



Shapla Primary School

Safeguarding Policy

September 2017

Approved Date:

Review Date:

Signed:

(Chair of Governors)

Safeguarding is an important part of everyday life at Shapla. We take Safeguarding very seriously and we continuously monitor and update policies and procedures in line with new legislation.

We acknowledge that safeguarding is everyone's responsibility, and that we must consider at all times what is in the best interest of the child. We understand that we are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.

We ensure that all staff:

- maintain an attitude of 'it could happen here' where safeguarding is concerned
- are aware of the types of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection
- that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label
- know what to do if a child tells them he/she is being abused or neglected
- know that any person can make a referral to children's social care or to the police directly; therefore are aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989 that may follow a referral, along with the role they might be expected to play in such assessments
- can identify emerging problems as part of the **early help process**, liaise with the designated safeguarding lead, share information with other professionals to support early identification and assessment and, in some cases, act as the lead professional in undertaking an early help assessment

Definition:

- 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

Statutory duties:

This policy was written with regard to statutory guidance by the DfE ['Keeping Children Safe in Education' : September 16](#). This is used alongside:

- [London Child Protection Procedures and Guidance 5th Edition 2016](#)
- Tower Hamlets [Child Protection Procedures for staff working in Children's, School and Family settings: Sept 2016](#)
- DfE guidance: ['Working together to safeguard Children March 2015'](#)
- DfE guidance: ['What to do if you are worried a child is being abused – advice for practitioners'](#)

Designated Safeguarding Leads:

The Headteacher is the Safeguarding Lead at Shapla, and retains the ultimate lead responsibility for safeguarding and child protection. Annex B '[Keeping children safe in education](#)' Deputy Head-teacher is the Deputy Safeguarding Lead at Shapla.

They are always available for staff to discuss any concerns regarding safeguarding.

They both attend multi-disciplinary foundation and post foundation training provided by the LSCB every 2 years.

They work with a variety of agencies to ensure the safeguarding of all children.

They maintain confidential safeguarding records (Please see Child Protection Policy).

Designated Safeguarding Governor:

Jill Hankey is the designated Safeguarding governor, and attends multi-disciplinary foundation and post foundation training provided by the LSCB every 2 years.

She reviews the Child Protection & Safeguarding policies and the Single Central Record annually.

Whole Staff training:

All staff at Shapla must read and understand "[Keeping children safe in education: Statutory guidance for schools and colleges – 5 September 2016](#)" (DfE, May 2016).

All staff members and regular volunteers are provided with copies of Part one of the DfE guidance and of Shapla's:

- Safeguarding policies
- Child Protection Policy
- Safer Care Code of Conduct
- Online Safety Policy
- Whistleblowing Policy

The Governing Body and Headteacher ensure that staff is fully trained and confident to address any safeguarding issues they may encounter. Staff are updated with new information as required.

All staff receive Safeguarding and WRAP training every two years. This is supplemented as and when new guidance or statutory requirements are introduced. New staff also receive training as part of their induction programme.

Staff: Reporting of Safeguarding Concerns

The Head teacher and Assistant Head teacher are the two Designated Safeguarding Leads. **All staff understand their duty to immediately inform the Designated Safeguarding Leads of any concerns they might have about any Safeguarding concerns outlined in this policy**, so the

Designated Safeguarding Leads can make an assessment of the issues raised and decide on an appropriate course of action.

Reporting to Governors:

As of September 16, an annual report on safeguarding compliance, and any issues that have arisen in relation to safeguarding, will be produced by the Designated Safeguarding Lead for the Governing Body.

Incidents of bullying and racism are reported termly, through Headteacher's report to Governors.

1. Safer Recruitment:

The Designated Safeguard Lead (Head teacher), the Chair of Governors and the School Business Manager are trained in Safer Recruitment procedures.

We follow written safer recruitment guidelines and procedures when making appointments of staff members at Shapla. Adverts state our commitment to safeguarding. The interview panel always consists of at least one member with Safer Recruitment training. We are rigorous in selection criteria, interview procedures and references of all staff to ensure children are safe (**see Recruitment Selection policy**).

All new appointments are conditional on satisfactory completion of the necessary pre-employment checks (outlined in ['Keeping Children Safe in Education' : September 16 Section 3](#))

2. Single Central Record and DBS:

The School Business Manager maintains confidential records regarding ID for every member of staff, volunteers and business partners. These are kept on the school's administration drive and can be accessed only by the Head teacher, Assistant Heads and School Business Manager. Paper copies are also maintained securely. **An enhanced DBS check is made for all employees and volunteers. A Prohibition orders check is carried out for all teachers.** This is monitored termly by the governor responsible for Safeguarding.

Any ad hoc volunteers, for example parents developing learning packs with the Parent Support Partner, or parents attending trips, are always supervised by a member of staff and are never left alone with children.

Professional colleagues, for example the Speech and Language Therapist or the guitar teacher who regularly work with individuals or groups, will have an enhanced DBS check through their own organisation. This is monitored by the school office. A list of DBS numbers is held in the school office.

Any contractors are instructed to work out of school hours, unless in the case of an emergency. In this case they are supervised by the Premises Manager.

3. Safer Care code of conduct:

All staff must follow requirements outlined in the Safer Care code of conduct to ensure the safety of children and other staff (**see Safer Care Code of Conduct**).

4. Allegations Involving School Staff:

If a child, parent or member of staff makes a safeguarding complaint against a member of staff, the person receiving the complaint must take this seriously and immediately inform the **Designated Safeguarding Lead** (Head teacher). In the case of an allegation against the Head teacher, this must be reported to the Designated Governor, who must seek advice from Children's Social Care, and ensure that procedures are followed (outlined in ['Keeping Children Safe in Education' : September 16 Section 4](#))

An investigation will be completed through the **Managing of Allegations of Abuse against Staff**

policy. A referral to the Disclosure and Barring Service (DBS) will be made if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.

5. Child Protection: (See Child Protection policy and Appendix 1 referral route).

The Headteacher and Assistant Head are the two designated lead Child Protection Officers. We ensure that staff and designated governor training is current.

All staff understand and adhere to Shapla Child Protection procedures to ensure all children are safe. Allegations against staff are also addressed as part of this policy.

6. Whistleblowing:

All staff are aware of the whistleblowing policy and follow procedure accordingly. Any allegations made will be investigated thoroughly through the appropriate channels. All staff must feel safe to raise any concerns through this policy without fear of discrimination or reprisal (**See Whistleblowing Policy**)

7. Data Protection:

Whilst the Data Protection Act 1998 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. 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.

8. Looked after children:

We recognise the potential vulnerability of looked after children with regards to safeguarding. We keep a record of Looked after Children and we follow procedures detailed in the **Looked after Children** policy. Looked after Children also have a personal education plan through the LA.

9. Children with special educational needs and disabilities:

We recognise that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges, as additional barriers can exist when recognising abuse and neglect in this group of children. We are careful to mitigate:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

10. Children who go missing from education:

At Shapla, the Designated Safeguarding Lead informs the local authority of:

- any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more;
- any pupil who is going to be deleted from the admissions register, and;
- of every non-standard joiner and leaver i.e. of any pupils who join or leave the school at any time other than standard transitions within 5 days commencing from 1st September 2016.
(procedure outlined in [‘Keeping Children Safe in Education’ : September 16 Section 4](#))

11. Radicalisation and Extremism:

[The Prevent Duty – The Counter Terrorism and Security Act 2015](#) places a new statutory duty on schools (LAs and other specified authorities and institutions) to prevent people being drawn into terrorism and extremism. Protecting a child from radicalisation and extremism is an important part of safeguarding. We follow the [Prevent Guidance \(Section 29 CTSA\)](#)

“Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm.” Home Office – The Prevent Strategy

Both Designated Safeguarding Leads attend additional training on Radicalisation and Extremism. All staff receive Workshop to Raise Awareness of Prevent (WRAP) training provided by LBTH and understand their duty to protect children from radicalisation and extremism. We follow procedural guidance from LBTH if we have any concerns about a child's safety with regard to radicalisation (**See Appendix 2: Advice on reporting in Tower Hamlets**).

In addition, the LBTH Resilience Curriculum advisor runs curriculum workshops in Year 5 and 6 to develop children's own awareness and resilience in this area and to develop critical thinking. We also run Prevent / online safety workshops for parents so they understand the online risks of radicalisation as children grow up, and can therefore take steps to protect their child.

12. Child Sexual Exploitation:

Staff and Designated Safeguarding Leads receive specific training and are vigilant where there is any concern that this may be a risk for families at Shapla (**See Child Protection policy**).

13. Honour Based Violence including Female Genital Mutilation:

Staff and Designated Safeguarding Leads receive specific training and are vigilant where there is any concern that this may be a risk for families at Shapla. This may also including forced circumcision forced marriage.

If risk of FGM of a child is suspected, we refer directly to Social Services (**See Child Protection policy**).

If actual FGM of a child is suspected, we refer directly to the police.

We also make direct referrals to supporting agencies.

14. Domestic Violence:

We recognise the impact that Domestic Violence has on the welfare of a child, including those who are in refuge or temporary accommodation. Staff are vigilant and report any concerns so that action can be taken where the child's wellbeing is compromised. We are able to make direct referrals to supporting agencies. Our Parent Support Partner is also able to signpost parents to other agencies providing direct support.

15. Technology and online safety:

We recognise the rapidly changing landscape of technology, and the risks that this can bring for children and families. Child sexual exploitation; radicalisation; sexual predation with technology often providing the platform that facilitates harm.

We ensure that children are equipped to keep themselves safe through the online safety curriculum which is provided in KS1 & KS2. Staff are trained in online safety, and follow school policy and procedures. Our internet providers manage safe web access throughout the school environment. We offer training for parents in e safety. Staff that use social media offsite understand their professional responsibilities not to discuss the workplace, children or families. Any photographs taken by staff as part of learning at Shapla must not be taken on personal devices, nor saved offsite or on web based platforms (see **Online Safety policy and Annexe C of DfE [“Keeping children safe in education”](#)**).

16. Bullying:

We take bullying very seriously at Shapla and we are consistent in our approach to challenge all forms of bullying. All stakeholders know, understand and follow our Anti Bullying Policy. Any incidences of bullying are reported to LBTH and to Shapla Governors (see **Keeping Safe Anti Bullying Policy / Diversity & Equalities statement**).

17. Positive behaviour:

We have high expectations of behaviour at Shapla and we strive to be consistent in our approach with children across the whole school. We understand that good behaviour is necessary to ensure safety for all children. We work closely with parents to develop a shared understanding of expectations, and to manage any behaviour concerns that may impact upon learning and safety (see **Behaviour Policy**).

18. Curriculum

Our ethos and curriculum provision ensures that children can keep themselves safe.

We teach a broad and balanced curriculum. We actively promote global and social awareness, and a regard for British Values through the International Primary Curriculum and a variety of curriculum visits. We recognise the role of schools as safe spaces where children can understand and discuss sensitive topics, including terrorism, extremist ideas and how to challenge these ideas.

We follow the PHSEE Nelson Thornes scheme 'Real Health for Real Lives'. Each year group learn units called 'Me and keeping safe' and 'Me, medicines and drugs'.

We work closely with Tower Hamlets Healthy Lives team who provide us with workshops such as drug and alcohol awareness, and Relationships / SRE. Childline delivers workshops in Year 5&6. Chinwag theatre works with Year 3 to explore racism and bullying. In addition, we are visited by specialist organisations such as Teddy Bear's Hospital, TfL, the River Police and the London Fire Brigade who run assemblies and workshops.

19. Educational Visits:

We take classes on Educational Visits several times a year. We have high expectations of listening, attention and good behaviour on visits, and children understand what is expected of them. This is fundamental to the safety of all children and staff. All educational visits are risk assessed two weeks in advance. We ensure that adult: child ratios are within guidelines but wherever possible we are overstaffed. Parents often accompany us on school visits, and they are briefed about their role before the trip begins (**see Educational Visits policy**).

Children in Year 5 also attend a residential centre, where learning in a safe indoor and outdoor environment is reinforced at all times.

20. Substance Misuse:

Children learn about substance misuse as part of the PHSEE curriculum 'Me, medicines and drugs'. Tower Hamlets Healthy Lives team delivers tobacco, alcohol and cannabis workshops for children in Year 5. Any incidence of substance abuse by a child will be investigated and discussed with parents. A referral to other agencies may be made (**see Drug Education policy**).

Smoking is banned on school premises.

Any member of staff engaging in substance misuse on the premises will be liable to disciplinary action as this is gross mis-conduct (**see Disciplinary policy**).

21. Emotional well-being of children:

Our PHSEE curriculum enables all children to develop social and emotional awareness and find ways of managing their feelings. Staff are vigilant to address children's emotional well-being and to intervene where necessary if there is a need to identify underlying issues. We share in confidence specific concerns about a child's emotional well-being during staff briefing meetings, so we can monitor those children more closely, especially in the playground. Our Learning Mentor is trained in a variety of techniques to help children with emotional issues, and we refer children for individual and group support in KS2 to remove barriers to learning. We work with a variety of agencies including CAMHS, EPs, Chinwag theatre, Childline etc. We have positive relationships with parents and work closely with them to support the emotional needs of their children.

22. Intimate care of children:

Children with disabilities, SEN or medical needs may require intimate care, such as toileting, changing, showering or creaming of children with eczema. A child's right to privacy must always be respected. Two designated members of staff known to the child must always be present. Intimate care takes place in the designated disabled access toilet / shower room. The door must remain closed to protect the child's privacy. (see [Intimate Care Policy](#)).

23. Medical safety:

Our School Nurse works closely with the Head teacher and the SENCO (LTBH) to manage medical needs across the school. We follow a clear referral procedure to ensure that medical needs are identified and addressed. Parents are also closely involved. Ongoing medical conditions such as asthma are monitored by the School Nurse, and Health Plans are also written and monitored for ongoing medical conditions. Medicines are kept securely in the school office. Only prescribed medicines for the named child are administered in school (see [Medicines in School policy](#)). A referral to the School Nurse may highlight fabricated illness. This will be treated as a Child protection issue and referred accordingly.

24. First Aid:

A record of all accidents is kept in the school office. We have 13 qualified First Aiders in school, including support staff and midday meals supervisors, who are trained to assess and treat any minor injuries. In this case we let parents know at the end of the day. Parents are contacted immediately if a child needs to be taken to be further assessed or treated offsite.

In the case of a head injury, the child is assessed in the first instance. Parents are either contacted if further assessment or treatment is necessary offsite, or advice is given on an advice slip at the end of the day. In the case of serious injury or illness, an ambulance is always called. Parents are informed immediately and, where necessary, a Serious Injury form is forwarded to Tower Hamlets.

Where we cannot contact a parent, we will leave a message where possible and contact the child's alternative named contact person.

25. Health& Safety and the physical environment:

We have a named Health and Safety officer who is responsible for ensuring the safety of children onsite. We are compliant with all statutory duties concerning health and safety, including Fire Safety and emergencies. The Head teacher and H&S officer check the school environment and grounds daily. We respond promptly to rectify any areas of concern and to ensure the safety of children and staff onsite ([see Health and Safety Policy](#)).

26. Restraint of a child:

All staff follow clear guidelines in the highly unusual need for restraint of a child; the use of reasonable force to ensure children's safety (see [Restraint policy](#)).

27. Security:

Shapla has an entrance system that is secure. Visitors report to the school office to sign in and are identified with a visitor's badge. Staff are confident to challenge anyone onsite who they do not recognise, and who are not wearing a visitor's badge.

Visitors are never left alone with individual children or groups, and will always be with a member of staff.

28. Parenting:

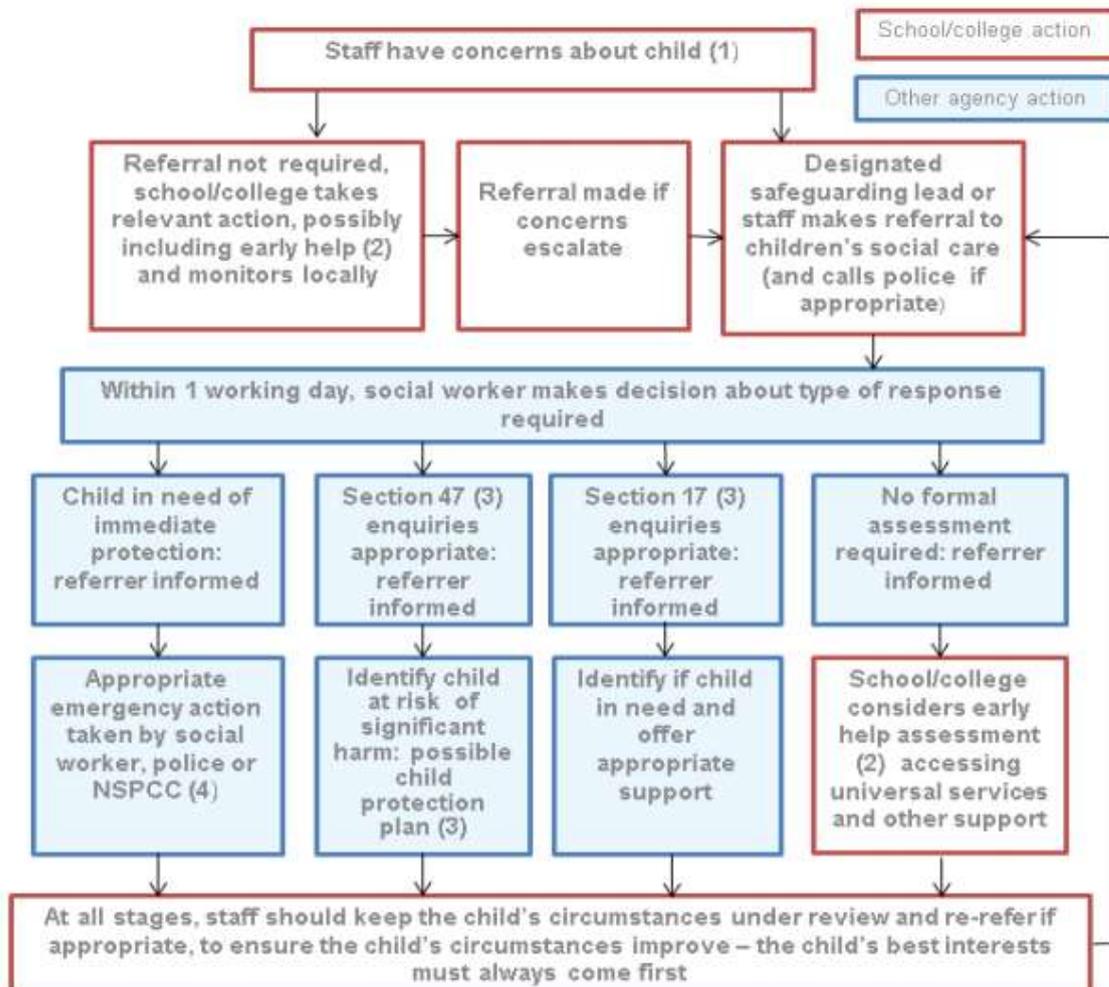
We offer parents information and support around safeguarding concerns.

We offer access to different parenting programmes at Shapla, including Strengthening Families, Strengthening Communities, and It's Your Child's Life. We run a variety of information workshops for parents, including

- Speakeasy (FPA)
- Online safety (see [Online Safety Policy](#))
- Safeguarding led by LBTH Muslim Children's Safeguarding Officer
- seminars from East London Mosque linked to Prevent and troubled families
- Extremism & Radicalisation led by LBTH officers.
- Surestart Stay and Play sessions for pre-school children (they are able to make referrals to other agencies as appropriate).
- NSPCC
- Haven (Domestic Violence)

Appendix 1: Referral route for Child Protection

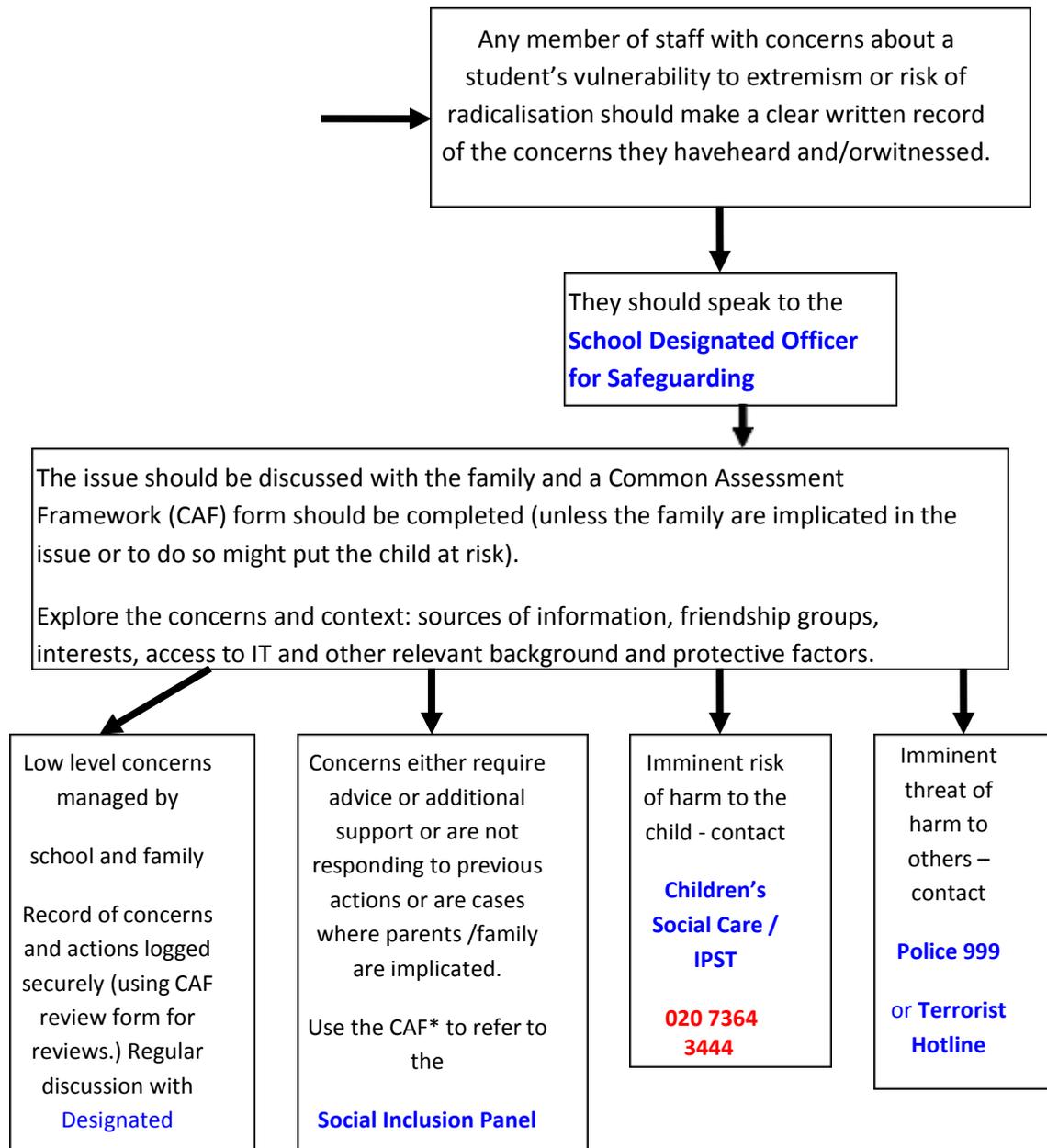
Actions where there are concerns about a child



1. In cases which also involve allegation of abuse against a staff member, see Part four of this guidance.
2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working together to safeguard children](#) provides detailed guidance on the early help process.
3. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and s47 assessments of children at risk of significant harm. Full details are in Chapter one of [Working together to safeguard children](#)
4. This could include applying for an Emergency Protection Order (EPO).

Appendix 2

Referral route for safeguarding concerns related to Radicalisation or Extremism



**Although involving the family is best practice, you may share information (using a CAF) with other agencies (e.g. SIP) without consent and, if necessary, without the family's participation under the*

Crime and Disorder legislation which allows for information sharing to prevent crime.

If in doubt SHARE and REFER to SIP.

