CAWSTON CE PRIMARY ACADEMY

Safeguarding Policy

Policy Type:	**Trust Core Policy**
Approved By:	**Trust Board**
Approval Date:	**September 2019**
Date Adopted by LGB:	**15/10/2019**
Review Date:	**September 2020**
Person Responsible:	**Trust Safeguarding Lead**

Summary of Changes

The model policy has been revised in August 2019 to reflect these changes to the local information and statutory guidance as outlined below.

Page Ref.	Section	Amendment	Date of Change
	Throughout	All references to 'Keeping Children Safe in Education' (2018) have been removed and replaced with reference to 'Keeping Children Safe in Education' (2019). All references to Safer Working Practices updated to include May 2019 guidance All references to Norfolk/Suffolk Safeguarding Children's Board have been replaced with Norfolk/Suffolk Safeguarding Children's Partnership All references to Children's Services have been replaced with Children's Advice and Duty Service (CADS)	Aug 2019
	1,3,7,8,9	No changes	
	2 Ethos	2.4 Updated to reflect the further importance of teaching online safety and the new DfE guidance 'Teaching online safety in school' (June 2019) 2.5 Amended to reflect the changes to the multi-agency safeguarding arrangements	
12	4.6	Update information on governor training	August 2019
13	5.6	Update reporting to include Trust wide online reporting system	August 2019
	6	Updated to include information on 6.4 Child Sexual Exploitation 6.5 Child Criminal Exploitation 6.8 Forced Marriage 6.11 Upskirting included to reflect the fact that this is now a criminal offence	August 2019

Keeping Children Safe in Education DfE (2019)

The model policy was revised in August 2019 to reflect the minor changes in national guidance as a consequence of the publication of revisions to *'Keeping Children Safe in Education'* in 2019 on 25 June 2019. This guidance will become statutory from 2 September 2019 and all academies, schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children.

The guidance uses the terms "must" and "and "should" which is reflected in the policy. The term "must" is used when the person is question is legally required to do something and "should" when the advice set out should be followed unless there is good reason not to.
In accordance with the guidance, governing bodies must ensure that the academy's safeguarding policy is:

- publicly available via the academy website or by other means;
- provided to all staff (including temporary staff) at induction along with a staff code of conduct, behaviour policy and the safeguarding response to children who go missing from education

Academy leaders should ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part One of *'Keeping Children Safe in Education'*. (Reference to both Norfolk and Suffolk Safeguarding Children's Partnership and information are provided therefore delete as applicable depending on locality of the academy)

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August 2019

WHOLE SCHOOL POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

CAWSTON CE PRIMARY ACADEMY

Policy Consultation & Review

This policy is available on our academy website and is available on request from the academy office. We also inform parents and carers about this policy when their children join our academy and through our academy newsletter.

We recognise the expertise our staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct, behaviour policy and the safeguarding response to those pupils who are missing from education. In addition, all staff are provided with Part One of the statutory guidance *'Keeping Children Safe in Education'*, DfE (2019) and staff working directly with children are provided with Part One and Annex A of the statutory guidance

This policy will be reviewed in full by the Local Governing Body on an annual basis. This policy was last reviewed and agreed by the Local Governing Body on 15/10/2019. It is due for review on 15/10/2020.

Signature Headteacher Date: 15/10/2019
Kay Swann

Signature Chair of Governors Date: 15/10/2019
Roy Apps

The Diocese of Norwich Education and Academies Trust/St Benet's Trust is accountable for all policies across its Academies. All policies whether relating to an individual academy or the whole Trust will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

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1. PURPOSE & AIMS

1.1 The purpose of [Academy Name] safeguarding policy is to ensure every child who is a registered pupil/student at our academy is safe and protected from harm. This means we will always work to:

- Protect children and young people at our academy from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our academy grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our academy to have the best outcomes.

1.2 This policy will give clear direction to staff, Trustees, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our academy.

1.3 Our academy fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our academy. The elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from the academy or who go missing from education particularly on repeat occasions. The Attendance Lead will regularly liaise with the Designated Safeguarding Lead to discuss all persistently absent pupils/students and those who go missing, to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm. This policy includes detailed information on the procedures and processes to follow regarding peer on peer abuse, the recognition of it and the different forms it may take.

1.5 This policy applies to all pupils, staff, parents, governors, Trustees, volunteers and visitors.

2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our academy will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe.

Children at our academy will be able to talk freely to any member of staff at our academy if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our academy plays a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff 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 must always act in the **best interests** of the child.

2.3 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult may have to do with any information they have chosen to disclose.

2.4 Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. Teaching pupils about how to stay safe and behave online, including identifying risks and how and when to seek support is crucial. Further information can be found in the DfE guidance "Teaching online safety in schools". The academy's curriculum is used to achieve this as part of providing a broad and balanced curriculum.

2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children 2018 and Norfolk/Suffolk Multi Agency Safeguarding Partnership arrangements.

2.6 As part of our responsibilities for safeguarding and promoting the welfare of children, we will provide a co-ordinated offer of early help when additional needs of children are identified. These may include if a child:

- Is disabled and has specific additional needs,
- Has special educational needs (whether or not they have a statutory education, health and care plan),
- Is a young carer,
- Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups,
- Is frequently missing/goes missing from care or from home,
- Is misusing drugs or alcohol themselves,
- Is at risk of modern slavery trafficking or exploitation,
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse,
- Has returned home to their family from care,
- Is showing early signs of abuse and/or neglect,
- Is at risk of being radicalised or exploited,

- Is a privately fostered child.

3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	**Kay Swann**	**01603 871249**
Deputy DSL	**Sharon Brett**	**01603 871249**
Headteacher	**Kay Swann**	**01603 871249**
Named Safeguarding Governor	**Katie Andrews**	**01603 871249**
Chair of Governors	**Roy Apps**	**01603 871249**
Trust Safeguarding Lead	**Sharon Money**	**sharon.money@dneat.org Tel:01603 882329 Mobile: 07471 033539**

3.1 It is the responsibility of *every* member of staff, volunteer and regular visitor to our academy to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils/students at this academy. This includes the responsibility to provide a safe environment in which children can learn.

The Local Governing Body

3.2 The Local Governing Body of Cawston CE Primary Academy is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Local Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor, Katie Andrews, who champions safeguarding within the academy

3.3 The Local Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our academy website and has been written in line with The Trust/Local Authority guidance and the requirements of the Norfolk/Suffolk Safeguarding Children Partnership policies and procedures;
- The academy contributes to inter-agency working in line with Working Together to Safeguard Children (2018);
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is at least one deputy DSL(s) who is an appropriately trained member of staff identified to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role and the role will be evidenced explicitly in the role holder's job description.

- All staff receive a safeguarding induction and are provided with a copy of this policy, the Trust Code of Conduct for Adults, the behaviour policy and the academy's safeguarding response for those pupils/students who go missing from education as detailed in Section 6 of this policy.
- All staff undertake appropriate child protection training that is updated annually (with regular updates as necessary) and on-line safety training;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education' DfE (2019);*
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.
- They undertake regular monitoring of the Single Central Record (SCR) including enhanced checks for governors, and an annual self-assessment review of safeguarding across the academy

3.4 The governing body will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the academy. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, annual self-assessment review, training or induction given. It will not identify individual pupils.

The Headteacher/Principal

3.5 At Cawston CE Primary Academy the Headteacher/Principal is responsible for:

- Identifying a member of the senior leadership team to be the Designated Safeguarding Lead for safeguarding (DSL) and provide an up to date job description – see Appendix 6 (this may be the Headteacher but does not have to be);
- Identifying an alternate member of staff to act as the Designated Safeguarding Lead for safeguarding (Deputy DSL) in his/her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures including raising awareness of NSPCC Whistle-blowing helpline 0800 028 0285;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff or volunteer.

The Designated Safeguarding Lead (DSL)

3.6 The Designated Safeguarding Lead(s) (DSL) is a senior member of staff from the leadership team who takes lead responsibility for safeguarding and child protection within our academy. The DSL will carry out their role in accordance with the responsibilities outlined in Annex B of *'Keeping Children Safe in Education 2019'.* The DSL

will provide advice and support to other staff on child welfare and child protection matters.

3.7 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

3.8 During term time the DSL or a deputy will always be available (during academy hours) for staff in the academy to discuss any safeguarding concerns. If in exceptional circumstances a DSL is not available on the academy site in person, the academy must inform Sharon Money Trust Safeguarding Lead, and also ensure the DSL is available via telephone and/or any other relevant media.

3.9 The DSL at [Academy Name] will represent our academy at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with CADS and other agencies where necessary, maintain a link with the Virtual School Heads who are responsible for the progress of Looked After Children, and make referrals of suspected abuse to CADS, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

3.10 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.11 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the academy to the agreed academy's safeguarding training pack provided by CADS/The Trust.

3.12 The DSL will obtain details of the Local Authority Personal Advisor appointed to guide and support a child who is a care leaver.

4. TRAINING & INDUCTION

4.1 When new staff join our academy they will be informed of the safeguarding arrangements in place. They will be given a copy of our academy's safeguarding policy along with the Trust Code of conduct for Adults, Part One and Annex A of *"Keeping Children Safe in Education"* and told who our Designated Safeguarding Lead (DSL), Deputy DSL and the Trust Safeguarding Lead is. They will also receive a copy of the behaviour policy and the academy's response to children who go missing from education, this information is provided in Section 6 of this policy. All staff are expected to read these key documents. They will be provided with the safeguarding recording form, and given information on how to complete it and who to pass it to.

4.2 Every new member of staff or volunteer will receive safeguarding training during their induction within their induction period of joining the academy. This programme will include information relating to signs and symptoms of abuse, how to manage a

disclosure from a child, how to record, the processes for referral to CADS and the statutory assessments under Section 17 and Section 47 as well as the remit of the role of the Designated Safeguarding Lead (DSL) and issues of confidentiality. The training will also include information about whistle blowing in respect of concerns about another adult's behaviour and suitability to work with children. Staff will also receive on-line safety training as this is part of the overarching safeguarding approach of our academy.

4.3 In addition to the safeguarding induction, we will ensure that the mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part One of "*Keeping Children Safe in Education".*
In order to achieve this we will ensure that

- all members of staff will undertake appropriate safeguarding training on an annual basis and we will evaluate the impact of this training.
- all staff members receive regular safeguarding and child protection updates (for example via email, Trust e-Comms, staff meetings), as required but at least annually to provide them with relevant skills and knowledge to safeguard children effectively.
- All staff are aware of the procedures for reporting any safeguarding concerns

4.4 All visitors, temporary staff and volunteers to our academy will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and what the recording and reporting system is. (See Appendix 2) Temporary staff and volunteers are informed of policy and procedures for reporting concerns by means of posters, leaflets and the signing in process.

4.5 The DSL, the alternate designated member(s) of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children's Partnership (Suffolk academies should book onto this training as well unless alterative is provided by the Suffolk SCB) at least once every three years. In addition to this, the DSL and alternate will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training the DSL will ensure that they update their knowledge and skills at regular intervals and demonstrate this Continual Professional Development annually to keep up with developments relevant to their role. CPD files with records of attendance, cluster meetings, Local Safeguarding Children's Groups, personal development, e- courier and the Trust e-Comms updates should be kept in a CPD file available for inspection during the Trust Safeguarding Audit/LA safeguarding audits/Safeguarding Governors check.

4.6 Our local governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Governors should attend training provided by their academy (INSET training at the beginning of the new academic year) or attend training provided by the Trust Designated Safeguarding lead.

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Annex A of '*Keeping Children Safe in Education*' (2019) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation (FGM) (See *Keeping Children Safe in Education Annex A)* In addition, local guidance can be accessed via Norfolk Safeguarding Children Partnership at www.nscb.norfolk.gov.uk and Suffolk Safeguarding Children's Partnership at SSCB and also within the Safeguarding Section of the Norfolk Schools website: http://www.schools.norfolk.gov.uk/safeguarding. The DSL will also provide regular safeguarding updates for staff.

5. PROCEDURES FOR MANAGING CONCERNS

5.1 Cawston CE Primary Academy adheres to child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Partnership (NSCB). Where we identify children and families in need of support we will carry out our responsibilities in accordance with Norfolk Local Assessment Protocol/Suffolk Guidance and Protocols and the NSCB Threshold Guidance/SSCB Threshold Guidance

5.2 Every member of staff including volunteers working with children at our academy is 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 interests of the child and have a responsibility to take action as outlined in this policy.

5.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.4 It is *not* the responsibility of academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

5.5 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our academy. Any member of staff or visitor to the academy who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

5.6. All concerns about a child or young person should be reported without delay and recorded using the appropriate online reporting system. From September 2019 an online

reporting system is being introduced across all academies as the method for reporting concerns.
Teachers must personally report to the police a disclosure that FGM has been carried out, after informing the DSL.

5.7 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from CADS as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

5.8 All referrals will be made in line with Norfolk CADS procedures as outlined in Appendix 3.

5.9 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to CADS immediately. Anybody can make a referral in these circumstances. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Headteacher. Concerns should always lead to help for the child at some point.

5.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with CADS, the Trust Safeguarding Lead or the police if:

- the situation is an emergency and the designated senior person, their alternate and the Headteacher are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety.
- the concern relates to the headteacher of the academy. This should be raised with the DSL (unless the DSL is the headteacher, in which case contact must be made with the LADO and the Trust Safeguarding Lead).

5.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Headteacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact the Trust Safeguarding Lead directly with their concerns.

5.12 At Cawston CE Primary Academy we are working in partnership with Norfolk Constabulary and Norfolk CADS to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Multi-Agency Safeguarding Hub will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the 'Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools'. We will record

this information and store this information in accordance with the record keeping procedures outlined in this policy.

6. SPECIFIC SAFEGUARDING ISSUES

Contextualised safeguarding

6.1 At Cawston CE Primary Academy we recognise that safeguarding incidents and/or behaviours can be associated with factors outside of the academy environment and/or can occur between children outside of school. This is known as contextual safeguarding. It is key that all academy staff are aware of the definition of contextual safeguarding and when reporting concerns, they will include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

6.2 We recognise that children with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- Children with SEN and disabilities can be disproportionally impacted by things like bullying without outwardly showing and signs;
- Communication barriers and difficulties in overcoming these barriers.

6.3 At Cawston CE Primary Academy we recognise that a previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

Child Sexual Exploitation (CSE)

6.4 At Cawston CE Primary Academy we recognise that Child Sexual Exploitation is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator. Child sexual exploitation does not always include physical contact, it can also occur through the use of technology.

Child Criminal Exploitation (CCE): County Lines

6.5 At Cawston CE Primary Academy we understand that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

So-called honour-based violence (including Female Genital Mutilation and Forced Marriage

6.6 At Cawston CE Primary Academy we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

6.7 Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: Mandatory Reporting of Female Genital Mutilation-procedural information Home Office (December 2015)

6.8 At Cawston CE Primary Academy we recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. The Forced Marriage Unit has statutory guidance and Multi-agency guidelines and can be contacted for advice or more information: Contact 020 7008 0151 or email fmu@fco.gov.uk

Preventing radicalisation and extremism

6.9 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At Cawston CE Primary Academy, we will ensure that:

- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in the academy and how to respond when concerns arise.
- There are systems in place for keeping pupils safe from extremist material when accessing the internet in our academy by using effective filtering and usage policies.
- The DSL has received Prevent training and will act as the point of contact within our academy for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with Norfolk Channel procedures/Suffolk Channel procedures and will represent our school at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

Peer on peer abuse

6.10 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers to remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to peer on peer abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'.

6.11 At Cawston CE Primary Academy all staff are trained so that they are aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- upskirting:
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals

6.12 All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about peer on peer abuse. The DSL will respond to any concerns related to peer on peer abuse in line with guidance outlined in Part five of 'Keeping Children Safe in Education' and 'Sexual violence and sexual harassment between children in schools and colleges' (May 2018). We will ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.

6.13 We will work with other agencies as required to respond to concerns about sexual violence and harassment. We will seek consultations where there are concerns or worries about developmentally inappropriate or harmful sexual behaviour from the Harmful Sexual Behaviour (HSB) Team as required so that we ensure we are offering the right support to the child(ren). Support will depend on the circumstances of each case and the needs of the child, it may include completion of risk assessments to support children to remain in school whilst safeguarding other children and the victim, delivery of early intervention in respect of HSB and/or referral to The Harbour Centre Sexual Assault Referral Centre (SARC) http://www.theharbourcentre.co.uk/ where a pupil discloses a rape, an attempted rape or a serious sexual assault whether this has happened recently or in the past. The assault does not have to have taken place in Norfolk but the victim must live in Norfolk to access support. The SARC also has a 24/7 helpline 01603 276381 if pupils or staff need to speak to a Crisis Worker for help & advice. Referral forms can be found on The Harbour Centre website.

Safeguarding responses to children who go missing

6.14 At Cawston CE Primary Aademy all staff should be aware of the safeguarding responsibilities for children who are missing education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.

6.15 At Cawston CE Primary Academy we adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who missing:

- An attendance register is taken at the start of the first session of each academy day and once during the second session;

- We make every effort to contact parents and carers and follow up with the emergency contacts held;

- We hold at least two emergency contact numbers for each of the pupils on our roll wherever possible.

- Staff will alert DSLs to any concerns raised regarding children who are absent from the academy;

- The DSLs will meet regularly with the Attendance Lead, SENCo and other members of the pastoral team to ensure that each response is thorough and takes into account all the relevant information about individual children;

- We will follow the procedures outlined in our attendance policy including undertaking first day calling and monitoring data to ensure we intervene early in cases of poor attendance and/or unexplained absences.

- When removing a child from roll at the standard and non-standard transition points we will inform the Local Authority in accordance with statutory requirements and pass on all safeguarding files.

The academy's response to children who go missing education includes rigorous support of home visits, referral to the attendance team, panel meetings with parents and carers.

7. RECORDS AND INFORMATION SHARING

7.1 If staff are concerned about the welfare or safety of any child at our academy, they will record their concern on the agreed reporting form (Appendix 1a). They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

7.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within school on the basis of 'need to

know in the child's interests' and on the understanding that it remains strictly confidential. Neither the GDPR nor the Data Protection Regulations prevents or limits the sharing of information in order to keep children safe. Paragraphs 76-83 of Keeping Children Safe in Education 2019 sets out "Special Categories of Personal Data which allows sharing without consent in some circumstance.

7.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

7.4 When a child leaves our academy, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the academy roll to home educate, the academy will make arrangements to pass any safeguarding concerns to the Services to Home Educators Team within Norfolk County Council.

7.5 In relation to the Independent Inquiry into Child Sexual Abuse 2014 staff are reminded that any records relating to sexual abuse should not be destroyed in the event they might be required by the Independent Inquiry.

8. WORKING WITH PARENTS & CARERS

8.1 Cawston CE Primary Academy is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

8.2 When new pupils join our academy, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the academy website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to CADS.

8.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard a child from harm.

8.4 We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to CADS in those circumstances where it is appropriate to do so.

8.5 In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from the academy (if different from the above).

The Academy will retain this information on the pupil file. The academy will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the academy has been supplied with the adult's full details in writing.

9. CHILD PROTECTION CONFERENCES

9.1 CADS will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

9.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the academy in respect of individual children. Usually the person representing the academy at these meetings will be the Headteacher or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

9.3 All reports for child protection conferences will be prepared in advance using the guidance and template report provided by the NSCB. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at the academy. In order to complete such reports, all relevant information will be sought from staff working with the child in the academy.

9.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other practitioners involved. We will work in an open and honest way with any parent whose child has been referred to CADS or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

10. SAFER RECRUITMENT

10.1 We will ensure that the Headteacher and at least one member of the Local Governing Body have completed appropriate safer recruitment training. At all times the

Headteacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'*, DfE (2019). At least one person involved in conducting an interview will have received safer recruitment training.

10.2 Concerns relating to children and young adults at the academies sits with the Designated Safeguarding Lead and the relevant local authority. However, there are links around disclosures and the Single Central Record where Sue Brice (Bishop of Norwich Safeguarding Officer) will provide advice and support in partnership with TRUST's Safeguarding Lead. Where an academy has carried out a DBS check which results in disclosures of previous criminal convictions for both staff and volunteers, the academy must inform the Trust and where appropriate, this will be shared with the Bishops Safeguarding Officer.

10.3 At Cawston CE Primary Academy we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

10.4 As an academy we will undertake further checks to ensure the person is not prohibited from engagement in a "management role". This will include Trustees, DNEAT Appointed Governors and all members of the senior leadership team in our academy. All our governors will be subject to an enhanced DBS check (without the barred list check, unless they are additional in regulated activity) and a prohibition check has been undertaken for everyone in "teaching work" not just those with QTS.

10.5 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements and to include information related to 10.3 and 10.4. This will be checked termly by the Safeguarding governor to ensure that it meets statutory requirements and by a member of the SLT/Trust.

11. SAFER WORKING PRACTICE

11.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

11.2 All staff will be provided with a copy of our academy's code of conduct at induction. They will be expected to know our academy's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff who have accessed Norfolk Steps (a BILD accredited programme) or Suffolk training will be kept by the Headteacher.

11.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in the academy, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

11.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in '*Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings', May 2019*. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

12. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

12.1 Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our academy. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

12.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

12.3 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in *Norfolk Safeguarding Children Partnership Protocol: Allegations Against Persons who Work with Children* and Part 4 of *'Keeping Children Safe in Education'*, DfE (2019) are adhered to and will seek appropriate advice. The first point of contact for schools regarding Local Authority Designated Officer (LADO) issues in Norfolk is via the Local Authority Duty Desk on 01603 307797 to speak to the Duty Adviser who will give guidance on next steps. If the advice is to make a referral to the LADO then the form should be completed. Direct contact details for the LADO are; email LADO@norfolk.gov.uk or telephone 01603 223473

12.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. Should an allegation be made against the Headteacher, this will be reported to the Trust Safeguarding Lead or the Chair of Governors. In the event that neither the Headteacher nor Trust Safeguarding Lead is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors.

12.5 The Headteacher or Trust Safeguarding Lead will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

12.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Trust Safeguarding Lead should contact the LADO directly on 01603 223473. Further national guidance can be found at: Advice on whistleblowing The NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

12.7 The Academy has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The Trust Safeguarding Lead will report these cases on the behalf of the academy. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

13 RELEVANT POLICIES

13.1 To underpin the values and ethos of our academy and our intent to ensure that pupils at our academy are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Anti-Bullying
- Behaviour Policy
- Recruitment & Selection
- Whistle-blowing
- Attendance
- E-safety and Acceptable Use of ICT
- Health and Safety including site security
- Harassment and discrimination including racial abuse
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays
- Prevent Duty and Radicalisation
- Weapons and Knives

14. STATUTORY FRAMEWORK

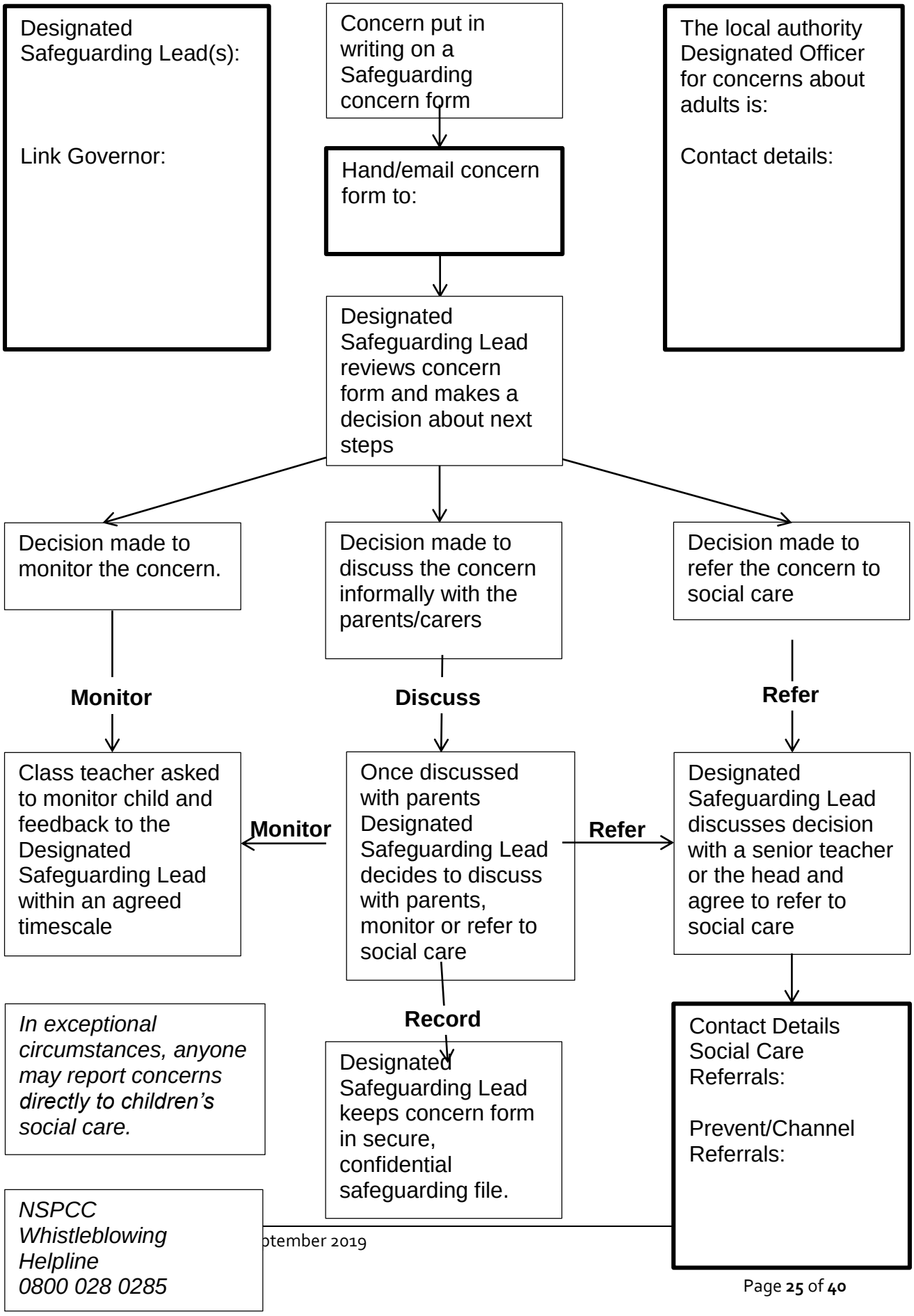
This policy has been devised in accordance with the following legislation and guidance:

- '*Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children*', *DfE (2018)*
- *'Keeping Children Safe in Education', DfE (2019)*
- *Norfolk Safeguarding Children Partnership procedures*
- *Norfolk Safeguarding Children Partnership Protocol : Allegations Against Persons who Work with Children*
- *Suffolk Safeguarding Childrens Partnership Policies and Guidance*
- *Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings, May 2019*
- *What to do if you're worried a child is being abused', DfE (March 2015)*
- *Information sharing:advice for practitioners providing safeguarding services DfE July 2018*
- *'The Prevent duty: Departmental advice for schools and childcare providers', DfE (2015)*
- *The Education (Independent School) Regulations (2014)*
- *Mandatory Reporting of Female Genital Mutilation- procedural information Home Office (December 2015)*
- *Sexual violence and sexual harassment between children in schools and colleges', DfE (May 2018)*
- *Disqualification under the Childcare Act 2006 (Aug 2018)*

- *'Teaching online safety in school' DfE (June 2019)*

Appendix 1 Flowchart for raising safeguarding concerns about a child

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD



Appendix 1a: Draft Recording Form for Safeguarding Concerns (online reporting in use from September 2019)

CAWSTON CE PRIMARY ACADEMY

Staff, volunteers and regular visitors are required to complete this form and pass it to Kay Swann or Sharon Brett if they have a safeguarding concern about a child in our academy.

Full name of child	Date of Birth	Class/Tutor/Form group	Your name and position in school

Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Time & date of incident:

Who are you passing this information to?
Name:

Position:

[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]
[Make it clear if you have a raised a concern about a similar issue previously]

CAWSTON CE PRIMARY ACADEMY

Your signature:
Time form completed:
Date:

Time form received by DSL:

Action taken by DSL:

Referred to…?

Attendance Lead	Police	Just One Number	Children's Services	PSA	Early Help Family Focus	Other
☐	☐	☐	☐	☐	☐	☐

Date: Time:

Parents informed? Yes / No (If No, state reason)

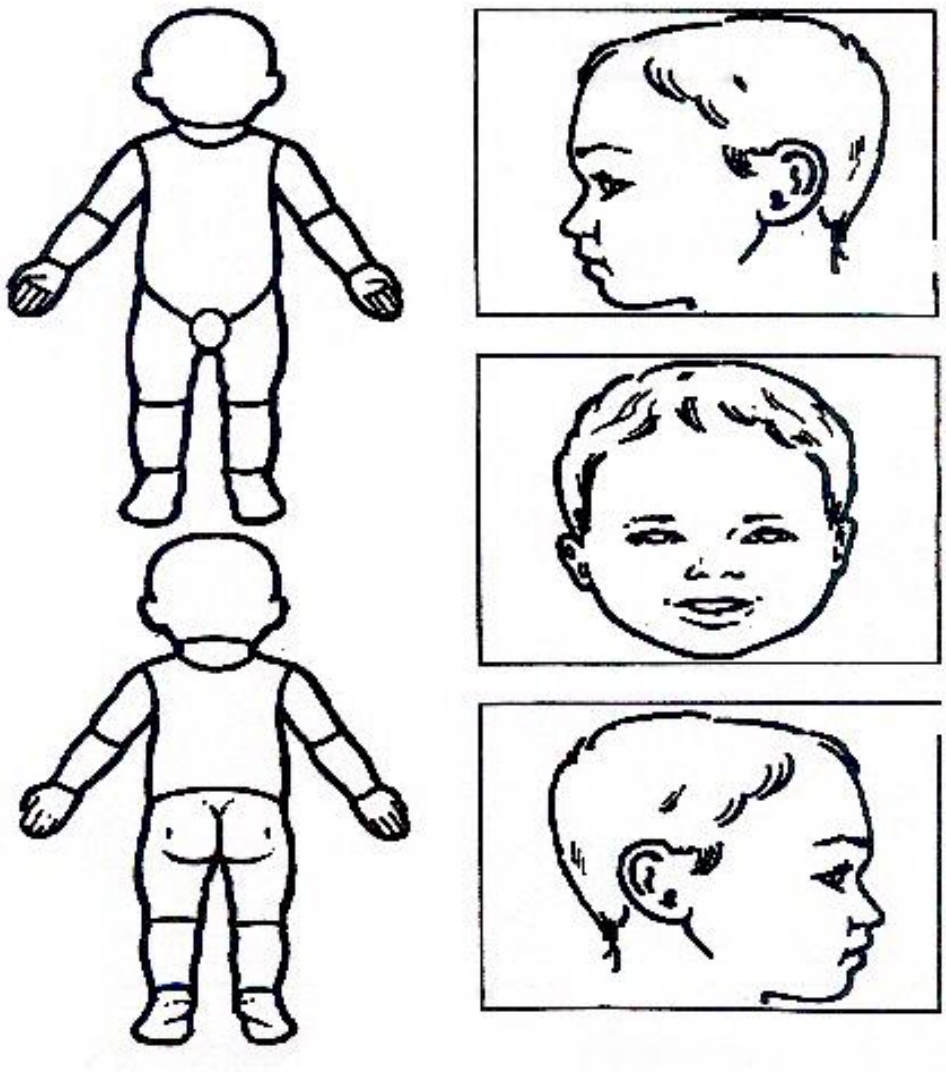
Feedback given to…?

Pastoral team	Teacher	Child	Person who recorded disclosure
☐	☐	☐	☐

Further Action Agreed:
e.g. Academy to instigate a Family Support Process, assessment by CAD

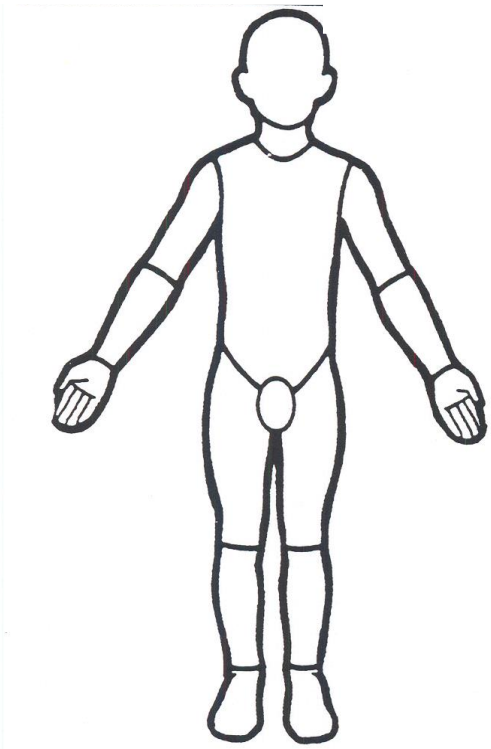
Full name:
DSL Signature:
Date:

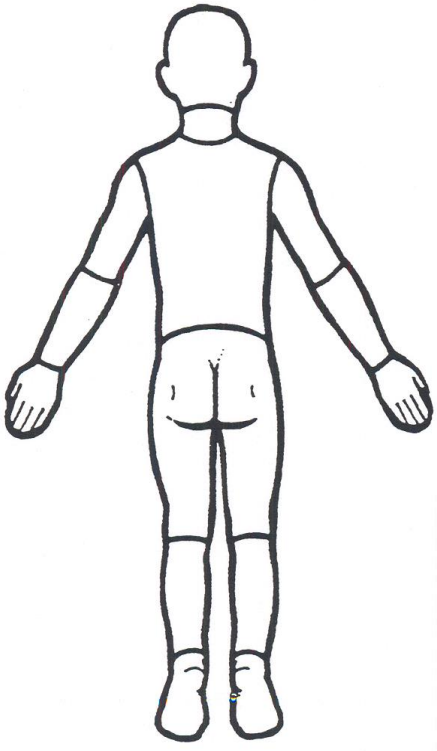
Young Child

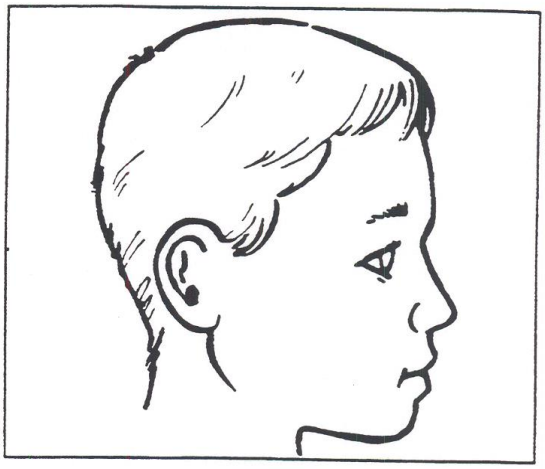


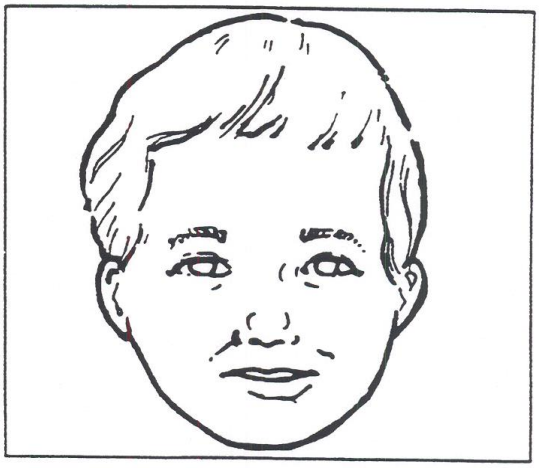
Indicate clearly where the injury was seen and attach this to the Recording Form

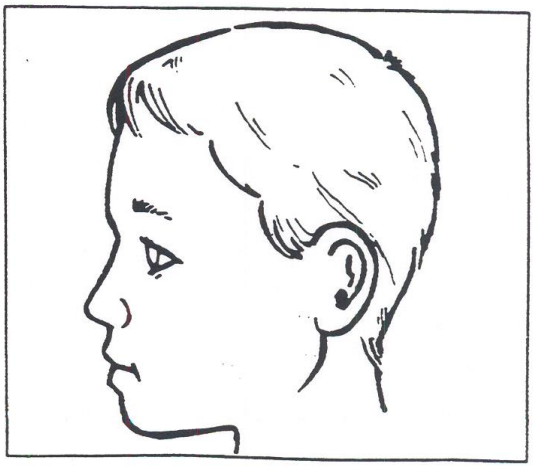
Older Child











Indicate clearly where the injury was seen and attach this to the Recording

Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers. We all have a statutory duty to safeguard and promote the welfare of children, and at our academy we take this responsibility seriously.

If you have any concerns about a child or young person in our academy, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders**.**

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation. **If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated practitioners detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from THE Staffroom or from the office. Please ensure you complete all sections as described.**

If you are unable to locate them ask a member of the academy office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Trust Designated Safeguarding Lead Sharon Money. Alternatively, you can contact the Local Authority Duty Desk on 01603 307797. NSPCC whistleblowing helpline is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail help@nspcc.org.uk**.**

The people you should talk to in the academy are:
Designated Safeguarding Lead (DSL): KAY SWANN
School or Headteacher's office:
Contact Number: 01603 871249

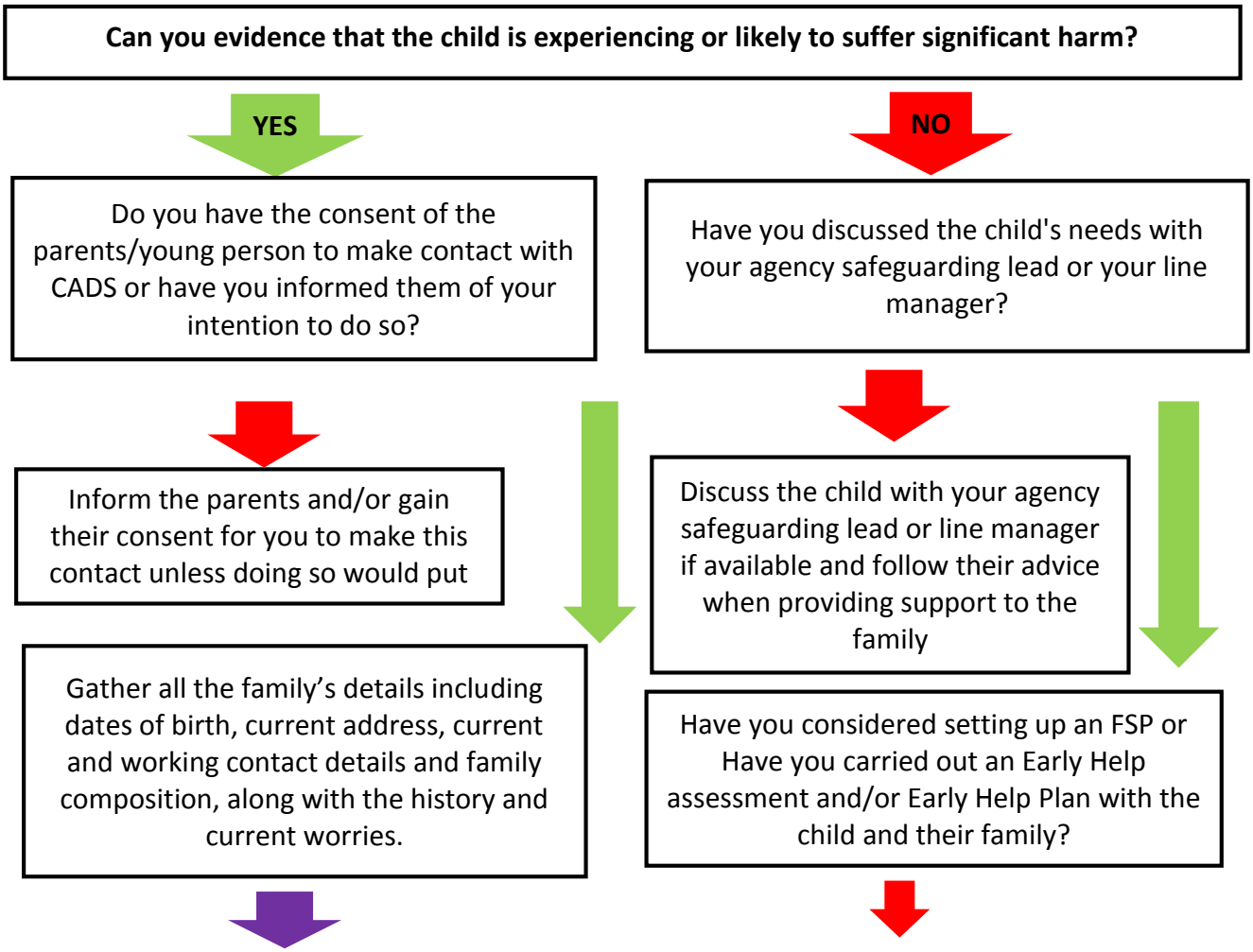
Deputy Designated Lead: SHARON BRETT
Location of office: The Orchard Classroom or school office
Contact Number: 01603 871249

Trust Designated Safeguarding Lead: Sharon Money
Location of Office: Diocesan House Easton Norwich
Contact Numbers: 01603 882329/07471 033539

Appendix 3: Local Safeguarding Procedures

Children's Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:



Call CADS on the professionals only phone line. This number can be found in the staffroom. Have a discussion with a Consultant Social Worker. A copy of the discussion with be securely emailed or posted to you. Follow the advice given by the Consultant social worker. Keep a record for your own agency's safeguarding recording process

NB: The contact number for parents, carers and members of the public is 0344 800 8020.

Speak to the parents and the child about your worries and discuss with them how your agency can help and support the children and family. You could carry out an FSP, an Early Help Assessment or seek Early Help support. Follow the Early Help guidance on the NSCB website to support you in this process.

Where you have carried out an Early Help Assessment and Plan which has been reviewed and amended as required - and the child's needs are not being met or in fact have

Appendix 4 Investigating complaints submitted through Ofsted protocol

The following protocol relates to the procedure agreed between Norfolk and Suffolk County Councils who have a statutory obligation to investigate complaints submitted through Ofsted about any TRUST academy.

Upon notification that a complaint has been made, the local authority will notify sharon.money@dneat.org (01603 882329) who has responsibility for safeguarding. Sharon will then alert the appropriate people within THE TRUST. A local decision will then be made about who will ring the academy head to alert them to the fact a complaint has been made. The call should be made within one hour of notification. If Sharon is unavailable please ring either Simon Morley or Mary Jane Edwards (01603 881721) who will then action accordingly.

1. The Trust has approved that a designated member of the LA will then contact and visit the academy to investigate the complaint, report back directly to Ofsted and feedback (within the constraints of confidentiality) the result of the investigation to the above at the Trust.

The Trust is keen to have external and independent scrutiny and feedback to inform what further action it should be taken (if any) to secure best practice over time and agree that the LA can fulfil this role.

Appendix 5 Designated Safeguarding Lead Monthly Calendar

Designated Safeguarding Lead Monthly Calendar

September	Induction training Whole school training Reminder about professional reputation on social media. Ensure new pupil files are all in school and receipts have been sent out and received Know where all previous vulnerable students have transferred to
October	Review the availability of information about safeguarding, for example, posters, website; and for individual pupils to access the DSL, for example, website button, email SHARP/TOOTOOT etc. Review safeguarding recruitment procedures, reflecting on recent appointments
November	Review effectiveness of training Review NQT's understanding of safeguarding and child protection; and review any referrals they have made
December	Review alternative providers' quality of safeguarding Review safeguarding for pupils with SEND
January	Review risks for pupils in this school, link with curriculum areas to ensure coverage, include the Prevent Duty and British values. Review curriculum for safeguarding Review departmental safeguarding risks
February	Review impact of safeguarding, consider surveys, face-to-face questions or forums with pupils, parents, staff and governors
March	Audit records for consistency and timely actions
April	Review policy for September and ensure the policy reflects practice and any new guidance.
May	Plan for staff training for September and over the next year Review how could parents be kept informed
June	Review the concern type by group, for example, year group, pupil premium, looked after children.
June	Ensure all new vulnerable pupils are known about, ready to be admitted to the school and that plans have been put in place, review online issues and online trends.
July	End of year report, data, case studies, trends Ensure all child protection files are passed on to the new school/education provider and that receipts are requested

Appendix 6 Job description and responsibilities of the Designated Safeguarding Lead

The DSL should have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or support other staff to do so – and to contribute to the assessment of children.

The designated safeguarding lead should liaise with the local authority and work with other agencies in line with Working Together to Safeguard Children 2018.

Managing referrals

Refer all cases of suspected abuse to the local authority children's social care and to:

- The local authority Designated Officer (DO) for child protection concerns (all cases which concern a staff member);
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed).
- Liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

Training

The designated safeguarding lead should receive appropriate training carried out every two years and updated at least annually in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them

Raising Awareness

The designated safeguarding lead should ensure the school or college's policies are known and used appropriately:

- Ensure the school or college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this
- Link with the local Safeguarding Partnerships to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Where children leave the school or college ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file. A receipt should be obtained from the new school to confirm that they have received the file

Appendix 7 Risk Assessment for Volunteers

Risk Assessment for Volunteers

This risk assessment should be completed when considering whether a person working as a volunteer at the school should be asked to apply for an enhanced DBS certificate.

Name of Person.....

Is the volunteer in 'Regulated' Activity? Yes ☐ No ☐

If 'yes', an enhanced DBS with Barred list check is required.

Is the volunteer not in 'Regulated' Activity? Yes ☐ No ☐

If 'no', an enhanced DBS without a Barred list check *may* be obtained

Areas to consider

What is the age group of the pupils that the volunteer will work with?	
Are these pupils regarded as particularly vulnerable?	
How frequently will the volunteer be in school?	
What is the connection of the volunteer to the school?	
What motivates the volunteer to want to work in the school?	
Is the volunteer in paid employment or do they work in a voluntary capacity elsewhere with children?	
Can the volunteer provide at least one reference from someone other than a family member, including a senior person at the employment or voluntary service named above?	

What information does the school already know about the person?	
Has the person's identity been verified?	
Is the person signed up to the DBS Update Service?	
Has a check been completed on the DBS Update Service?	
Is the person aware of any reason why they should not volunteer to work with children?	
Is the school aware of any reason that the person should not work with children?	

Decision

☐ **High Risk** – the person has no previous connection with the school AND can not provide references from elsewhere.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school should consider whether the person's uncorroborated background would raise an unacceptable risk.

☐ **Medium Risk** – The person can provide suitable references for other work with children (either paid or unpaid), they have a connection to the school, and no issues have come to light that would mean they would be unsuitable.
There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, the school may wish to do so, as no enhanced DBS has be seen.

☐ **Low Risk** – The person is signed up to the DBS Update Service and the checks reveal no negative information OR The person is employed or volunteers elsewhere and has a recent enhanced DBS and can provide references OR the school knows the person well (eg. may be a former employee)

There is no statutory reason why this person needs to apply for an enhanced DBS Certificate. However, unless the person uses the DBS Update service, the school may decide to obtain a new enhanced DBS.

Decision

☐ Application for enhanced DBS check is not needed. State reason(s) below:

☐ Application for an enhanced DBS check is needed. State reason(s) below:

☐ Application for an enhanced DBS check and a Barred List check is needed because the person is in Regulated Activity

Headteacher (Print Name).....

Headteacher (Signature).....

Date .....

Chair of Governors (Print Name) .....

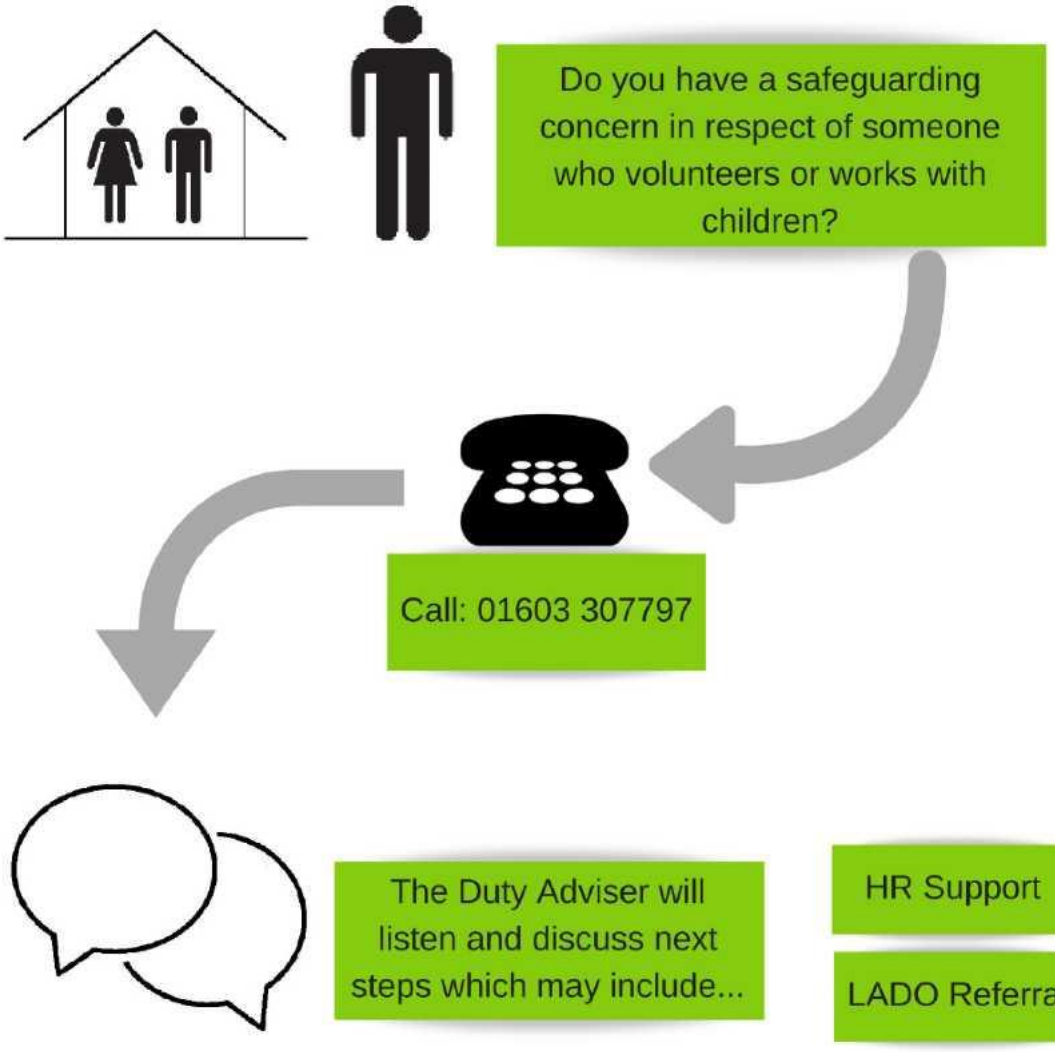
Chair of Governors (Signature).....

Date .....

Appendix 8: Advice for schools, colleges and alternative education providers where there are concerns about an adult who works within the setting.

Norfolk County Council

Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk