with the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads in confidence.
- If staff seek support from external agencies they must adhere to the requirements of strict confidentiality at all times.

3.5 Supervision is for all those who work in the Safeguarding Team, in the form of regular group Vulnerable Children's meetings. The Headteacher is supervised by the Executive Headteacher through regular coaching meetings. External supervision is available to the school on request from Tri-borough and the Virtual School teacher.

3.6 Safeguarding Training

Wilberforce Primary School provides safeguarding training that enables all staff to understand the roles and responsibilities that they have in relation to keeping children safe. Staff receive regular safeguarding updates, as required and at least annual training, to provide them with relevant skills and knowledge to safeguard children effectively.

3.5.1 The Headteacher, as the Designated Safeguarding Lead, and the Chair of Governors at Wilberforce Primary have been trained to Level 3.



3.5.2 Designated Safeguarding Lead/s

- DSL/s complete appropriate training, on appointment and at least annual update training.
- This training will include child protection, Online Safety (e-safety) and Prevent, where there have been any changes in statutory requirements, or the local procedures have been updated.
- This training will be undertaken in accordance with Local Safeguarding Children Board (LSCB) procedures, and in line with Keeping Children Safe in Education, September 2016.

3.5.3 Deputy Designated Safeguarding Lead/s

Deputy DSLs will complete training to the same level as the Designated Safeguarding Lead, and will cover for them when they are unavailable.

3.5.4 All Existing Staff

All staff must undertake at least annual safeguarding training and receive any in year safeguarding updates. This training must equip all staff to demonstrate an understanding and the delivery of their safeguarding responsibilities.

Refresher training should include updates of child protection, Online Safety (e-safety) and Prevent procedures.

Access information for the online training modules is available from the office. Full details of what is to be included in the whole school update training are provided in Section 2 of this policy.

3.5.5 All New Staff

All new staff and agency staff complete safeguarding induction training.

Wilberforce Primary School ensures that all new staff receive a copy of the relevant policies and protocols as part of routine induction to the school. Induction meetings are scheduled during the first four weeks.

As in part 2 above: Wilberforce Primary School ensures that everyone receiving safeguarding induction reads and understands Part One and Annex A of [Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges](#), September 2016; and considers the implications of it, in relation to the work undertaken within, and on behalf of the school.

- As appropriate to their role and responsibilities, senior staff and members of the safeguarding team and members of the local governing body will also be required to read the complete guidance.
- All staff and volunteers are required to sign to confirm:
 - Attendance at Safeguarding Induction Training, which includes Child Protection, Online Safety (e-Safety) and the Prevent duty.
 - 'Keeping Children Safe in Education, September 2016': Part One
 - 'Keeping Children Safe in Education, September 2016': Annex A
 - School's Safeguarding Children Policy and Child Protection Policy and Procedures document
 - School's Online Safety (e-Safety) Policy and related policies
 - School's Prevent documents (e.g. Prevent duty, statement, risk assessment or policy)
 - United Learning Whistleblowing Policy
 - United Learning Annual Staff Student Relationship Letter and Guidance
 - United Learning Annual Acceptable Use of IT agreement
 - Childcare Disqualification Requirements and Disclosure by Association (as appropriate).
 - School's Behaviour Policy/Code of Conduct
 - School's Children Missing Education Policy



- A copy of the signed documents will be retained by the school as part of our Safer Recruitment procedures.
- This Safeguarding Induction Programme will be followed up with at least annual safeguarding training.

3.5.6 Agency Staff and Peripatetic Staff

All agency and peripatetic staff complete safeguarding induction training.

Copies of all policy and relevant documentation are made available to agency and peripatetic staff. A summary of school protocols is given to all such staff at sign in by the Reception Team. The Safeguarding policy and protocols are available in the staff room. All policies and training information is available on the T-drive. Agency staff are expected to participate in all Safeguarding training delivered during their placement including that available as part of our online training package.

3.5.7 Governors

Governors receive appropriate training which includes:

- Access to all safeguarding training delivered by the school
- Access to the online training package
- The Chair, as nominated safeguarding lead receives annual training from United Learning.
- The school ensures that the Chair and any other governor invited to participate in recruitment has undertaken safer recruitment training.

3.5.8 Volunteers

Volunteers receive appropriate training which includes an induction and copies of the KCSIE education document.

3.6 Safer Recruitment Training

Wilberforce Primary School follow United Learning's HR Policies and Procedures as listed in Table 2. Safer Recruitment training has been undertaken by four members of staff (Lesley Dolben, Claire Macfie, Dave Casey and Rosemary O'Connor) and one member of the local governing body (Rob Carpenter.)

3.7 Lettings

As part of our commitment to safeguarding all children and vulnerable adults in our community, Wilberforce Primary School requires all lettings to provide details of the named child protection lead for any event involving under 18's; and confirmation that staff have undergone appropriate safer recruitment checks and training.

3.8 Safeguarding Training Records

The training record of the school is held securely within the single central record. It includes confirmation that all staff have received the following:

- Induction to safeguarding including Child protection, online safety (e-safety) and the Prevent Duty. (Level 1 training)
- Child protection training at basic level (Level 2) – delivered online
- Behaviour management training
- Attachment training (2016)
- Confirmation of Level 3 training for the DSL, deputy DSLs, and Headteacher. This is an annual advanced and/or advanced refresher delivered by United Learning.
- The annual safeguarding training of the governing body



**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES
(TEMPLATE FOR ACADEMIES AND INDEPENDENT SCHOOLS)**

Section 4: Child Protection: A Whole School Approach

4.1 Safer Recruitment

Wilberforce Primary School operates safer recruitment procedures and is committed to doing its utmost by complying with procedures set out in:

- [Keeping Children Safe in Education](#), Information for all school and college staff, September 2016 (Part 3)
- [United Learning Safeguarding Children – HR Procedural Guidance](#) , September 2016
- [United Learning Recruitment and Selection Policy](#), August 2016
- [United Learning Whistleblowing Policy](#), February 2016

4.1.1 As identified in our Child Protection Policy (Section 3.7) the following staff and governors have undertaken Safer Recruitment training:

L Dolben : 2016
C Macfie: 2016
D Casey: 2016
R Carpenter:2016
R O'Connor: 2016

4.1.2 Safer recruitment means that all applicants are required to:

- Complete an application form
- Provide two referees, including at least one who can comment on the applicant's suitability to work with children
- Provide evidence of identity and qualifications
- Be checked through the disclosure and barring service as appropriate to their role
- Be subject to a Prohibition Order check if applying for a teaching position
- Provide evidence for right to work in the United Kingdom
- Assist in the completion of overseas checks, (as appropriate)
- Be subject to checks carried out to ensure that individuals are not disqualified under the Childcare (Disqualifications) Regulations 2009 including barred by association, as appropriate to the role, (as appropriate).
- Be subject to a Section 128, Prohibition from Management check, (as appropriate).
- Be subject to EEA check, (as appropriate)
- Be interviewed
- Provide evidence on medical fitness (mental and physical).

In addition, the school will:

- Obtain assurance that the appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's students on other sites.

4.1.3 New members of staff will:

- Undergo an induction that includes familiarisation with the school's Safeguarding Children Policy and Child Protection Procedures, Online Safety (e-Safety) training and the Prevent



- duty; and assist with the identification of their further child protection training needs.
- Read and demonstrate an understanding of

[Part 1 of Keeping Children Safe in Education, September 2016](#)

4.1.4 All staff are required to:

- Take part in at least annual safeguarding and child protection training
- Sign annual safeguarding agreements and disclosures, (as appropriate) as set out above
- The school ensures that there are robust child protection procedures in place for any child who attends an off-site provision.
- Organisations which provide a service for pupil on the school site and within the school day are to adhere to the policies and protocols of the school. The DSL will take responsibility for providing advice and support, including the handling of any referral or concern of a child protection nature.
- Organisations which provide a service or activity on the school site outside of school hours must demonstrate robust safeguarding processes to the school on booking a letting (see above).

4.2 Child Protection

Every member of staff across school has an obligation to report any concerns which they may have. If a member of staff has a concern it must be recorded centrally using the CPOMS system. This will alert relevant people immediately.

4.2.1 Wilberforce Primary School is committed to safeguarding and promoting the welfare of our children.

- Where a child is suffering significant harm, or is likely to do so; or where a child is at risk of radicalisation or being drawn into terrorism/extremism, we will ensure that action is taken to protect that child.
- Action will also be taken to promote the welfare of a child in need of additional support even if they are not suffering harm or are not at immediate risk.
- We will respect all children and will work to promote their physical, material and psychological well-being.
- We recognise that some children may be especially vulnerable to abuse and recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way; and know that some of their behaviours may be challenging.
- We recognise that some children who have experienced abuse may harm others.
- We will always take a considered and sensitive approach in order that we can support all of our children.
- Any deficiencies or weaknesses in our child protection arrangements will be remedied without delay.

4.2.2 What To Do

Any Child Protection concerns should be reported immediately to the Designated Safeguarding Lead (or Deputy in her absence.) He/she will decide whether to make a referral to Children's Social Care.

- If you suspect or become aware of an allegation of child abuse made against another pupil
- If you suspect or become aware of an allegation of child abuse made against a colleague, volunteer or Designated Safeguarding Lead
- If you suspect or become aware of an allegation of child abuse made against the Principal /Head Teacher
- When reporting cases to the Disclosure and Barring Service (DBS) and NCTL. (To save on



duplication, schools can signpost to United Learning Safeguarding Children - HR Procedural Guidance; and United Learning Safer Recruitment Policy and Procedure).

- When notifying parents
- When referring pupils to Children's Services or making a multi-agency referral
- When reporting directly to Child Protection Agencies; confirming what the Designated Safeguarding Lead will do. (See Flowchart: Action when a child has suffered or is likely to suffer harm ([Keeping Children Safe in Education, September 2016 - Page 10](#)).
- When reporting a case of a child at risk of radicalisation or being drawn into terrorism/extremism.

Important to note:

- If a pupil makes a disclosure about abuse staff must not ask leading questions or agree to maintain confidentiality.
- The school will not undertake their own investigations of allegations without prior consultation with the LADO.
- Allegations against staff, volunteers, visitors or the designated person with responsibility for safeguarding must be reported to the Head or, in the Head's absence, the Head of Independent Schools and the chair of the LGB.
- Allegations against the Head must be reported directly to the Head of Independent Schools, the chair of the LGB, and the LADO by the person receiving the allegation without informing the Head.
- Allegations against another student must be reported to the designated person with responsibility for safeguarding (who will inform the Head and the LSCB in accordance with local procedures)
- In cases of serious harm the police will be informed from the outset.
- If an allegation is made against anyone working with children in a school all unnecessary delays will be eradicated
- Schools will include details of the use of curriculum to reduce the risk of radicalisation.
- Schools will include details of visiting speakers log kept by the school.
- Where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate, the school will make a referral to the National College for Teaching and Leadership (NCTL). The reasons such an order would be considered are 'unacceptable professional conduct', 'conduct that may bring the profession into disrepute' or 'a conviction, at any time, for a relevant offence.
- Where a referral has been made to the DBS, the school will not make a referral to the NCTL, as information is shared between the two bodies. Where a dismissal does not reach the threshold for DBS referral, separate consideration by the school will be given to an NCTL referral.
- The school will report, as appropriate, to the Disclosure and Barring Service within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.
- Failure to make such a report constitutes an offence, 'compromise agreements' cannot apply in this connection. Historical allegations will be referred to the police if they arise.
- Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies, are in place for concerns about poor or unsafe practice and potential failures in the schools and safeguarding regime to be raised with the management team.

4.2.3 Working in the best interests of the child

Wilberforce Primary School meets the needs of Looked after children and multi-agency work with the Local head of Virtual school through the appointment of a LAC lead teacher. The LAC lead is Claire Macfie. She ensures that the PEP is updated regularly and acts as an advocate, on behalf of any/all LAC child(ren) at meetings.



At Wilberforce the SENCO is Felicity Chame. She is the lead officer who acts to ensure that the needs of children identified with SEND are met. She does this through regular meetings with teachers and the leading of structured conversations between families and the school.

The school curriculum is organised to mitigate the risk of peer to peer abuse in its different forms. In addition the school has developed peer mediators and playground friends.

The vulnerable children meeting, which is held weekly, considers the needs of all children who may be at risk of abuse by virtue of additional barriers eg SEND or communication (EAL) difficulties. The team recognises that changes in behaviour, mood or injury to a child in the setting may indicate that such abuse is a possibility, has been unreported and needs further investigation.

4.2.4 Wilberforce Primary School will be vigilant in respect of types of abuse and neglect; and the specific safeguarding issues highlighted in [Keeping Children Safe in Education, September 2016](#) (Pages 11-13)

The Executive Headteacher and Headteacher as the Designated Safeguarding Lead will ensure that staff and governors have at least annual safeguarding training and access to up to date relevant information in relation to the following:

- [Child missing from Education](#)
- [Child missing from home or care](#)
- [Child Sexual Exploitation \(CSE\)](#)
- [Bullying, including Cyber-bullying](#)
- [Domestic Violence \(DV\)](#)
- [Drugs](#)
- [Fabricated or Induced Illness](#)
- [Faith Abuse](#)
- [Female Genital Mutilation \(FGM\)](#)
- [Forced Marriage \(FM\)](#)
- [Gangs and Youth Violence](#)
- [Gender Based Violence/Violence against Women and Girls \(VAWG\)](#)
- [Mental Health](#)
- [Private Fostering](#)
- [Preventing Radicalisation](#)
- [Sexting](#)
- [Teenage Relationship Abuse](#)
- [Trafficking](#)

See also pages 16 and 17 for Prevent duty and reporting to Channel programme.

4.3 Online Safety (e-Safety)

Wilberforce Primary School

- Understands that Online Safety (e-safety) is everyone's responsibility and is viewed as an integral part of our whole school safeguarding and child protection procedures.
- As it is a constantly developing field, we are committed to providing a comprehensive programme of advice, support, teaching and training to parents/carers/guardians, children and staff.



Wilberforce Primary School recognises that:

- As we increasingly work online, the safe use of information and communication technologies bring significant challenges.
- We have a responsibility to understand online safety issues and plan accordingly to ensure appropriate, effective and safer use of electronic communications and associated devices.

It is therefore essential that we:

- Teach children about safeguarding
- Safeguard children from potentially harmful and inappropriate online material.
- Ensure that appropriate filters and appropriate monitoring systems are in place; so that children are not able to access harmful or inappropriate material via the school's IT system.
- Ensure that systems are in place that will identify children accessing, or trying to access harmful and inappropriate content online.
- Are careful that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

To ensure that our online safety arrangements are robust, **Wilberforce Primary School** has personalised and localised the **United Learning Online Safety (e-Safety) Policy Template, June 2016. Which can be found in full by following this link.**

Add E Safety link

Wilberforce Primary School is further committed to doing its utmost to ensure robust Online Safety (e-Safety) procedures by complying with procedures set out in the following additional policy and procedural documents:

- [United Learning Filtering, Monitoring and Reporting Policy, September 2016](#)
- [United Learning Electronic Devices Search Policy, September 2016](#)
- [United Learning Mobile Devices and Phone Policy, September 2016](#)
- [United Learning Social Media Policy, September 2016](#)
- [United Learning Use of Images Policy, September 2016](#)

4.4 Prevent Duty (New)

Wilberforce Primary School recognises its responsibilities in relation to the Prevent duty (July 2015). Every member of staff is trained in the Prevent duty via the EduCare Prevent course. If a member of staff has a concern it must be recorded centrally using the **CPOMS** system. This will alert relevant people immediately.

<https://www.westminster.gov.uk/prevent>

<http://www.brentlscb.org.uk/article.php?id=516&template=solo>

If having made a referral the school does not hear from the local authority then we will contact the police.

4.5 FGM Reporting Duty (New)



Wilberforce Primary School recognises its responsibilities in relation to the FGM reporting duty (October 2015). Every member of staff is trained via an external provider on an annual basis. If a member of staff has a concern it must be recorded centrally using the **CPOMS** system. This will alert relevant people immediately.

<https://www.rbkc.gov.uk/sharedservices/lscb/parentscarersandthepublic/femalegenitalmutilation.aspx>

<http://www.brentlscb.org.uk/article.php?id=540&template=solo>

4.6 Local Authority Safeguarding Services (Previously at 7)

4.6.1 Web Address for Local Procedures (Previously at 7.1)

Full local procedures on what to do if you have a concern are available at:

<https://www.rbkc.gov.uk/subsites/lscb/aboutus/protocolsandprocedures.aspx>

4.6.2 Contact Details for Local Services (Previously at 7.2)

Local Services	Contact Name	Address	Telephone	Email
Police	PC Dave Hammond, Queen's Park Safer Neighbourhoods		02086493600 101 07843065923	dave.hammond@met.police.uk
Local Safeguarding Children's Board	Tri-borough Safeguarding Board Westminster: Jean Daintith (Chair) Brent: Mike Howard (Chair)		02087533914 02089374300	jean.daintith2@rbkc.gov.uk Brent.lcsb@brent.gov.uk



Designated Officer(s) from the local authority	LAC Tri-borough Virtual Head Matthew Blood		07739316093	matthew.blood@rbkc.gov.uk
	LADO of Tri-borough Jane Foster		02076416108	jfoster1@westminster.gov.uk
Relevant front line social care teams	Westminster ACCESS Team (NW)		02076414000	accesstochildreancesservices@westminster.gov.uk
	Westminster CP Duty Team		02076414059/7291 (7291 CIN Team)	
	Brent ACCESS Team		02089379300	Submit referrals online at www.brent.gov.uk
	Brent CP Duty Team		02089379950	
	Camden 'Front Door' Team		02079743317	
Prevent/Channel	Mark Chalmers (Prevent Programme Manager)		Address below:	

Address Mark Chalmers: Community Safety, Public Protection and Licensing, Westminster City Council, 4th Floor (East), City Hall, 64 Victoria Street, London. SW1E6QP

4.7 Key Safeguarding Personnel (Previously at 8)

4.7.1 The Local Governor Body (Previously at 8.3)

Local Governing Body	
Name	Role
Rob Carpenter	Chair of Governors and Nominated Safeguarding Governor, Governor for E Safety
<i>The chair of governors and the nominated safeguarding governor can be contacted via the school office.</i>	



4.7.2 The Safeguarding Team (Previously at 8.1)

The Safeguarding Team			
Name	Role	Location	Contact Details
Lesley Dolben	Executive Headteacher	KS1 Building - office leading to KS2 playground	0207 641 5865
Claire Macfie	Headteacher and Designated Safeguarding Lead	KS1 Building – Office leading to KS2 playground	0207 641 5865
David Casey	Designated officer for EYFS & E Safety, Deputy Designated Safeguarding Lead	KS1 Building – Oxford Circus or KS2 Building, 1 st Floor, Office	0207 641 5865
Felicity Chame Dave Young	Deputy Designated Safeguarding Leads	KS2 Building, 1 st Mezzanine Office KS2 Building, 1 st Floor, Westminster or Office	0207 641 5865
Angelie Wall	Child Protection Officer	KS2 Building, 1 st Mezzanine Office	0207 641 5865
Ozana Kevelj	Attendance Officer	KS1 Building, Main Office	0207 641 5865
Luthfa Udin	Family Liaison Officer	KS2 Building, 1 st Mezzanine Office	0207 641 5865

4.7.3 Other Members of the Safeguarding Team (Previously at 8.2)

Other Key Staff			
Name	Role	Location	Contact Details
Claire Macfie	Headteacher	KS1 Building – Office leading to KS2 playground	0207 641 5865



Felicity Chame	Special Education Needs Manager	KS2 Building, 1 st mezzanine office	0207 641 5865
Ozana Kevelj	Medical Needs Manager	KS1 Building, Main Office	0207 641 5865
And everyone else in the school - because safeguarding is everyone's responsibility.			

4.8 Roles and Responsibilities of the Local Governing Body

The Local Governing Body and United Learning adhere to their responsibilities as set out in [Keeping Children Safe in Education, September 2016, Part 2: The Management of Safeguarding](#); and the [Prevent duty, July 2015..](#)

Statutory responsibility does not pass to the Local Governing Body or any of its members; however it performs a vital role in monitoring compliance with the law, and the school's policies and procedures and challenging the school to ensure best practice is followed.

The Child Protection (Safeguarding) policy is reviewed annually by the School's Local Governing Body to ensure that it reflects local procedures. The policy is also reviewed and approved annually at a United Learning Group Board.

The Local Governing Body will:

- Require the Designated Safeguarding Lead to report on measures that are being taken to ensure compliance.
- Confirm annually in writing to United Learning and the Local Safeguarding Children Board that they have reviewed the school level policy against practice and that this has been discussed at a full Local Governing Body meeting.
- Ensure that it completes and returns the response for the school's annual Section 175 or 157 Safeguarding Audit to United Learning and to the Local Safeguarding Children Board, where this is a local requirement.
- Ensure that regular updates and at least annual safeguarding training, which includes Child Protection, Online Safety (e-Safety) and Prevent are delivered in accordance with Section 3.5 of this policy.

4.9 The Principal/Headteacher (Previously at 9)

The [Headteacher of Wilberforce Primary School](#) will ensure that:

- The policies and procedures adopted by the United Learning Group Board and the Local Governing Body associated with protecting children are fully implemented, understood and adhered to by all staff. This includes the implementation of the [Prevent duty, July 2015](#); and the FGM reporting duty (31st October 2015).
- Regular updates and at least annual safeguarding training, which includes Child Protection, Online Safety (e-Safety) and Prevent are delivered in accordance with this policy.
- The nominated local Safeguarding Governor is made known to all staff.



- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed policies.
- All responsibilities assigned to the Designated Safeguarding Lead (or to the Deputy DSL in the absence of the DSL) for **Wilberforce Primary School** are fully carried out.

4.10 Roles and Responsibilities of the Safeguarding Team

At **Wilberforce Primary School**

- Our Safeguarding Team is committed to ensuring that we deliver effective and sound whole school safeguarding and child protection procedures in adherence with our policy.
- Through our procedures and training we will provide clear direction to staff and others about expected codes of behaviour in dealing with child protection issues.
- We ensure that child protection concerns and referrals are handled sensitively, professionally and in ways which prioritise the needs of the child.
- We receive and participate in supervision.

4.10.1 The Designated Safeguarding Lead/s

In line with **Keeping Children Safe in Education, September 2016 (Annex A)** the Designated Safeguarding Leads (DSL):

- Are senior members of staff.
- Is provided with dedicated time to carry out the duties intrinsic to the role.
- Takes lead responsibility for child protection; managing referrals, including any referrals made to Channel, in line with the Prevent duty; and in relation to FGM.
- Takes lead responsibility for the school's safeguarding programme and provides regular updates to raise awareness.
- Completes at least annual training, which includes Child Protection, Online Safety (e-Safety) and Prevent.

At Wilberforce Primary School the safeguarding team operates a daily rota to ensure that there is always an appropriately trained member of senior staff available. The DSL for the day is displayed in the front entrance and in the staff room and all staff must ensure that they know who is on duty.

The Headteacher holds regular supervision meetings with all DSL and safeguarding team members to ensure that the duties outlined in this policy are carried out safely, timely and effectively.

In addition, routine 'vulnerable children' meetings (VCM) are held during which all relevant practitioners meet to share information and ensure that the safety and wellbeing of each child is considered carefully in all planning.

The DSL ensure that following each VCM, class teachers and other relevant staff are updated as necessary in the interests of maintaining the safety and welfare of children.

The CPOMS management system is used to update and record all relevant information of a safeguarding and or child protection nature for every child on roll.

4.10.2 The Deputy Designated Safeguarding Lead/s

- Deputy DSLs are to be trained to the same standard as the DSL in order that they can cover for them at any time.
- Deputy DSLs are required to complete at least annual training, which includes Child Protection, Online Safety (e-Safety) and Prevent.

At **Wilberforce Primary School** the DSLs as members of the safeguarding team take part in the rota and activities as described above.



4.10.3 Other Key Staff..... (E.g. Attendance Officer)

4.11 Roles and Responsibilities of School Staff (Previously at 11)

Staff must ensure that they:

- Understand and comply fully with the school's policies and procedures.
- Attend at least annual appropriate safeguarding training, which includes Child Protection, Online Safety (e-Safety) and Prevent.
- Report concerns to the Designated Safeguarding Lead, the **Executive Headteacher** or the Chair of Governors; as appropriate, dependent on the circumstances (see [Keeping Children Safe in Education, September 2016](#)). This includes reporting any concerns related to any children who may be at risk of radicalisation or being drawn into terrorism/extremist activity.
- The mandatory duty to report 'known' cases of FGM under 18's which they identify in the course of their professional work. (from 31.10.15)
- Ensure that appropriate action is taken if a child is at immediate risk of harm.
This may include contacting social care or the police directly.

4.12 Site Security

- The school occupies a very large site and has controlled access routes from four different streets which are opened between the hours of 08.40 and 9.00 and 3.20-3.45pm for children and families to gain entrance to the buildings. Beyond those times all perimeter entrances are locked securely.
- The caretaker takes responsibility for maintaining the security of the perimeter of the site including the opening and closing of gates at the correct times.
- School staff are on duty during opening and home times and patrol the playgrounds and corridors.
- The school operates 'family learning time' between 08.40 and 9am and parents are allowed access to the classrooms with their children. Senior staff remain on duty to escort parents from the building at 9am.
- The school ensures that the site is secure for pupils and staff during the working day by managing all other access to the site through a single, controlled entrance on Herries Street.
- Reception procedures include the control of electronic sign in machine. Photographic ID and copies of DBS (where relevant) will be verified before entry is granted as they relate to the following:
 - Visitors
 - Volunteers
 - Contractors
 - Supply Teachers and Agency Workers
 - Local Governing Body Members
 - United Learning, Central Office Staff; and United Learning Trustees
- Protocols are in place to ensure that that visiting speakers, whether invited by staff or pupils are suitably supervised. These Include that all presentations are checked prior to them being delivered to children or staff by the Headteacher.

4.13 Restraint

DfE Use of Reasonable Force (July 2013, reviewed July 2015)



All members of school staff have a legal power to use reasonable force. This power applies to any member of staff at the school. It can also apply to people whom the Headteacher has temporarily put in charge of pupils such as unpaid volunteers or parents accompanying students on a school organised visit. Reasonable force can be used to prevent pupils from hurting themselves or others, from damaging property, or from causing disorder. In a school, force is used for two main purposes – to control pupils or to restrain them. The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf

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Section 5: Induction and Whole School Training Materials

Annex A1: Keeping Children Safe in Education (September 2016)

For KCSIE Whole Document, [click here](#)

Note to Schools:

All staff, volunteers and members of the local governing body must receive a copy of: Part One and Annex A, which includes further information on: Missing Children, Child Sexual Exploitation, 'Honour –Based Violence', FGM Mandatory Reporting Duty, Forced Marriage, Preventing Radicalisation, Prevent and Channel.

Annex A1.1 Keeping Children Safe in Education (September 2016) – Part One



For KCSIE Part One, [click here](#)

Annex A1.2 Keeping Children Safe in Education (September 2016) – Annex A

For Annex A, [click here](#)

Annex 2: [United Learning Annual Staff-Student Relationship Letter](#) and [Guidance](#) (September 2016)

Annex A3: [United Learning Annual Acceptable Use of IT Agreement](#) (September 2016)

Annex A4: [United Learning Online Safety \(e-Safety\) Policy](#) (September 2016)

Annex A5: School's Behaviour Policy and/or Code of Conduct
[SCHOOL TO INSERT LINK/S TO APPROPRIATE DOCUMENT/S](#)

Annex A6: [United Learning Whistleblowing Policy](#) (February 2016)

Annex 7 School's Children Missing Education Policy
[SCHOOL TO INSERT LINK TO OWN POLICY](#)

Annex A8: Reporting a Concern Form
[SCHOOL TO INSERT OWN FORM](#)

Annex 9: School's Prevent Policy/Statement/Risk Assessment (as applicable)
[SCHOOL TO INSERT LINK TO OWN DOCUMENT/S](#)

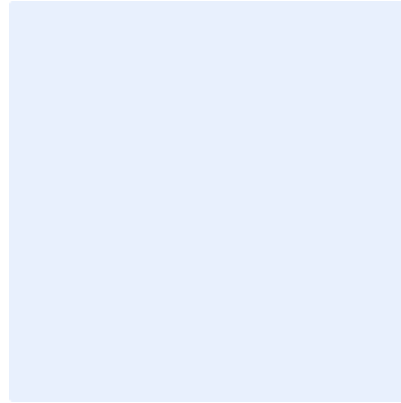
Annex A10: Childcare Disqualification Requirements and Disclosure by Association
[SCHOOL TO INSERT TEMPLATES AS APPLICABLE \(I.E. IF STAFF WORK WITH/HAVE CONTACT WITH CHILDREN UNDER THE AGE OF 8 YEARS\)](#)



Annex A11: Meet the Safeguarding Team (Template) (*SCHOOLS SHOULD ASK STAFF PERMISSION BEFORE PUBLISHING THEIR NAME AND PHOTO ON THE SCHOOL WEBSITE- YOU MAY CHOOSE TO REMOVE THIS SECTION FROM THE VERSION PUBLISHED ONLINE)

The Designated Safeguarding Lead is:

INSERT NAME AND ADD PHOTO BELOW



INSERT NAME is located at:

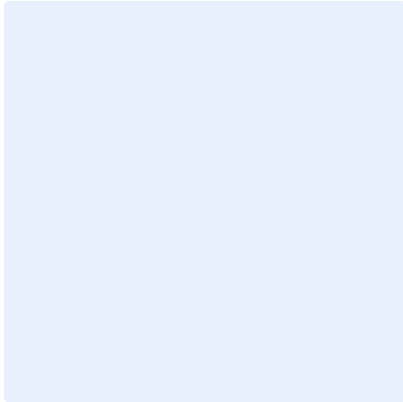
INSERT LOCATION

The Deputy Designated Safeguarding Leads are:

INSERT NAME AND ADD PHOTO BELOW

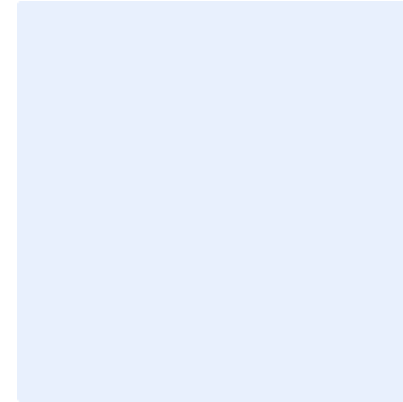
INSERT NAME AND ADD PHOTO BELOW





INSERT NAME is located at:

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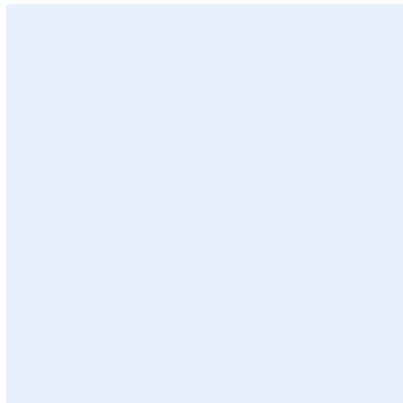


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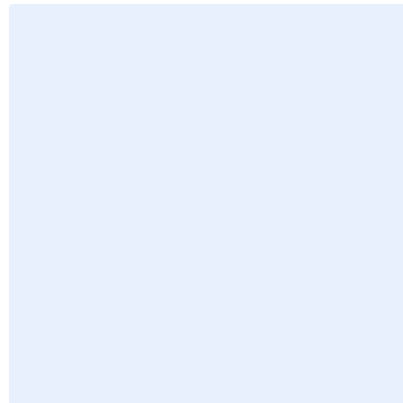
Other people in the Safeguarding Team are:

INSERT NAME AND ADD PHOTO BELOW



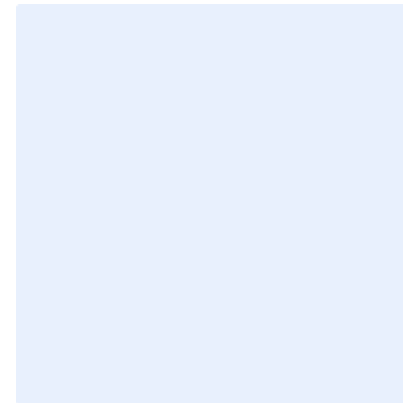
INSERT NAME is located at:

INSERT NAME AND ADD PHOTO BELOW



INSERT NAME is located at:

INSERT NAME AND ADD PHOTO BELOW



INSERT NAME is located at:



INSERT LOCATION

and responsible for: INSERT TEXT

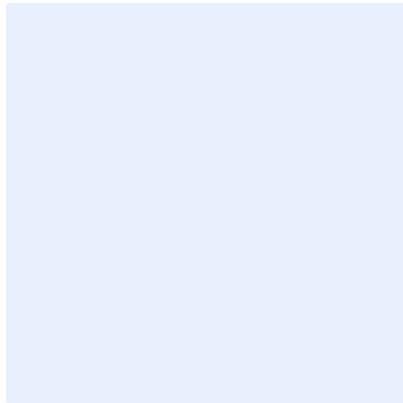
INSERT LOCATION

and responsible for: INSERT TEXT

INSERT LOCATION

and responsible for: INSERT TEXT

INSERT NAME AND ADD PHOTO BELOW

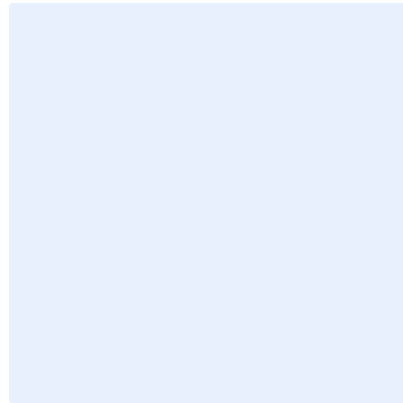


INSERT NAME is located at:

INSERT LOCATION

and responsible for: INSERT TEXT

INSERT NAME AND ADD PHOTO BELOW

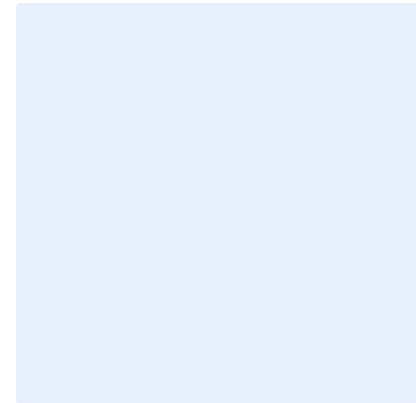


INSERT NAME is located at:

INSERT LOCATION

and responsible for: INSERT TEXT

INSERT NAME AND ADD PHOTO BELOW



INSERT NAME is located at:

INSERT LOCATION

and responsible for: INSERT TEXT



Annex A12: Reporting a Safeguarding Concern to United Learning (Template form for use by schools)

Note to schools:

- Please refer to *United Learning Safeguarding Children and Child Protection Policies and Procedures*, at 1.4. Roles and Responsibilities of Trustees.
- The School's Designated Safeguarding Lead **MUST** complete the following form and submit it to the Principal / Head Teacher and to the Lead Safeguarding Officer for United Learning.

Reporting a Safeguarding Concern to United Learning



United Learning
The best in everyone™

Date:

Name of School:

Name of Designated Safeguarding Lead completing form:

Nature of Concern:

Delete/amend as applicable:

I am informing you that there has been an incident which:

- Could result in, or has resulted in, a strategic case meeting being called by a Designated Officer(s) from the Local Authority.
- Relates to a member of staff and, without prejudice to the case, the Designated Safeguarding Lead for the School judges may result in disciplinary action being taken.

Add any other essential information here: i.e. type of case (e.g. Child Sexual Exploitation) but do not include names of staff or children).



This form must be emailed to your **Principal /Head Teacher**, and to Fiona Lyon, Lead Safeguarding Officer, United Learning at fiona.lyon@unitedlearning.org.uk

Please call Fiona Lyon on 07889 645086 if you would like to discuss this case in confidence. Alternatively, she will contact you, on receipt of this form.

Annex A13 Safeguarding Training Log (Amended - Previously at 13.2)

Safeguarding Training Log – Academic Year 2016-17

Safeguarding Training Log – Academic Year 2016-17		
Attendees	Type of training provided	Date undertaken
Principal/Headteacher		
Designated Safeguarding Lead		
Deputy Designated Safeguarding Lead		
Senior Leadership Team		
Pastoral Leads		
Whole School		
e-safety Lead		
P.E. staff		
Medical Needs Officer		



Paediatric First Aiders		
Health & Safety /COSH		
EVC		
Chair of Governors		
Nominated Safeguarding Governor		
Local Governing Body		
Agency Staff /Peris.		
Volunteers		
Contractors		
Other		



Annex A14 Record of Meeting between DSL and Nominated Governor for Safeguarding –Template

Note to schools:

- *DSLs may wish to adopt or amend this template to plan and record their termly meetings with the nominated safeguarding governor.*

Agenda for Meeting between DSL and Nominated Governor for Safeguarding

Date:

Period covered:



Agenda Item	Update Provided:	Agreed Actions/Information to be provided to LGB:
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SCR – compliance and sign off

Any issues?

Matters rectified?

Are any amendments required to CP policy due to legislative changes?

Has the policy on website been updated?

Staffing (e.g. are there any new staff, updates in relation to personnel files, confirmation of checks on contractors etc.).

Staffing – Number of allegations, any cases reported to the LADO?



Numbers of children on plans (LAC, CP, CiN...)

Numbers of children on EHC plans, number of SEN/D pupils.

Numbers of children who currently have social care involvement/ or in receipt of Early Help.

Numbers of children in receipt of Child and Adolescent Mental Health Service (CAMHS) or equivalent; any other cases of concern.

Any serious incidents (include any incidents of self-harm, drugs, alcohol, pupils going missing, radicalisation etc. ...) *(Provide numbers not details and confirm if risk assessment has been established/updated following the incident).*

Are there any trips, sporting fixtures, other events which require specific thought in relation to safeguarding arrangements?

In relation to trips and visits, have any vulnerable children needed specific risk assessments in order to attend?

Any planned safeguarding training in this period?



Attendance summary – with particular reference to attendance of vulnerable pupils, and those that are PA.

Progress of any pupils attending alternative provision (attendance/support provided/attainment).

Exclusion data

Site security (Have there been any breaches? If so, what action has been taken? *(This may be covered within H&S reporting)*).

Numbers and types of accidents etc. *(This may be covered within H&S reporting)*.

Where applicable: Any specific safeguarding issues related to Boarding?

Other

Other



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Section 5: Annex B - Supplementary Information

Schools may wish to include other supplementary documents, (or links to them), in this section. This may include any information from the Local Safeguarding Children Board, or other local agencies.

Annex B1: Useful Agencies

- Non-Emergency Police: 111
- www.samaritans.org - The Samaritans: 0845 790 9090
- www.childline.org.uk - Childline (This is the free helpline for children and young people in the UK. Children and young people can call 0800 1111 to talk about any problem)
- www.nspcc.org.uk - The NSPCC (National Society for the Prevention of Cruelty to Children is the UK's leading charity specialising in child protection and the prevention of cruelty to children)
- www.barnardos.org.uk – (Barnardos helps the most vulnerable children and young people transform their lives and fulfil their potential)
- www.ceop.police.uk - The Child Exploitation and Online Protection Centre
- www.thinkuknow.co.uk – CEOP's Thinkuknow (Information and age appropriate resources about protecting children from on line child exploitation and abuse)
- www.anti-bullyingalliance.org.uk - Anti-Bullying Alliance
- www.beatbullying.org - Beat Bullying
- www.safechild.org
- www.missingpeople.org.uk – 24 hr helpline for those who are thinking of running away

Any member of staff, pupil, parent or carer may report concerns or allegations about abuse at the school directly to Ofsted using the whistle-blower hotline on 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm) or via whistleblowing@ofsted.gov.uk or by writing to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD.

Annex B2: EYFS Information

Regulation	Details
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<p>ISI guidance E362</p> <p>EYFS Regulation 3</p>	<p>Do the policy or procedures contain the designation of a practitioner to take lead responsibility for safeguarding children within the EYFS setting and liaising with local statutory children’s agencies as appropriate (<i>Ofsted currently allows this role to be assumed by a member of staff who does not specifically work within EYFS</i>)</p>
<p>ISI guidance E355</p> <p>EYFS Regulation 3.8</p>	<p>Do the policy or procedures contain the statement that <i>“Ofsted will be informed - as soon as is reasonably practicable, but at the latest within 14 days - of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations”</i></p>
<p>ISI guidance E355</p> <p>EYFS Regulation 3.4</p>	<p>Does the policy include a sentence which states <i>“For details on the use of Mobile Digital Devices, which includes the use of mobile phones and cameras, please see the Mobile Devices and Phone policy (or whatever it is called in your school) which can be found in XYZ place”</i></p>
<p>ISI guidance 115</p>	<p>Does the policy state that the school will not employ people to work in these settings if they or others in their household are disqualified?</p> <p>Note: disqualification includes: barred from working with children or cautioned, convicted or charged with a violent or sexual offence. DfE has advised that relevant convictions are not considered ‘spent’ in this connection.</p> <p>Note: It may be useful to include a copy of the Self-Declaration form as an appendix.</p>

Annex B3: Boarding

For schools with Boarding, the following information must be included in your Policy

1. Arrangements for Boarders at **Name of School** have regard to the National Minimum Standards for Boarding Schools and are in place to safeguard and promote the welfare of boarders while they are



accommodated in school.

2. The policies and procedures outlined in this document are applicable to all boarding pupils and meet NMSB (2013) Standard 2: Boarders Induction and Support, Standard 11; Child Protection and Standard 14: Staff recruitment and checks on other adults.
3. **National Minimum Standards for Boarding (NMSB) 11**
 - Copies of this policy are available on the School's website and to staff, pupils and parents and guardians on request.
 - All pupils in prefect roles and peer mentoring positions have been briefed on the protocol in dealing with allegations of abuse.
 - All boarders receive a copy of this document and sign to acknowledge their understanding.
 - The Attendance and Registration/Missing Child Policy outlines the protocol for dealing with a missing pupil.
4. **National Minimum Standards for Boarding (NMSB) 14**
 - An enhanced certificate with a barred list information will be obtained by the School from the DBS for all persons over 16 (not on the roll of the school) who, after April 2002, began to live on the same premises as boarders but are not employed by the school.
 - Any person over 16 not employed by the school but living in the same premises as boarders (e.g. members of staff households) signs a written agreement between them and the school (ref *Licence To Occupy* and *Appendix to Licence To Occupy*) specifying:
 - The terms of their accommodation
 - Guidance on contact with boarders
 - Their responsibilities to supervise visitors
 - Notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children
 - The requirement to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence
 - All persons visiting boarding accommodation are accompanied by staff at all times to ensure substantial unsupervised access to boarders or to their accommodation is prevented.
 - No visitors are allowed to enter the Boarding House without the expressed permission of the House Parent, Principal, Head of Senior School or Vice Principal.
 - Guardians: **Name of school** does not appoint guardians (see Handbook for Boarding Staff for further information).
 - Where a Homestay arrangement is organised, appropriate safeguarding procedures are followed.
5. **National Minimum Standards for Boarding (NMSB) 2**
 - If a boarder is experiencing personal problems or concerns at school and wishes to contact an adult outside the boarding and teaching staff of the school, s/he may like to contact **XXXXXX** (one of our Governors, who has a special responsibility for boarding): **xxxx@xxxx.com** or the school's Independent Listener, **XXXXXX** (details available on Boarding House noticeboards and in boarders' handbook)
 - Alternatively, Childline can offer free confidential advice: 0800 11 11
6. **The Office of the Children's Commissioner**
 - The Children's Commissioner for England promotes and protects children's rights in England. The Commissioner does this by listening to what children and young people say about what matters to them and making sure adults in charge take their views and interests into account. The law says that, in the Children's Commissioner's work, the Commissioner should have particular regard to children living away from home or receiving social care. If you would like to contact the Children's Commissioner for England, or any other member of the team at the Office of the Children's Commissioner, here is how:
 - **Via website:** <http://www.childrenscommissioner.gov.uk/>



- **Telephone:** 020 7783 8330
- **Email:** info.request@childrenscommissioner.gsi.gov.uk

- Boarding staff are required to attend an appropriate safeguarding course. This is refreshed every 2 years.
- Parents, Guardians and or Carers of Boarding pupils are aware of the procedures for reporting concerns or allegations to Ofsted (see Appendix A: Child Protection Procedure) as applicable.
- All documentation and practice complies with the revised National Boarding Standards (2013). The Behaviour and Discipline Policy is in written form and complies with the National Boarding Standards. These policies and procedures are available to staff and any adults working in the School. No unacceptable, excessive or idiosyncratic punishments are used by boarders or staff. A written record of all major punishments recorded is maintained in line with School policy.
- Any referral will be made within 24 hours (in writing or with written confirmation of a telephone call) of allegations or suspicions of abuse to the LSCB in order that they carry out any investigations, as opposed to any internal investigations within the School.
- Any boarding member of staff suspended on account of an allegation will be offered alternative accommodation off-site.

