



**Tinsley Meadows Primary School**

**SAFEGUARDING POLICY**

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DATE FOR NEXT REVIEW: March 2017

## **SAFEGUARDING POLICY**

Tinsley Meadows Primary School is committed to providing a safe and secure environment for children, staff and visitors and promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

The School's Safeguarding Policy draws upon duties conferred by S 27 of the Children Act 1989, S175 of the 2002 Education Act and the guidance contained in "Working Together to Safeguard Children (2013)", "What To Do If You're Worried A Child Is Being Abused (2014)", the current DfES Circular (0027/2007) and procedures produced by the Sheffield Safeguarding Children's Board. The policy is applicable to all on and off-site activities undertaken by pupils whilst they are the responsibility of the School.

### **RESPONSIBILITIES AND IMMEDIATE ACTION**

All adults working in this School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Person with responsibility for child protection.

#### **The Designated Safeguarding Lead is:**

**Mrs Rebecca Webb (Executive Head Teacher)**

#### **The Designated Safeguarding Deputies are:**

**Mrs Deborah Sanderson (Head of School - Upper)**

**Mrs Helen Best (Head of School - Lower)**

**Miss Laura Hitch (Senior Learning Mentor)**

**Mrs Esther Bloomer (SEN Coordinator and Class Teacher)**

**Mrs Laura Chambers (Assistant Head Teacher)**

**Miss Claire Norman (Assistant Head Teacher)**

**Mrs Julie Mason (Pupil Support Officer)**

**Mrs Nighat Farzana (Learning Mentor)**

**Mr Craig Swift (Learning Mentor)**

**Mrs Lucyna Jankowska (Family Advocacy Worker)**

**In the absence of any of the above personnel, the Senior Learning Mentor should be contacted, or any member of the Senior Leadership Team.**

The Senior Learning Mentor is the focal point for School staff who have concerns about an individual child's safety and the first point of contact for external agencies who are pursuing Child Protection investigations. The Senior Learning Mentor also co-ordinates the School's representation at Child Protection conferences and Core Group meetings and the submission of written reports for conferences.

When an individual concern/incident is brought to the notice of the above Designated Personnel, they will be responsible for deciding upon whether or not this should be reported to the Children's Social Care Department as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the Designated Personnel and the member of staff reporting the concern, advice will be sought from the Executive Head Teacher or the LEA's Lead Officer for Safeguarding.

In circumstances where a child has an unexplained or suspicious injury which requires urgent medical attention, the Child Protection referral process should not delay the administration of First Aid or emergency medical assistance. **If a pupil is thought to be**

**at immediate risk because of parental violence, drunkenness or other incapacity or threats to remove the child during the School day, for example, urgent Police intervention will be requested.**

Where it is suspected that a child might be at risk of significant harm, nothing will be said to the child's parent/carer without the approval of the Designated Safeguarding Lead or Deputy and, as appropriate, Children's Social Care Service. Where a child sustains physical injury or is distressed as a result of reported chastisement or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for Children's Social Care Service. Referrals to Children's Social Care Service will be confirmed in writing, as requested.

All parents applying for places at this School are informed of our safeguarding responsibilities and the existence of this policy. In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the School, parents will be notified of this as soon as possible.

Tinsley Meadows Primary School recognises the need to be alert to the risks posed by strangers or others (including the parents or carers of other pupils) who may wish to harm children in School or pupils travelling to and from School and will take all reasonable steps to lessen such risks.

#### **VULNERABLE PUPILS**

Particular vigilance will be exercised in respect of pupils who are subject to a Child Protection or Child in Need Plan and any incidents or concerns involving these children will be reported immediately to Children's Social Care Service. If the pupil in question is a Looked After Child, this will also be brought to the notice of the Designated Teacher with responsibility for children in Local Authority care, who will report to Children's Social Care Service.

Any incidents or concerns involving children who have support from the Multi Agency Support Team (MAST) will be reported to the allocated worker. If the concern is of safeguarding nature, this will be immediately reported to Children's Social Care Service and the allocated worker from MAST will be informed.

If a pupil discloses that they have witnessed domestic violence or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated Person as a Child Protection issue.

The School acknowledges the additional needs for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, substance abuse within the family, those who are young carers, mid-year admissions and pupils who are excluded from School.

We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or their behaviour towards other children. The School has a strong commitment to an anti-bullying policy and will consider all coercive acts, inappropriate child on child behaviour and sexual activity within a Child Protection context.

#### **TRAINING**

Whole School training on safeguarding issues will be organised on a 3 yearly basis. All newly recruited staff (teaching and non-teaching) and Governors will be apprised of this policy and are encouraged to attend the Child Protection session of the relevant

induction programmes. The Designated Person (and the Deputies) will attend the LEA's dedicated induction course and, thereafter, 1 yearly refresher updates. Designated staff and Governors will be encouraged to attend area or community network meetings and to participate in the multi-agency training programme organised by the Sheffield Safeguarding Board.

## **RECRUITMENT**

Tinsley Meadows Primary School is committed to the process of becoming a Safe Organisation. Safe recruitment processes are followed and all staff recruited to the School will be subject to appropriate identity, qualification and health checks. References will be verified and Disclosure and Barring System (DBS) checks and consultation of list 99 will be completed before staff are appointed and commence their duties. This School will only use employment agencies which can demonstrate that they undertake extensive checks on their supply staff, and will report the misconduct of temporary or agency staff to the agency concerned and to the LEA. Staff joining the School on a permanent or temporary basis will be given a copy of this policy and be introduced to the Designated Safeguarding Lead and Deputy's.

## **VOLUNTEERS**

Any parent or other person/organisation engaged by the School to work in a voluntary capacity with pupils will be subject to all reasonable vetting procedures and Disclosure and Barring System (DBS) checks. For the children's safety, all volunteer helpers are required to have a DBS Check performed before they work in the school.

Volunteers will also be asked to provide two references and will be invited into school for an informal interview to ascertain their suitability. Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of the School.

Volunteers will at no time be given responsibility for the personal care of pupils. Voluntary sector groups that operate within this School, provide off-site services for our pupils or use School facilities will be expected to adhere to this policy or operate a policy which is compliant with the procedures adopted by the Sheffield Area Child Protection Committee (Local Safeguarding Children Board). Premises lettings are subject to acceptance of this requirement.

For more information please see the ***Volunteers in School Policy***, November 2015.

## **STAFF CODE OF CONDUCT**

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the School's ***Policy for the Promotion of Good Behaviour***. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be mis-construed, or in the exceptional circumstances where it becomes necessary to physically restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Headteacher and parents. Any physical restraint used will comply with DfES and LEA guidance.

First Aid will be administered by qualified First Aiders. All staff will receive regular training in First Aid and the School also has a number of First Aiders who have received extended training and cover first aid duties on a timetabled basis. Please see the School's **Health and Safety Procedures**. If it is necessary for the child to remove clothing for First Aid treatment, there must be another adult of the same gender present. If a child needs help with toileting, or washing after soiling themselves, another adult should be present or within earshot. If a male member of staff is providing any form of intimate care, a female colleague will be present and vice versa. All First Aid treatment and non-routine changing or personal care will be recorded and shared with parents/carers at the earliest opportunity.

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Other than in formal teaching situations; musical instrument tuition, for example, the door to the room in which the teaching, counselling or meeting is taking place should be left open.

Where this is not practicable because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. All rooms that are used for the teaching or counselling of pupils will have clear and unobstructed glass panels in the doors.

School staff should also be alert to the possible risks that might arise from social contact with pupils outside of the School. Home visits to pupils should only take place with the knowledge and approval of the Head teacher. Visits/telephone calls by pupils to the homes of staff members should only occur in exceptional circumstances and with the prior knowledge and approval of the Head teacher. Staff will not disclose their personal telephone numbers and email addresses to pupils or parents.

#### **COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF**

Tinsley Meadows Primary School takes seriously all complaints made against members of staff. Procedures are in place for pupils, parents and staff to share any concern that they may have about the actions of any member of the School staff. All such complaints will be brought immediately to the attention of the Executive Head teacher (or Head of School or Deputy Headteacher), in order that they may activate the appropriate procedures. If the allegation concerns alleged minor physical mishandling or verbal abuse, this will normally be dealt with under the School's **Complaints Procedure**.

If the allegation is of physical assault, the Executive Head teacher will take action in accordance with School's complaints procedure, unless one of the following criteria applies;

- The allegation is one of actual bodily harm – i.e. an injury has necessitated medical treatment.
- There is reason to suspect parental instigation or collusion.
- The allegation has been reported to the Police or Children's Social Care Services by the parent.
- The child is Looked After in Local Authority Care.
- The child is subject to a Child Protection Plan.
- The child has a disability or Statement of Special Educational Needs.
- The member of staff concerned has been subject to previous complaints.
- The allegation is one of sexual abuse.

In these cases, advice will be sought from the LEA Lead Officer with a view to a Strategy Meeting or Discussion being held in accordance with ACPC procedures. This

process will agree upon the appropriate avenue for the complaint and the time-scale for investigations.

In considering whether or not a referral to Children's Social Care Services is appropriate, the Executive Head teacher may seek advice from the Chair of Governors and/or the LEA's Lead Officer. Parents should also be advised of their independent right to make a formal complaint to the Police. Temporary staff will be subject to the same procedures.

If the complaint concerns alleged abuse by the Executive Head teacher, this should be brought to the attention of the Head of School, who will inform the Chair of Governors and the LEA's Lead Officer.

- **The Chair of Governors is: Mrs Sue Hunter (contact on School number)**
- **The Vice-chair of governors is: Mr Antony Hughes (contact on School number)**
- **The LEA's Lead Officer is: Steven Hill [Local Authority Designated Officer] (contact on 0114 273 4850)**
- **Flora Bandele/Bea Key [Sheffield Safeguarding] (contact on 0114 205 3535)**

Staff who are formally disciplined for the mistreatment of pupils (or who resign before disciplinary action can be instigated), will be notified to the LEA and the Department for Education, for possible inclusion on their PoCAL consultative index.

## **RECORDS**

Brief and accurate written notes will be kept of all incidents and Child Protection or welfare concerns relating to individual pupils. All staff members will use the CPOM's system to record concerns and incidences providing they have a log on. This information may be shared with other agencies as appropriate. Parental consent will normally be sought before making a referral to Children's Social Care Services, unless there is reason to suspect that doing so might place the child or a member of staff at further risk. The School will also take into account the views and wishes of the child who is the subject of the concern but staff will be alert to the potential dangers of colluding with "secrets".

Child Protection records are not open to pupils or parents. These records are securely kept by the Designated Person, separately from educational records, and can only be accessed by the Designated Person, and the Deputy Designated Persons. Referrals made to Children's Social Care Services under the ACPC procedures will be recorded on the Framework for Assessment Inter-agency Referral form, with copies sent, under confidential cover, to Children's Social Care Services and the LEA's Lead Officer.

If a pupil is withdrawn from the School having not reached the normal age of transfer, due to a family move or any other reason, all efforts will be made to identify any new address and the School to which they are being admitted and to ensure that their educational records are sent without delay to that School. If the parent/carer fails to provide this information, an urgent referral will be made to the Education Welfare & Attendance Service in order that they might make further enquiries. If educational records are sent to this School concerning a child who is not registered by the parent, the records will be returned to the sending School with a note, advising them to refer to their LEA's Education Welfare Service. **A child's name will only be removed from the School's Admissions Register in accordance with the Pupil Registration Regulations or with the agreement of the Education Welfare & Attendance Service.**

The School will maintain accurate records of those with Parental Responsibility and emergency contacts. Pupils will only be released to the care of those with Parental Responsibility or someone acting with their written consent.

Child Protection records will be sent to receiving Schools separately and under a confidential cover.

The content of Child Protection Conference or Review reports prepared by the School will be shared with the parents/carer in advance of the meeting.

## **SAFETY IN THE SCHOOL**

No internal doors to classrooms will be locked whilst pupils are present in these areas.

Entry to School premises will be controlled by doors that are secured physically or by constant staff supervision or video surveillance. Authorised visitors to the School will be logged into and out of the premises and will be asked to wear their identity badges or be issued with School visitor badges. Unidentified visitors will be challenged by staff or reported to the Executive Head teacher, Head of School or School office. All staff must safeguard against allowing non-staff and members of the public access to the School site.

The presence of intruders and suspicious strangers seen loitering near the School or approaching pupils, will be reported to the Police and the LEA with a view to alerting other local Schools through appropriate systems.

Parents, carers or relatives may only take still or video photographic images of pupils in School or on School organised activities with the prior consent of the School and then only in designated areas.

If parents do not wish their children to be photographed or filmed and express this view in writing or complete the disclaimer on our admissions form to this effect, their rights will be respected.

## **RESTRAINT**

Tinsley Meadows Primary School have a number of staff who have undergone 'Team Teach Positive Handling Strategies' training. Team Teach recognises that there will be times when staff are left with no other option than to hold a student (e.g. when a child is trying to leave the School unaccompanied, harm themselves or others etc.), and Team Teach provides safe, effective ways to do this. Positive handling is the positive application of force with the intention of protecting the child from harming him/herself or others or seriously damaging property. Team Teach techniques seek to avoid injury to the students, but it is possible that bruising or scratching may occur accidentally, and these are not to be seen necessarily as a failure of professional technique but a regrettable and infrequent side effect of ensuring that the students remain safe.

## **CURRICULUM**

Tinsley Meadows Primary School acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our pupils for the responsibilities of adult life and citizenship. It is expected that all curriculum coordinators will consider the opportunities which exist in their area of responsibility for addressing personal safety issues. As appropriate, the Citizenship and PHSE curriculum will be used to help pupils to keep safe and to know how to ask for help if

their safety is threatened. As part of developing a healthy, safer lifestyle, pupils will be taught, for example;

- to recognise and manage risks in different situations and then decide how to behave responsibly;
- to judge what kinds of physical contact are acceptable and unacceptable;
- to recognise when pressure from others (including people they know) threatens their personal safety and well-being; including knowing when and where to get help;
- To use assertiveness techniques to resist unhelpful pressure.

All computer equipment and Internet access within the School will be subject to appropriate “parental controls” and Internet safety rules [see **e-safety policy**].

Tinsley Meadows Primary School will work with partners to promote “Healthy School” status through the curriculum with the aim of;

- Promoting a School ethos and environment which encourages a healthy lifestyle for pupils;
- Using the full capacity and flexibility of the curriculum to help pupils to achieve healthy lifestyles;
- Ensuring that food and drink available across the School day, reinforces the healthy lifestyle message;
- Providing high quality Physical Education and sport to promote physical activity;
- Promoting an understanding of the full range of issues and behaviours which impact upon lifelong health.

#### **WORKING IN PARTNERSHIP WITH PARENTS**

It is our policy to work in partnership with parents or carers to secure the best for our children. We will therefore communicate as clearly as possible about the aims of this School;

- We will try to use clear statements in our brochures and correspondence.
- We will involve parents in the development of Codes of Conduct and Equalities and Behaviour Management policies including the Anti-bullying policy.
- We will liaise with agencies in the statutory, voluntary and community sectors which are active in supporting families.
- We will be aware that we have parents/carers who do not have English as their first language.
- We will distribute any LEA guidance for parents.
- We will keep parents informed as and when appropriate.

#### **COMPLAINTS & MONITORING**

All complaints arising from the operation of this policy will be considered under the School's complaint procedure, with reference to the LEA's Lead Officer as necessary.

The Governing Body of the School will consider safeguarding issues and their implications for this policy on an annual basis. For this item, the Executive Headteacher will report upon levels of Child Protection referrals made by the School during the past year, training undertaken by School staff and Governors and any changes in legislation or national/local guidance.

Otherwise, this policy will be reviewed and updated in March 2017.