

## Richard Avenue Primary School

### Safeguarding Policy - PROCEDURES

**Date of policy: Autumn 2018**

**Date of review: Autumn 2019**

**Designated Safeguarding Lead:** Karen Todd      **Governor:** Justyna Walecka-Bowery  
**Deputy DSL –** Branka Waller

#### ***This policy outlines our procedures ie: What we do.***

Richard Avenue Primary School's whole-school safeguarding policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with Safeguarding issues. The policy also aims to make explicit the school's commitment to the development of good practice and sound procedures. The purpose of the policy is, therefore, to ensure that Safeguarding concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child's well being.

#### **Introduction**

Richard Avenue Primary School fully recognises the contribution it can make to safeguard the children and support the pupils in its care. There are three main elements Richard Avenue Primary School to safeguarding policy:

1. prevention (positive school atmosphere, careful and vigilant teaching, pastoral care, support to pupils, providing good adult role models)
2. protection (following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Safeguarding concerns)
3. support (to pupils and school staff and to children who may have been abused)

**This policy applies to all employees of Richard Avenue Primary School and Children's Centre.**

#### **Framework**

*Schools do not operate in isolation.*

***Safeguarding is the responsibility of all adults especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of Sunderland Safeguarding Children Board.***

***'We are committed to respond in accordance with Sunderland Safeguarding Children Board in all cases where there is a concern about significant harm'***

#### **Significant Harm**

Local Authorities duty is to investigate (S47 of the Children Act 1989). Where a Local Authority is informed that a child who is living, or is found, in their area is either subject to an emergency protection order, Police protection or they have reasonable cause to suspect suffering or is likely to suffer significant harm they must make such enquiries as necessary to promote or safeguard the child's welfare. Children's Services Social care undertakes this responsibility on behalf of the Authority once a referral has been made.

Harm means ill treatment or the impairment of health or development; development means physical, intellectual, emotional, social or behaviour development.

Health means physical or mental health.

Ill-treatment includes sexual abuse and forms of ill-treatment which are not physical.

**Note:** harm now includes the impairment of a child's health  
Or development as a result of witnessing the ill treatment of another person  
(Adoption and Children Act 2002)

Significance could exist in the seriousness of the harm or the implication of it. This will be a finding of fact for courts. The court will have to establish which standard of health and development would be reasonable to expect for a child with similar attributes, assess the shortfall against the standard and decide whether the difference represents significant harm.

(Children Act guidelines and Regulation)

*Parents/carers should be aware that the school will take any reasonable action to safeguard the welfare of its pupils. In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow the Sunderland Safeguarding Children Board Procedures and inform the Children's Services Social Care or the Police Public Protection Unit of their concern.*

### **Roles and Responsibilities**

All adults working with or on behalf of children have a responsibility to protect children. Within Richard Avenue Primary School the following individuals have special responsibilities: -

- Mrs Karen Todd (Designated Lead) Mrs Branka Waller, (Designated Deputy)
- Role: to co-ordinate all matters relating to safeguarding issues. These will include:
  - Dealing with reports of abuse against children
  - Dealing with complaints against staff (employees of Richard Avenue Primary School and Children's Centre) and volunteers
  - Making referrals, if appropriate, to Children's Services Social Care Initial Response Team (IRT) or for allegations to the Local Authority Designated Officer Integrated Contact and Referral Team 0191 561 7007
  - Keeping the head teacher fully informed of all Safeguarding issues that may arise
  - Ensuring that the Designated Lead and the Designated Deputies receive full training in Safeguarding every 2 years and attend termly briefings
  - Ensuring all staff/governors (employees of Richard Avenue Infant School) receive training in Safeguarding every 3 years
  - Ensuring that all new staff (employees of Richard Avenue Infant School) are properly inducted in safeguarding issues
  - Liaise with the school governor with special responsibility for Safeguarding as appropriate

**Justyna Walecka-Bowery is the school governor with special responsibility for Safeguarding.**

Role: to liaise with the Designated Person on matters relating to Safeguarding issues and participate in the annual review of policy.

Details of the Designated Lead and the Designated Deputies and safeguarding Governor should be displayed in the school / setting and be included in the prospectus.

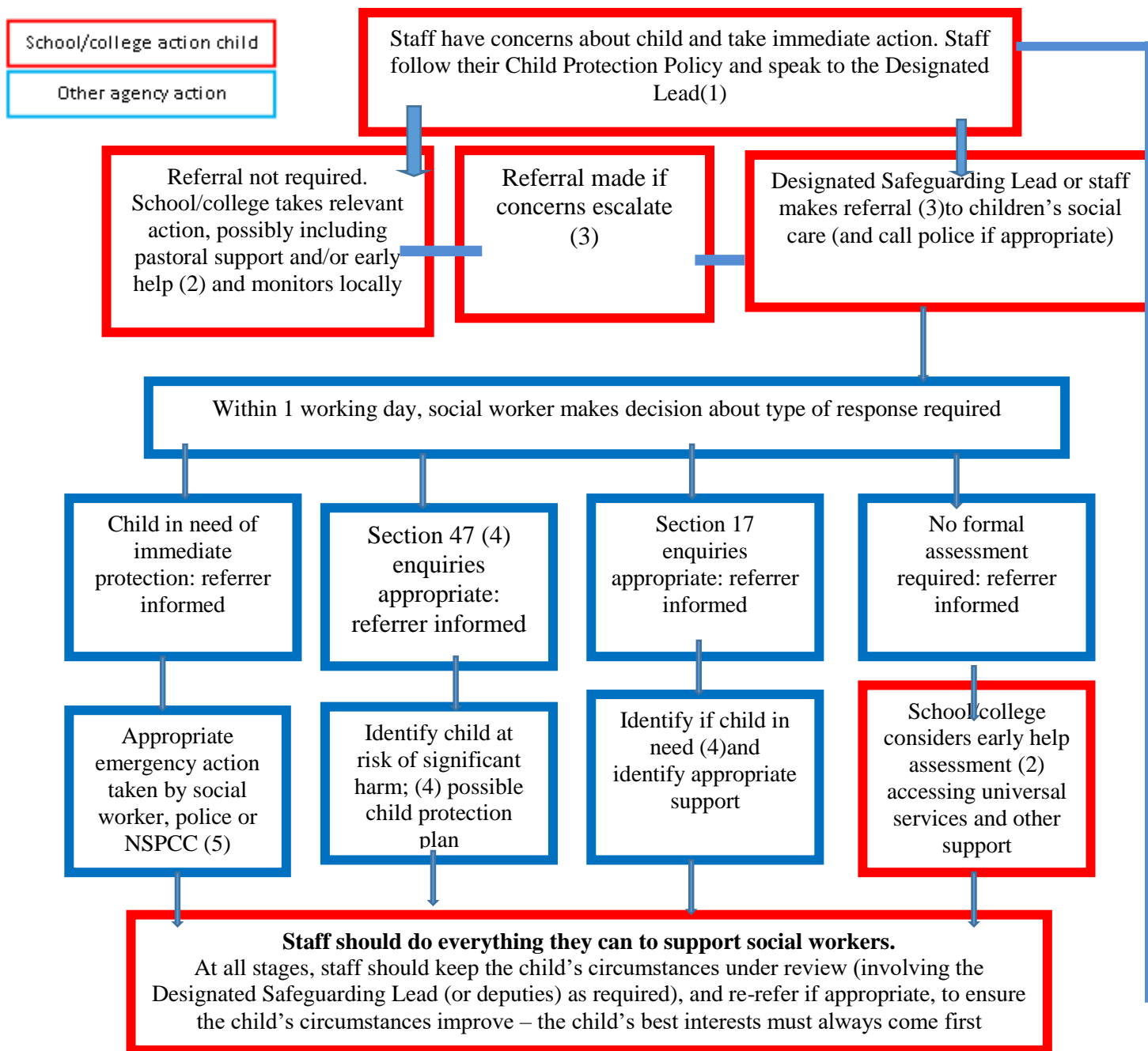
### **Procedures**

The Designated Lead will be informed immediately by an employee of the school, pupil of the school, parent of the school, other persons, in the following circumstances

- Suspicion that a child is being harmed
- There is evidence that a child is being harmed

The Designated Lead will keep a full record of concerns raised and make referrals to Children's Services Social Care/Police if necessary.

## Actions where there are concerns about a child



1. In cases which also involve an allegation of abuse against a staff member, see Part Four of KCSIE 2018
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, and early help inter-agency assessment should be arranged. Chapter One of [Working Together to Safeguard Children](#) provides details guidance on the early help process
3. Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#)
4. 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 Safeguarding Children](#)
5. This could include applying for an Emergency Protection Order (EPO)

## **Safe schools/ Safe Staff**

### **Whistle Blowing**

Richard Avenue Primary school's Whistle Blowing Policy provides guidance to staff and volunteers on how they can raise concerns and receive appropriate feedback on action taken.

### **Complaints against employees**

*A Safeguarding complaint involving a member of staff must be reported to the Head teacher immediately. If the complaint involves the head teacher then the next most senior member of staff must be informed and the Chair of Governors. Consultation without delay with the Designated Officer – Danielle Rose Tel: 0191 561 3901 will determine what action follows. A multi agency strategy meeting may be arranged to look at the complaint in its widest context, the Headteacher /a senior member of school staff must attend this meeting.*

### **Training and Support**

Richard Avenue Primary School will ensure that the Head teacher (Designated Lead), Deputies and the Governor with special responsibility for Safeguarding receive training relevant to their role. The school will also ensure that all its employees are kept informed about Safeguarding issues through a programme of staff Inset.

### **Professional Confidentiality**

Confidentiality is an issue which needs to be understood by all those working with children, particularly in the context of Safeguarding. Richard Avenue Primary School recognises that the only purpose of confidentiality in this respect is to benefit the child, (See Chapter 1 of the Sunderland Safeguarding Children Board (SSCB) Safeguarding Children Procedures ([www.sunderlandscb.com](http://www.sunderlandscb.com))).

### **Records and Monitoring**

Well-kept records are essential to good Safeguarding practice. Richard Avenue Primary School is clear about the need to record any concerns held about a child or children within its care, following EST guidelines and proformas.

### **Attendance at Safeguarding Conferences**

In the event of Richard Avenue Primary School being invited to attend Child Protection conferences, the Designated Lead or Deputy will represent the school and provide information relevant to Child Protection conference (Initial/Review). Using the proforma in Sunderland Safeguarding Children Board Procedures which can be found at [www.sunderlandscb.com](http://www.sunderlandscb.com).

### **Supporting Children**

Richard Avenue Primary School recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. Richard Avenue Primary School may be the only stable, secure and predictable element in the lives of some of the children under its care. The school, therefore, recognises that such children might exhibit challenging and defiant behaviour and will take careful note of the context of such behaviour.

Richard Avenue Primary School also recognises that some children who have experienced abuse may in turn abuse others. This requires a considered and sensitive approach in order that the child can receive appropriate help and support.

Richard Avenue Primary School will endeavour to support all its pupils through:

- The curriculum, to encourage self-esteem and self-motivation
- The school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued
- A coherent management of behaviour
- Liaison with other professionals and agencies who support children and parents
- A commitment to develop productive, supportive relationships with parents whenever it is in the child's interest to do so
- The development and support of a responsive and knowledgeable staff group whose role it is to respond appropriately in Safeguarding situations.

Richard Avenue Primary School recognises that, statistically, children with behavioural difficulties and disabilities are the most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse. School staff must give consideration to children who are subject to a statement of special needs, or have a medical condition as these can mask safeguarding issues and must not be dismissed.

Richard Avenue Primary school also recognises that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support and protection.

This policy should be read in conjunction with other related policies in school.

These include:

- Safer Recruitment and Selection policy  
The school will operate safe recruitment practice throughout the whole process adhering to 'Safeguarding Children and Safer Recruitment in Education 20 April 2011
- Sunderland's Guidance for Safer working practices for adults who work with young people  
The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with young people
- The school will ensure that staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust)
- Pastoral Care and Discipline policy – consistently adhered to
- Anti-Bullying policy (found in Behaviour and safety of pupils at school -policy.)
- Positive handling of challenging behaviour policy /physical restraint policy
- Inclusion & Special Educational Needs policy
- Health and Safety policy  
The Schools health and safety policy (reviewed annually) reflects the consideration we give to the Safeguarding of our children both within the school environment and when away from the school when undertaking school trips and visits.

Whole school policy for

- Whole school policy for Photography
- Medical conditions policy
- Anti-Radicalisation Policy

This policy has been informed by the following:

- Education Act 2002 Section 175
- Keeping Children Safe in Education 2018
- Framework for the Assessment of Children and Families

- Children Act 1989/2004
- Working together to safeguard children 2018
- Sunderland Safeguarding Children Board Procedures - Sunderland City Council procedures for dealing with allegations/complaints against staff
- Data Protection Act 2018
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Freedom of Information Act 2000

This Policy will be reviewed annually or in light of any changes in legislation and/or guidance.

This policy must be ratified by the governing body signed/dated by both the Head teacher and chair.

**Whole-School Policy on Safeguarding  
Children and Young People**

**School:** Richard Avenue Primary School

<b>Academic Year</b>	<b>Designated Lead for Safeguarding</b>	<b>Deputy Designated Person</b>	<b>Safeguarding Governor</b>
<b>Sept 2016</b>	<b>Mrs K Todd</b>	<b>Mrs B Waller</b>	<b>Justyna Walecka-Bowery</b>
<b>Sept 2017</b>	<b>Mrs K Todd</b>	<b>Mrs B Waller</b>	<b>Justyna Walecka-Bowery</b>
<b>Sept 2018</b>	<b>Mrs K Todd</b>	<b>Mrs B Waller</b>	<b>Justyna Walecka-Bowery</b>

<b>Review Date</b>	<b>Changes made</b>	<b>Ratification Date by Governing Body</b>
	<b>Sept 2016</b>	<b>Nov 2016</b>
	<b>Sept 2017</b>	<b>Oct 2017</b>
	<b>Sept 2018</b>	<b>Oct 2018</b>