



BROUGHAM PRIMARY SCHOOL

SAFEGUARDING POLICY

Statement

Brougham Primary School believes that children must be protected from harm at all times.

We believe every child should be valued, safe and happy regardless of age, gender, race, culture or disability. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.

We want children in our care who use or have contact with this organisation to enjoy what we have to offer in safety.

We want parents and carers associated with who use or attend our organisation to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.

We want organisations who work with or commission work from us, or who provide funding to us to have confidence and recognise that we are a safe organisation.

We will achieve this by having an effective safeguarding children procedure and follow national guidance (What to do if you're worried a child is being abused).

If we discover or suspect a child is suffering harm we will notify Child and Adult Services via Hartlepool Borough Council Duty Team, Civic Centre, Victoria Road, Hartlepool, TS24 8AY. Telephone (01429) 284284, email: dutyteam@hartlepool.gcsx.gov.uk or the police, in order that they can be protected if necessary.

We will refer to www.teescpp.org.uk for up to date advice and guidance in relation to safeguarding.

This safeguarding children policy statement and our safeguarding children procedure apply to all staff members, volunteers and users of Brougham Primary School and anyone carrying out any work for us or using our premises.

We will review our safeguarding children policy and procedures annually or when legislation changes to make sure they are still relevant and effective.

This policy is written in accordance to the regulations as stated in the September 2016 statutory guidance 'Keeping children safe in education' document and should be read in association with the following linked policies:

- *Child Protection*
- *Whistleblowing*
- *Health and Safety*

- *Safer recruitment*

Other documentation referred to in the making of this policy include:

- 'Keeping Children safe in education - 2016
- Working together to safeguard children - 2015
- 'The Prevent Duty' 2015
- Section 175 (2) of the Education Act 2001
- Information Sharing Policy - 2015
- What to do if you're worried a child is being abused - 2015
- Children and Family Act - 2014

The Governing Body of Brougham Primary School ensure appropriate policies and procedures are in place in order for appropriate action to be taken in a timely manner to safeguard children and promote children's welfare.

The named designated staff member for Child Protection is Julie Thomas (Headteacher)

shee is assisted in this role by Mrs Sarah Greenan, Mrs Gillian Sild, Miss Sharon Illingworth, Miss Kirtsy Garratt and Miss Tyerman and Mrs Henderson are about to undertake enhanced training to join the team.

The lead Safeguarding and Child Protection Governor is Fr G Buttery

This policy was created in September 2016 and reviewed annually.

The next review will be in July 2017.

Our aim

Brougham Primary School's whole-school Child Protection Policy aims to provide clear direction to staff and others about expected codes of conduct in dealing with good practice and sound procedures to keep children safe in our school.

The purpose of the policy is, therefore, to ensure that our children's welfare is of paramount importance, early and additional help is offered to prevent escalation and where child protection concerns are and identified referrals are handled sensitively, professionally and in ways that support the needs of the child's well-being.

Governors and staff are committed within Brougham Primary School to safeguarding and promoting the welfare of children in our care through all our policies, procedures and practices. We expect all our pupils' parents and visitors to share this commitment and understanding.

'Safeguarding and promoting the welfare of children is **everyone's responsibility**.
Everyone who comes into contact with children and their families and carers has a role to

play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, **at all times**, what is in the best interests of the child.

Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, **staff members should always act in the best interests of the child**

(Keeping Children Safe in Education - 2016)

At Brougham Primary School we have a core objective to keep children safe by:

- providing a safe environment for children and young people to learn in education settings; and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.
- Ensuring all staff and adults working within our School are suitable vetted and cleared to work with our young people

Achieving this objective requires systems designed to:

- prevent unsuitable people working with children and young people;
- promote safe practice and challenge poor and unsafe practice;
- identify instances in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe; and
- contribute to effective partnership working between all those involved with young people.
- Maintain robust recording and monitoring systems that allow no child to 'slip through the net'.

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

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

At Brougham Primary School the health, safety and wellbeing of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. The school therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place:

1. Ensuring Suitable Adults work with our Children

The school operates and maintains a Single Central Record in line with the DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' which records in one database the details of staff working and volunteering within the school. The record includes the following details:

- Name
- Address
- Date of Birth
- Qualifications (where required for the role)
- Evidence of identity
- CRB disclosure number
- Date of CRB check
- List 99 check
- Review date of CRB
- Right to work in the UK

For regular visitors accessing the school site, evidence of identity is checked and disclosure number is taken and recorded on the Single Central Record.

Copies of evidence of identity are kept in the school safe for inspection by authorised authorities.

For people visiting the school on a 'one-off' or ad hoc basis and who will not have unsupervised access to pupils, photograph identification is requested and checked. A proportional risk-based approach will be applied when determining the amount and type of children's information being passed on to temporary staff and volunteers.

All staff and adults working in School will be required to sign annually:

- Staff Code of Conduct
- Acceptable user agreement
- DBS confirmation form

As well as other appropriate documentation ensuring our children are kept safe.

The School external SIP will monitor the effectiveness of School procedures on a termly basis and report back to Governors any findings.

2. Child Protection Procedures

The School has very clear protocols in place for to ensure all children remain safe.

Brougham School has a communication and recording protocol in place to ensure every staff member and visiting adult to School has a clear path of communication should they have a worry or concern regarding a child. **It is important to note however, that any staff member can make a referral to children's Social care or other specialist services if a child is in immediate danger or at risk of harm.**

Documenting concerns

'No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help, at any time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action'

(Keeping Children Safe in Education - 2016)

Any staff members who have **any concerns** regarding the well-being of any child in school fill in an Incident Form on CPOMS - the School's electronic safeguarding system. This **immediately** informs all members of the School's Child Protection team and allows **immediate** intervention.

The Safeguarding Team meet weekly at Brougham Primary School, and a Safeguarding item on the agenda of each and every SLT meeting ensure it remains a high priority.

Early Help

All School staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. In the first instance staff should discuss early help requirements with the designated safeguarding lead. Staff may also be required to support other agencies and professionals in an early help assessment.

All Staff need to realise the importance of identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals and if required and appropriate, acting as the lead professional in undertaking an early help assessment.

The Designated safeguarding lead will ensure any staff member involved in 'early Help' is fully supported in liaising with other agencies and professionals and setting up inter-agency assessment if appropriate.

The Designated Safeguarding lead will also ensure a constant reviewing and communication with Social Care if a child's welfare continues to be a concern to school staff. **Any child who is a concern must not be allowed to 'fall through the net'.**

At Brougham Primary School, Safeguarding really is a TEAM approach.

3. Staff Training

It is the requirement of Brougham Primary School that all staff receive initial child-protection and safeguarding training on induction to the School. This training is monitored, logged and recorded on the School Single central register. All training is in line with advice from the LSCB.

Formal Safeguarding training for all staff, and specific training for 'designated teachers' is completed every 24 months - with interim training, CPD and Child Protection Updates given to staff on a monthly basis.

Opportunities for additional safeguarding training are emailed to staff as appropriate and available from:

<http://lscbhartlepool.org>

Staff are regularly consulted on the Safeguarding policy and frequent reviews of practice are held in staff meeting time.

4. Recognising abuse

'All School staff should be aware abuse, neglect and safeguarding issues are rarely standalone events than can be covered by one definition or label. In most cases multiple issues will overlap with one another'

(Keeping Children Safe in Education - 2016)

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused in a family or in an institutional or community setting by those known to them or more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children:

All staff should also be very aware of the possibility of **peer on peer abuse**. This is most likely to include, but not limited to bullying (including cyber bullying) gender based violence / sexual assaults and sexting. Staff should be very clear as to the schools policy with regards peer on peer abuse.

There are four categories of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse of exploitation
- Neglect

Also Safeguarding Action may be needed to protect children and learners from:

- Bullying, including online bullying and prejudice-based bullying
- Racist, disability and homophobic or transphobic abuse.
- Gender-based violence/violence against women and girls
- Radicalization and/or extremist behavior
- Child sexual exploitation and trafficking
- The impact of new technologies on sexual behavior, e.g. "sexting" and accessing pornography
- Teenage relationship abuse
- Substance misuse
- Issue specific to the local area e.g. gang activity and youth violence
- Domestic violence
- Female genital mutilation
- Forced marriage
- Fabricated or induced illness
- Poor parenting, particularly in relation to babies and young children
- Peer on peer abuse
- Other issues that pose a risk to children

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and/or attention-seeking behaviour
- Suspicious bruises or marks with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child sexual exploitation.

School leaders and staff who work directly with children and young people should read Annex A of 'Keeping Children Safe in Education - 2016' which contains additional information about specific forms of abuse.

Please also refer to 'What to do if you're worried a child is being abused - Advice for practitioners 2015.

5. Appointment of a Designated Safeguarding Lead

The Governing Body of Brougham School must appoint an appropriate member of staff from the School Leadership Team, to the role of Designated Safeguarding Lead. The designated Safeguarding Lead should take lead responsibility for safeguarding and child protection.

In this case, Julie Thomas (Headteacher) takes on the responsibility of Designated Safeguarding Lead.

In Brougham School,, the Governing Body also deem it appropriate to have a number of 'deputy' safeguarding leads who are also trained to the same standard as the Designated safeguarding Lead.

In this case, Sarah Greenan (Deputy Headteacher), Sharon Illingworth (Social Inclusion Officer), Gillian Sild (Pastoral Lead), Kirtsy Garrat (early Years Lead) Tracy Henderson (KS1 Lead) and Caroline Tyerman (KS2lead) take on the responsibilities of Deputy Safeguarding Lead.

Despite having trained deputies, it is vitally important to note that whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection remains with the designated safeguarding lead. **This responsibility should not be delegated.**

During term time, the designated safeguarding lead (or a deputy) should always be available for staff in School to discuss any safeguarding concerns. It is a matter for the School and safeguarding lead to arrange adequate and appropriate cover arrangements for out of hours activities.

In additional to formal training, the designated lead must ensure their knowledge and skills are kept updated via a wide range of CPD. The Link Governor will ensure this is reported back to the LGB via the Headteacher's report.

In Brougham School, the designated leads and deputies received their full training on: Julie Thomas 21.1.15, Kirsty Garratt Sarah Greenan 12.12.14, Sharon Illingworth 8.6.15 and Tracy Henderson and Caroline Tyerman are due to be trained on 8th .11.16

It is also important that the Safeguarding lead - or designated deputy is available outside of School hours. If you have an immediate concern regarding a Safeguarding issue please contact them.

The specific role of the Designated Lead can be seen in Appendix A

6. Inter-agency working

Brougham Primary School are aware of the importance of working together to ensure the safety of our children and young people.

Brougham School work proactively with a variety of stakeholders - the police, social care, health workers and other services to promote the welfare of children and protect them from harm. We work in full co-operation with the Local Safeguarding Board and Local Authority and ensure all relevant information is shared between professionals and local agencies where appropriate. We also understand that fears about sharing information cannot stand in the way of the needs to promote the welfare and protect the safety of children.

The Governing Body ensure all school policies and procedures are firmly in line with statutory guidance and local LSCB procedures.

If School is not happy with a referral outcome or professional advice given; appropriate staff must be ensure a professional challenge and resolution of professional disagreement takes place to ensure no child 'slips through the net'. All members of the School Safeguarding team are aware of the procedures for this to happen should the need occur.

7. Anti-Bullying Procedures

All cases of alleged bullying are taken seriously by the school and are acted upon accordingly. The anti-bullying policy clearly documents the procedures in place for handling allegations of bullying and these are reviewed by governors.

8. Attendance

Persistent absence from School can be a key sign of abuse; as such Attendance is scrutinised closely on a daily basis at Brougham School.

Children who are absent are identified from the registers and first day response telephone calls are made to parents to establish the reason for absence. Correspondence is also sent home by post. The Inclusion Officer/Family Support Worker liaises with parents of children whose attendance is highlighted as an issue with involvement from the Local Authority attendance service and other agencies where appropriate. Statistics and trends in pupil absence are also monitored and these are reported to governors. The school is committed to ensuring that children attend regularly and thereby receive the best possible education.

The Inclusion team meet weekly at Brougham School so there is early identification and investigation of children with poor or declining attendance.

9. Health and Safety

The school has a health and safety policy in place and this is monitored and reviewed on a Termly basis and externally reviewed annually.

Risk assessments covering all aspects of school operations are in place and have been reviewed by the LA Senior Health and Safety Officer. The responsibility for health and safety is that of the governing body, however this is delegated to the Headteacher.

Day to day health and safety issues are reported to the Site Supervisor (Mr Charles West for remedial action, however more fundamental concerns are escalated to the Headteacher.

Fire evacuation practices are undertaken termly and these are reported to governors using the Headteacher report.

10. First Aid (see also health and safety policy)

All staff in School are qualified to administer **emergency first aid** with key people having paediatric first aid qualification which meets the requirements of the Early Years and Foundation Stage guidance. First aid boxes are located in each area and portable kits are available for educational visits.

11. Female Genital Mutilation

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM, including so called 'honour based violence'. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate a risk, but if there are two or more indicators present this could signal a risk to a child or young person.

Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

If a teacher, in the course of their work in the profession, discovers that an act of female Genital Mutilation appears to have been carried out on a girl under the age of 18 the teacher must report this to the police.

Any staff wanting further advice on FGM can contact the NSPCC helpline on 0800 028 3550

12. Child Sexual Exploitation

Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example accommodation, drugs, alcohol, gifts, money or affection) as a result of engaging in sexual activities.

Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the relationship develops.

Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However it is also important to recognise that some young people who are being sexually exploited do not exhibit any signs of this abuse.

If staff members have any concerns regarding children who may be a victim of Sexual exploitation; they must be discussed with the designated lead immediately.

13. E-Safety (Online safety)

Brougham School has a duty to ensure all children and young people are safe when using the internet. As such School filtering services are deployed and monitored by School Staff to ensure any potentially harmful or inappropriate material is not accessible to children.

Brougham School is also aware though, that children have access to the internet outside of the School building, and as such see it as their duty to educate our children effectively in being E-Safe. We ensure all children are taught about the dangers of the internet and wider safeguarding issues to ensure all children are kept safe both inside and outside of School.

All staff who access the school computer network are required to read and sign the acceptable use policy which details the conditions with which access is granted. Information about audits and violations of use are also featured. Any member of staff who is found to have abused the ICT network will have access rescinded and will face disciplinary action.

If staff members believe any children may be involved in inappropriate use of the internet; or has evidence of a staff member inappropriately using the internet - the designated lead must be informed immediately.

14. Sexting

Whilst professionals refer to the issue as 'sexting' there is no clear definition of 'sexting'. Many professionals consider sexting to be 'sending or posting sexually suggestive images, including nude or semi-nude photographs, via mobiles or over the Internet.' Yet when young people are asked 'What does sexting mean to you?' they are more likely to interpret sexting as 'writing and sharing explicit messages with people they know'. Similarly, many parents think of sexting as flirty or sexual text messages rather than images.

Sharing photos and videos online is part of daily life for many people, enabling them to share their experiences, connect with friends and record their lives.

Photos and videos can be shared as text messages, email, posted on social media or increasingly via mobile messaging apps, such as Snapchat, WhatsApp or Facebook Messenger. 90% of 16-24 year olds and 69% of 12-15 year olds own a smartphone, giving them the ability to quickly and easily create and share photos and videos. This increase in the speed and ease of sharing imagery has brought concerns about young people producing and sharing sexual imagery of themselves. This can expose them to risks, particularly if the imagery is shared further, including embarrassment, bullying and increased vulnerability to sexual exploitation. Producing and sharing sexual images of under 18s is also illegal.

Although the production of such imagery will likely take place outside of school and college, these issues often manifest in schools, colleges and organisations working with children and young people. Schools, colleges and other organisations need to be able to respond swiftly and confidently to ensure that children are safeguarded, supported and educated. (See *Sexting in schools and colleges: responding to incidents and safeguarding young people* - UK council for Child internet safety)

If staff members believe any children may be involved in sexting; the designated lead must be informed immediately.

15. Fabricated or induced illness

The fabrication or induction of illness in children by a carer has been referred to by a number of different terms, most commonly Munchausen Syndrome by Proxy (Meadow, 1977), Factitious Illness by Proxy (Bools, 1996; Jones and Bools, 1999) or Illness Induction syndrome (Gray et al, 1995). This terminology is also used by some as if it were a psychiatric diagnosis.

If, as a result of a carer's behaviour, there is concern that the child is or is likely to suffer significant harm, this guidance should be followed. The key issue is not what term to use to describe this type of abuse, but the impact of fabricated or induced illness on the child's health and development, and consideration of how best to safeguard and promote the child's welfare.

There are three main ways of the carer fabricating or inducing illness in a child. These are not mutually exclusive and include:

- fabrication of signs and symptoms. This may include fabrication of past medical history;

- fabrication of signs and symptoms and falsification of hospital charts and records, and specimens of bodily fluids. This may also include falsification of letters and documents:
- induction of illness by a variety of means.

Children have varying needs which change over time. Judgements on how best to intervene when there are concerns about harm to a child will often and unavoidably entail an element of risk – the two extremes being leaving a child for too long in a dangerous situation or removing a child unnecessarily from their family. The way to proceed in the face of uncertainty is through competent professional judgements based on a sound assessment of the child's needs, the parents' capacity to respond to those needs – including their capacity to keep the child safe from significant harm – and the wider family circumstances (Working Together, 2006).

If staff members have any concerns regarding children who may be a victim of fabricated or induced illness; they must be discussed with the designated lead immediately.

16. Looked After children

The most common reason for children being looked after is as a result of abuse and/or neglect. Governing Bodies should ensure that staff have the skills, knowledge and understanding to necessary to keep children safe.

At Brougham School, all staff are urged to be particularly observant around Looked after Children and to work with appropriate staff members to ensure their personal and educational needs are being full met.

It is also vitally important that all appropriate staff are fully aware of the terms around the Looked After arrangement – to ensure the safety and well-being of all children involved,

17. Children with Special Educational Needs and disabilities

Children with Special educational Needs and/or disabilities can face additional safeguarding challenges. As such, staff should be aware that

- No assumptions that indicators of possible abuse such as behaviour, mood or injury relate to the child's disability without further exploration
- Children with SEN and disabilities can be disproportionately impacted by things like bullying – without outwardly showing any signs
- Communication barriers could make identifying abuse difficult.

If staff have any concerns regarding a child with SEN or a disability; talk to the designated lead and SENDCo immediately.

18. Operation Encompass

Brougham Primary School recognises that children living in a home with Domestic Violence, could very well be victim to or witness to physical or emotional abuse in the home. As a result, School is part of the Operation Encompass communication strategy to ensure School staff are fully aware of any instances of domestic violence in our children's homes.

19. Effective Behaviour Management

Children are expected to behave appropriately both inside and outside of school. However school recognises that knowing how to behave in this way is part of the learning process and as such has a comprehensive behaviour management policy in place which documents the procedures for managing behaviour positively.

20. Safe Recruitment and Selection

The school adheres to the requirements detailed in the 'Safeguarding of Children and Safer recruitment in Education' document as well as the new requirements of 'Keeping Children Safe in Education - 2016. (See School policy)

21. Staff Conduct

In keeping Children safe at School, we expect all staff to act as positive role models for the children attending the school and therefore expect the utmost professional conduct at all times. Staff who act unprofessionally or inappropriately could be subject to a disciplinary investigation.

22. Curriculum

The curriculum plays an important part in ensuring that children know how to keep themselves safe. The PSHCE curriculum particularly supports this ethos. It is supported by an embedded safety programme in conjunction with Hartlepool Police.

23. Managing Allegations Against Staff

The school has adopted and adheres to the Local Authority procedure 'Arrangements for making allegations against people who work with children or those who are in a position of trust.'

24. Whistleblowing

The school has adopted and staff are aware of the Local Authority whistleblowing procedure should they wish to report an incident involving safeguarding of children but they feel they cannot report it via the usual means within school. A copy of the whistleblowing policy (September 2016) is available via the School intranet or via the School website)

25. Building design and management (including site security)

Access to the school is restricted via an access control system, which requires a pre-programmed fob. Therefore only authorised personnel can access the school environment. All staff are expected to wear their photograph ID at all times when on the school site. There is a perimeter fence around the school, which not only ensures that children cannot freely egress from the school site but also that unauthorised people cannot easily enter the site.

CCTV is in operation for the prevention and detection of crime and to protect pupils, staff and visitors to the school as well as the school premises. A school crossing patrol is in operation at both entrances to the school at key times to ensure pupils cross the road safely. Dogs (with the exception of assistance dogs) are prohibited from entering the school site.

Outside play equipment and playgrounds are inspected daily to ensure the site and equipment are safe for the children to use. An annual inspection is also conducted by the Local Authority Health and Safety team and also by RoSPA (external play equipment).

26. School Visitors

Any visitors accessing the school site will be required to show evidence of their identity and give their DBS disclosure number. Regular visitors to the school will already be recorded on the Single Central Record (see above). ***Ad hoc visitors who do not regularly access the school will be accompanied by a member of staff at all times.***

All visitors will be required to sign in and receive a visitors pass at reception and then sign out accordingly. This process is overseen by the school administrators.

Anyone who cannot fulfil the above criteria will not be allowed onto the site.

School staff are required to challenge any adult that they see in school who are not authorised and a member of the leadership team will be called upon to deal with the situation

27. Use of Pupil Information

Pupil information is recorded on the school SIMS system. Access is restricted to key personnel to ensure information is centrally updated and secure. Staff who have access to this sensitive data lock their screens when they are away from their desks to prevent unauthorised access. Computers are logged off at the end of each day.

28. Monitoring and Review

This policy will be reviewed annually or earlier if appropriate and will be approved by the Chair of Governors.

Julie Thomas (Headteacher):

Fr G Buttery (Chair of Governors):

Appendix A

The role of the designated lead

The designated safeguarding member of staff will:

- Circulate the Safeguarding and Child Protection Policy to all adults and volunteers working within the school and to the extended services of the school.
- Support teachers, volunteers and governing body members on matters of child protection.
- Act as a point of reference for child protection concerns.
- Ensure all staff and volunteers receive regular safeguarding and child protection updates (at least annually) to provide them with the relevant skills and knowledge to safeguard children effectively.
- Ensure that chronologies are on the files of all Looked after children, Children in need, Children in need of protection and those of young people with mental health issues where harm (actual or potential) to themselves or others is a factor and all other pupils as agreed/advised.
- Take responsibility for collating and securely storing records of incidents and concerns.
- Attend Child Protection Case Conferences and Core Groups on pupils in their school and provide written reports. Where this is not possible, any member of staff must act on their behalf and be fully briefed prior to attending.
- Attend strategy meetings on children from their school.
- Provide the schools' Safeguarding and Child Protection Policy to any parent upon request and publish it on the website.
- Ensure that all new staff, including supply staff, receive safeguarding induction and are given a copy of the induction document and sign upon receipt. (See Induction Policy)
- That the policy is reviewed annually and any amendments are recorded and dated.
- Ensure whole school safeguarding training every 3 years.
- Attend manager update training every 2 years.
- Ensure work related placements follow the agreed safeguarding guidelines.
- Provide an annual safeguarding report to school Governors.
- Undertake safeguarding self-assessment every 2 years.
- Collate information for participation in the Multi Agency Risk Assessment Conference (MARAC) process.
- Undertake school risk management meeting of children and young people who pose a risk.
- That pupils, staff and parents/carers are aware who the Designated teacher for Child protection is and how they can be contacted.
- Complete the MARAC form as requested ensuring that information is sought from all school records and return the information to the LA.

Brougham Primary School

Safeguarding and Child Protection Policy 2016

I have read the Child Protection and Safeguarding Policy and will ensure that I adhere to the expectations of this policy and all associated policies as listed below to ensure that all children are safeguarded to the best of our ability.

Name:

Position:

Signed:

Date:

Other policies to note:

- Whistleblowing
- Safer recruitment
- E Safety
- Acceptable User
- Staff Conduct / Handbook