



**FRANCHE COMMUNITY PRIMARY SCHOOL  
& TOTS@FRANCHE  
Policies & Procedures**

**Worcestershire Safeguarding Children Policy  
(Including Child Protection) - adopted by  
Franche Community Primary School  
KCSIE 2018 updated version**

**Document management**

This document was adopted by the full Governing body in: December 2018

This document is subject to review in: September 2019

**For clarity throughout this policy the words school and/or setting refer to all childcare services provided on the Franche Community Primary School site. Including: Children's Centre, TOTS@Franche, Holiday Club and Breakfast/After School Club.**

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**Governors' Committee Responsible:**  
**Governor Lead:**  
**Designated Safeguarding Lead of Staff:**  
**Prevent Lead:**  
**CSE lead:**  
**Status & Review Cycle:**  
**Next Review Date:**

**All committees hold this responsibility**  
**Miss Jenny Monger**  
**Mrs P Woodward**  
**Mr James Kenyon**  
**Mrs P Woodward**  
**Annual**  
**October 2019**

**Key Personnel**

The Designated Safeguarding lead (DSL) is: Mrs P Woodward	Email: <a href="mailto:office@francheprimary.worcs.sch.uk">office@francheprimary.worcs.sch.uk</a> (Please mark for the attention of Mrs Woodward DSL) Phone: 01562 751788
The deputy DSLs are: Mrs Dixon Mr Kenyon Mrs Holloway (Years N-1) Miss Running (Years 2-4) Miss Mason (Years 5 & 6) Mrs Bulmer (Early Years) Miss Holly McKnight (TOTS) Mrs Sinclair	Email: <a href="mailto:office@francheprimary.worcs.sch.uk">office@francheprimary.worcs.sch.uk</a> (Please mark for the attention of (staff members name) deputy DSL)  Phone: 01562 751788
The nominated Safeguarding Governor is: Jenny Monger	Email: <a href="mailto:Emma.Myers@sipseducation.co.uk">Emma.Myers@sipseducation.co.uk</a>
The Headteacher is: Mr James Kenyon	Email: <a href="mailto:Head@francheprimary.worcs.sch.uk">Head@francheprimary.worcs.sch.uk</a> Phone: 01562 751788
The Co Chairs of Governors are: Mr Jason Borlase and Mrs Jelana Merrick	Email: <a href="mailto:Emma.Myers@sipseducation.co.uk">Emma.Myers@sipseducation.co.uk</a>

**Other named staff and contacts:**

- **Designated teacher for children in care:** Mrs Dixon
- **Online Safety Coordinator:** Miss Taylorson
- **Safeguarding in Education adviser, WCC:** Denise Hannibal
- **Local Authority Designated Officer/Position of trust:** John Hancock/James Borland
- **Family Front Door:** 01905 822666 (core working hours)  
**Out of hours or at weekends:** 01905 768020
- **NSPCC helpline (Email):** [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- **OFSTED (Early Years):** 0300 123 3155

## **Channel/Prevent contacts:**

**Paul Kinsella** – Local Authority Rep [paul.kinsella@worcestershire.gcsx.gov.uk](mailto:paul.kinsella@worcestershire.gcsx.gov.uk)

**Prevent email for the police:** [prevent@warwickshireandwestmercia.pnn.police](mailto:prevent@warwickshireandwestmercia.pnn.police).

The Prevent Referral form can be found in the policies section of the shared network in the Safeguarding and Child Protection folder. It can also be located on the Safeguarding noticeboard opposite the Headteachers office.

To submit an online Cause for Concern notification log onto:

[www.worcestershire.gov.uk/](http://www.worcestershire.gov.uk/)

[http://www.worcestershire.gov.uk/info/20559/refer\\_to\\_children's\\_social\\_care/1658/are\\_you\\_a\\_professional\\_and\\_worried\\_about\\_child](http://www.worcestershire.gov.uk/info/20559/refer_to_children's_social_care/1658/are_you_a_professional_and_worried_about_child)

### **Terminology**

**Safeguarding** and promoting the welfare of children is defined 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
- Taking action to enable all children to the best outcomes.

**Child Protection** is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

**Staff** refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary role.

**Child** includes everyone under the age of 18.

**Parents** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

## **'Doing nothing is not an option'**

**Safeguarding is everyone's responsibility and, therefore, all staff should:**

- 1. Take all necessary steps to keep children safe and well**
- 2. Promote good health**
- 3. Manage behaviour**
- 4. Be alert to any issues for concern in the child's life at home or elsewhere**
- 5. Meet the requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS 2017)**
- 6. Follow the policies and procedures of the setting and notify the relevant person or agency without delay if concerns arise**
- 7. Keep appropriate records**

## **1. Introduction**

1.1. Franche Community Primary School fully recognises the contribution it can make to protect and support pupils in School. The aim of this policy is to safeguard and promote our Pupils' welfare, safety, health and well-being by creating an honest, open, caring and supportive environment. The pupils' welfare is of paramount importance.

1.2. This policy is consistent with

- The legal duty to safeguard and promote the welfare of children, as described in section 175 of the education Act 2002 and the statutory guidance:
- 'Working together to Safeguard Children' 2018
- 'Keeping children Safe in Education' September 2018
- [West Mercia consortium interagency procedures](#) and the [WSCB levels of Need Guidance](#)

1.3. There are 5 main elements to this policy:

- Prevention (e.g. positive school atmosphere, teaching and pastoral support to pupils, safer recruitment procedures).
- Protection (by following agreed procedures, ensuring that staff are trained and supported to respond appropriately and sensitively to child protection concerns).
- Support (to pupils and school staff and to children who may have been abused)
- Working with parents/carers to ensure appropriate communications and actions are taken).
- Establishing a safe environment in which children can learn and develop.

1.4. This policy applies to all staff, governors, volunteers and visitors to the school. Child protection is the responsibility of all staff. We ensure that all parents and working partners are aware of this policy by mentioning it in our school prospectus, displaying appropriate information in our reception and on the school website and by raising awareness at meetings with parents/carers.

### **1.5 Extended school activities**

As the Governing body provides services or activities directly under the supervision/management of the school staff, the schools child protection arrangements will apply across all departments. This includes TOTS@Franche, Little Franche Nursery, all before and after school provisions and Holiday Club.

## **2. Safeguarding Commitment**

2.1 The school adopts an open and accepting ethos towards children as part of its responsibility for pastoral care. Staff encourage children and parents/carers to feel free to talk about any concerns and to see school as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from members of staff.

2.2 Our school will therefore:

- Establish and maintain an environment where children feel secure and are encouraged to talk and are listened to;

- Ensure that children know that there are adults in the school/setting whom they can approach if they are worried or are in difficulty.
- Include opportunities in the curriculum activities and opportunities (specifically through PSHE/ICT) which equip children with the skills they need to stay safe from abuse (including online) and to know where to get help.
- Ensure every effort is made to establish effective working relationships with parents/carers and colleagues from other agencies.
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed), references, and prohibition from teaching or managing in schools (s.128).

### **2.3 Safeguarding in the Curriculum**

Children are taught about safeguarding in schools. The following areas are among those addressed in PSHE/SRE and in the wider curriculum.

- Bullying/Cyber Bullying
- Drugs, Alcohol and substance Abuse
- Online Safety/Mobile technologies
- Stranger Danger
- Fire and Water Safety
- Peer to Peer Abuse
- Sexual Violence and Sexual Harassment
- Road Safety
- Domestic Abuse
- Healthy Relationships/Consent
- So called Honour Based Violence issues (HBV) e.g. Forced Marriage, Female Genital Mutilation (FGM)
- Sexual Exploitation of children
- Extremism and Radicalisation (in line with the DfE advice Promoting Fundamental British Values as part of SMSC (spiritual, moral, social and cultural education) in Schools (2014).

### **2.4 Support**

Our School recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. For such children school may be one of the few stable, secure and predictable components of their lives. Other children may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. Our school seeks to remove any barriers that may exist in being able to recognise abuse or neglect in pupils with Special Educational Needs or Disability. We will provide such children with the necessary support and to build their self-esteem and confidence.

### **2.5 Raising concerns/complaints**

We respond robustly when concerns are raised or complaints made (from children, adults including parents/carers) as we recognise that this promotes a safer environment and we seek to learn from complaints and comments. The school will take action and seek to resolve the concerns in a timely way, keeping people informed as to progress wherever possible. The school's complaints procedures are available.

## **3 Roles and Responsibilities**

### **3.1 General**

All adults working with, or on behalf of, children have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school (currently called Designated Safeguarding Leads). Staff should be aware that they may need to work with other services as needed and assist in making decisions about individual children.

The Teacher's Standards 2012 state that teachers, including headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their decisions about individual children.

Every member of staff, including volunteers working with children at our school, is advised to maintain an attitude of 'it could happen here' where safeguarding is concerned and 'think beyond the obvious'. 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. They take account of the 'one chance rule' in relation to honour violence based issues, that an adult may have only one opportunity to save a potential victim.

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.

The names of the Designated Safeguarding Leads for the current year are listed on pages 1 and 2 of this document.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues using the school's confidential reporting (whistleblowing) policy.

Whistleblowing concerns about the headteacher should be raised with the Chair of Governors. Where the Headteacher is also the sole proprietor, concerns should be directly reported to the Local Authority Designated Officer (LADO).

Staff will be made aware that if they feel unable to raise a child protection failure internally, they can contact the NSPCC whistleblowing helpline.

### **3.2 Governing Body**

In accordance with the Statutory Guidance "Keeping Children Safe in Education" September 2018, the Governing Body will ensure that:

- The school has a child protection/safeguarding policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly.

- The policy should be reviewed at least annually or more often, for example in the event of new guidance or a significant incident.
- The school operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, the Head Teacher, a nominated Governor and other staff involved in the recruitment process have undertaken Safer Recruitment Training.
- There are procedures for dealing with allegations of abuse against members of staff and volunteers/people in a position of trust.(See appendix 2).
- There is a senior member of the school's leadership team who is designated to take lead responsibility for dealing with child protection (the "Designated Safeguarding Lead") and there is always cover for this role (at least one deputy) with appropriate arrangements for before/after school and out of term activities.
- The Designated Safeguarding Lead undertakes effective Local Authority training (in addition to basic child protection training) and this is refreshed every two years. In addition to this formal training, their knowledge and skills are updated at regular intervals (at least annually) via safeguarding e-briefings etc.
- The Head Teacher, and all other staff and volunteers who work with children (including Early Years practitioners within settings on the school site), undertake appropriate training which is regularly updated (at least every three years in compliance with the WSCB protocol); and that new staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities (including this policy and Part 1 of Keeping Children Safe in Education 2018). Training should include indicators of FGM; early signs of radicalisation and extremism; indicators of vulnerability to radicalisation.
- Any deficiencies or weaknesses in these arrangements brought to the attention of the Governing Body will be rectified without delay.
- The Chair of Governors (or, in the absence of a Chair, the Vice Chair) deals with any allegations of abuse made against the Head Teacher, with advice and guidance from the Local Authority Designated Officer (LADO).
- Effective policies and procedures are in place and updated annually including a behaviour "code of conduct" for staff and volunteers -"Guidance for Safer Working Practice for those who work with children in education settings October 2015".
- Information is provided to the Local Authority (on behalf of the WSCB) when requested, for example through the Annual Safeguarding Return (e.g section 175 audit and CSE audit).
- There is an individual member of the Governing Body who will champion issues to do with safeguarding children and child protection within the school, liaise with the Designated Safeguarding Lead, and provide information and reports to the Governing Body.
- The school contributes to inter-agency working in line with statutory guidance "Working Together to Safeguard Children" 2018 including providing a co-ordinated offer of Early Help for children who require this.
- This Early Help may be offered directly through school provision or via referral to an external support agency. Safeguarding arrangements take into account the procedures and practice of the local authority and the Worcestershire Safeguarding Children Board (WCSB).
- The school complies with all legislative safeguarding duties, including the duty to report suspected or known cases of FGM and the duty to prevent young people from being drawn into terrorism. In conjunction with the Head and DSL they should assess the level of risk within the school and put actions in place to reduce that risk.



### **3.3 Head Teacher**

The Head Teacher of the school will ensure that:

- The Safeguarding policies and procedures adopted by the Governing Body are effectively implemented, and followed by all staff.
- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Allegations of abuse or concerns that a member of staff or adult working at school may pose a risk of harm to a child or young person are notified to the Local Authority Designated Officer in a timely manner.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner. The NSPCC whistle blowing helpline number is also available (0800 028 0285).
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to Children's Social Care (Children's Services) or the Police.

### **3.4 Designated Safeguarding Lead**

The responsibilities of the Designated Safeguarding Lead are found in Annex B of "Keeping Children Safe in Education" 2018 and include:

- Provision of information to the WSCB/Local Authority on safeguarding and child protection in compliance with section 14B of the Children Act 2004.
- Liaison with the Governing Body and the Local Authority on any deficiencies brought to the attention of the Governing Body and how these should be rectified without delay.
- Management and Referral of cases of suspected abuse to Family Front Door FFD (and/or Police where a crime may have been committed) and Disclosure and Barring Service (cases where a person is dismissed or left due to presenting risk/harm to a child).
- Liaise with the Head Teacher to inform him/her of issues.
- Understand the assessment process for providing early help and make use of the Levels of Need guidance when making a decision about whether or not the threshold for Early Help or Social Care intervention is met;
- Act as a source of support, advice and expertise within the school.
- To attend and contribute to child protection conferences and other key partnership risk management meetings when required (Signs of Safety model).
- Be alert to the specific needs of children in need, those with educational needs and young carers.
- Ensure each member of staff has access to and understands the school's child protection policy especially new or part-time staff who may work with different educational establishments;
- Ensure all staff have induction training covering child protection and staff behaviour and are able to recognise and report any concerns immediately they arise.
- Ensure that all staff have Part 1 of "Keeping children safe in education".
- Keeping detailed, accurate and secure written records of concerns and referrals;
- Ensure that there are resources and effective training for all staff.

- Keep up to date with new developments in safeguarding by accessing briefings and journals. Attend refresher training every 2 years and face to face CSE training.
- Ensure compliance with relevant procedures and policies, for example in relation to safe record keeping and transfer.
- Carrying out, in conjunction with the Head teacher and Safeguarding Governor, an annual audit of safeguarding procedures, using the County safeguarding checklist or similar.
- Ensure that the school provides appropriate support for staff who may feel distressed when dealing with safeguarding concerns.

#### **4 Records, Monitoring and Transfer**

- 4.1 Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within the school. The record should include the child's words as far as possible and should be timed, dated and signed. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies.
- 4.2 Records relating to actual or alleged abuse or neglect are stored apart from normal pupil or staff records. Normal records sometimes have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.
- 4.3 Child protection records are stored securely, with access confined to specific staff, e.g. Designated Safeguarding Leads and the Head Teacher.
- 4.4 Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals (eg child who repeatedly goes missing) and ensuring these are acted upon. Each stand - alone file should have a chronology of significant events.
- 4.5 When children transfer school their safeguarding records are also transferred. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving education setting, with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. In the event of a child moving out of area and a physical handover not being possible then the most secure method should be found to send the confidential records to a named Designated Safeguarding Lead. Files requested by other agencies e.g. Police, should be copied.
- 4.6 A record of any allegations (proven) made against staff is kept in a confidential file by the Head/Principal.

## **5. Procedures for Managing Concerns**

- 5.1 Our school adheres to child protection procedures that have been agreed locally through the Worcestershire Safeguarding Children Board (WSCB). Where we identify children and families in need of support, we will carry out our responsibilities in accordance with the West Mercia Consortium inter-agency procedures and the WSCB Levels of Need Guidance.
- 5.2 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school 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 deputy designated lead. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.
- 5.3 All concerns about a child or young person should be reported without delay and recorded in writing using the Safeguard System or a pink Cause for Concern form if internet access is not available.
- 5.4 The DSL will consider what action to take and have appropriate discussions with parents/carers prior to referral to children's social care or another agency unless, to do so would place the child at risk of harm or compromise an investigation
- 5.5 All referrals will be made in line with local procedures as detailed on the Worcestershire website.
- 5.6 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately or the police. Anybody can make a referral. 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 Head teacher. Concerns should always lead to help for the child at some point.
- 5.7 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:
  - the situation is an emergency and the designated senior person, their deputy and the Head teacher are all unavailable;
  - they are convinced that a direct report is the only way to ensure the pupil's safety.
- 5.8 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 Head teacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point they should contact Children's Services directly with their concerns.

### **5.9 Peer on peer abuse (including sexual violence and sexual harassment)**

We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to: bullying (including cyber bullying), physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; Sexual violence and sexual harassment; sexting (also known as youth produced sexual imagery and initiation/hazing type violence and rituals).

Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on 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 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, must not pass it off as 'banter', 'just having a laugh' or 'part of growing up.'

We will ensure through training, that staff, volunteers and governors will have an understanding of the range of peer on peer abuse, including sexual violence and sexual harassment and will be made aware of how to recognise and manage such issues. Staff will be given the skills to identify and manage harmful sexual behaviour using resources such as the Brook Traffic Light Tool. Staff should be aware that some groups are potentially more at risk, for example girls, children with SEND and LGBT children.

Staff should be aware that such incidents and/or behaviours can be associated with factors outside the school and can occur between children outside the school. Staff, and particularly the DSL, should always consider the context in which such incidents and/or behaviours occur.

Where the abuse is physical, verbal, bullying or cyber bullying, recording of such incidents and sanctions will be applied in line with our Behaviour and Anti-Bullying policies. Where a child discloses safeguarding allegations of a sexual nature against another pupil in the same setting, the DSL should refer to the West Midlands Safeguarding Children procedures website (section 3.3) and seek advice from the Family Front Door or Community Social Worker before commencing its own investigation or contacting the parents. This may mean, on occasions, that the school is unable to conduct its own investigation into such incidents. All such incidents will be recorded using our child protection recording system Safeguard or a Pink Cause for Concern form.

Reports of incidents of sexual violence or sexual harassment will be responded to in line with Part 5 of Keeping Children Safe in Education 2018 and the DfE guidance 'Sexual violence and sexual harassment between children in schools and colleges'.

Support for victims of abuse will be inline with support outlined in the school's Behaviour and Anti-Bullying policies. For victims of sexual abuse, the school should follow advice given by Children's Social care and consider using the external agencies, such as Early help or West Mercia Rape and Sexual Abuse Support Centre to support any strategies that they may be able to provide within school.

Depending on the nature of abuse, the school may need to consider providing measures to protect and support the victim, the alleged perpetrator and other pupils and/or staff in the school by means of a risk assessment. The risk assessment should be recorded and kept under review.

There is a separate anti-bullying policy and child protection procedures are relevant when the bullying is particularly serious.

Where a child discloses safeguarding allegations against another pupil in the same setting, the DSL should refer to the local procedures on the WSCB website (section 2.12) and seek advice from the Family Front Door or Community Social Worker before commencing its own investigation or contacting parents.

### **5.10 Children with additional vulnerabilities**

There are many children who have additional needs or whose living arrangements may mean that they are more vulnerable to harm, for example children with special educational needs, disabled children, children in public care or privately fostered children. It is essential that the school knows who shares parental responsibility for children and has effective relationships with associated partner agencies in relation to these children (for example, Virtual School for Children in Care).

The school will ensure that staff have sufficient knowledge and guidance so that they are aware of the additional challenges faced by these children and the impact of their additional vulnerabilities. These can include: assumptions that indicators of possible abuse such as behaviour, mood and injury relate to a child's disability without further exploration; no single point of contact for the school as a child has a number of care-givers and involved professionals; assumptions that state approved care-givers are providing safe care for the child; communication needs of a child which can lead to over reliance on parental accounts and interpretations.

### **5.11 Child Sexual Exploitation (CSE)**

All staff are made aware of the indicators of sexual exploitation. It is sexual abuse involving criminal behaviours against children and young people which can have a long-lasting adverse impact on a child's physical and emotional health. Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people. Victims can be boys or girls. Children and young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs and alcohol, and sometimes accommodation. It may also be linked to child trafficking. A common feature of sexual exploitation is that the child often does not recognise the coercive nature of the relationship and does not see themselves as a victim. The child may initially resent what they perceive as interference by staff, but staff must act on their concerns, as they would for any other type of abuse.

The DSL will use the Worcester Safeguarding Children's Board CSE Screening Tool [http://www.worcestershire.gov.uk/info/20054/safeguarding\\_children/273/child\\_sexual\\_exploitation\\_pathway](http://www.worcestershire.gov.uk/info/20054/safeguarding_children/273/child_sexual_exploitation_pathway) on all occasions when there is a concern that a child is being or is at risk of being sexually exploited or where indicators have been observed that are consistent with a child who is being or who is at risk of being sexually exploited.

In all cases if the tool identifies any level of concern the DSL should contact their local Missing and Child Sexual Exploitation Forum and email the completed CSE Screening

Tool along with a Family Front Door (FFD) Cause for Concern form. If a child is in immediate danger the police should be called on 999.

## **5.12 Child Criminal Exploitation – County Lines**

This is where children and young people are being exploited and drawn into drug related activity by criminal gangs, groups or individuals. Typically, the gang exploits young or vulnerable people to store and/or supply drugs, move cash and to secure the use of homes belonging to vulnerable adults. There is a cross over between CSE and County Lines and concerns about young people being possibly involved should be passed to the DSL who will refer to Police and the FFD.

## **5.13 Radicalisation and Extremism**

The Prevent Duty for England and Wales (2015) under section 26 of the Counter-Terrorism and Security Act 2015 places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism.

Extremism is defined as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Some children are at risk of being radicalised; adopting beliefs and engaging in activities which are harmful, criminal or dangerous.

Franch Community Primary School is clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern and follows the Department for Education guidance for schools and childcare providers on preventing children and young people from being drawn into terrorism.

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

Franch Community Primary School seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right/Neo Nazi/White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL. They should then follow normal safeguarding procedures. If the matter is urgent then Worcester Police must be contacted by dialling 999. In non-urgent cases where police advice is sought then dial 101. The Department of Education has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264).

## 5.14 Honour-based Violence

Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may constitute domestic and/or sexual abuse.

Honour based violence might be committed against people who

- become involved with a boyfriend or girlfriend from a different culture or religion;
- want to get out of an arranged marriage;
- want to get out of a forced marriage;
- wear clothes or take part in activities that might not be considered traditional within a particular culture

## 5.15 Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. A mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s, which are identified in the course of their professional work, to the police <https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-proceduralinformation>

The duty applies to all persons in Franche Community Primary School who is employed or engaged to carry out 'teaching work' in the school, whether or not they have qualified teacher status. The duty applies to the individual who becomes aware of the case to make a report. It should not be transferred to the Designated Safeguarding Lead, however the DSL should be informed.

If a teacher is informed by a girl under 18 that an act of FGM has been carried out on her or a teacher observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the teacher should personally make a report to the police force in which the girl resides by calling 101. The report should be made by the close of the next working day.

Concerns about FGM outside of the mandatory reporting duty should be reported as per Franche Community Primary School's child protection procedures. Staff should be particularly alert to suspicions or concerns expressed by female pupils about going on a long holiday during the summer vacation period. There should also be consideration of potential risk to other girls in the family and practicing community.

Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the police, including dialling 999 if appropriate.

There are no circumstances in which a teacher or other member of staff should examine a girl.

## **5.16 Forced Marriage**

A forced marriage is a marriage in which one or both people do not (or, in cases of people with learning disabilities, cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

Forced marriage is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.

A forced marriage is not the same as a pre-introduced or arranged marriage which is common in several cultures, whereby the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

School staff should never attempt to intervene directly as a school or through a third party. Contact should be made with Family Front Door.

For further guidance, read 'Forced Marriage' and Worcestershire's Forced Marriage, Honour-Based Violence and Female Genital Mutilation Protocol – January 2016

## **5.17 Children Missing Education**

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation or could be linked to trafficking.

The DSL will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the school day in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities'.  
<https://www.gov.uk/government/publications/children-missing-education>

Staff are made aware of these procedures at induction and through our Attendance policy and Child Protection and Safeguarding Policy.

Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage and the particular vulnerabilities of looked after children who go missing.

## **5.18 Domestic Abuse**

We recognise that exposures to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur with n their personal relationships as well as in the context of their home.

We will ensure that our pupils are educated to ensure they understand what a healthy relationship looks like, for example by using the WSCB Healthy Relationships- a whole school approach and resources from WCC Domestic Abuse and Sexual Violence website

See links below:



[http://www.worcestershire.gov.uk/downloads/file/7222/wscb\\_healthy\\_relationships\\_a\\_whole\\_school\\_approach](http://www.worcestershire.gov.uk/downloads/file/7222/wscb_healthy_relationships_a_whole_school_approach)

<http://www.worcestershire.gov.uk/domesticabuse>

## **5.19 Online Safety/Sexting**

There is a separate policy in relation to online safety and the school have a robust approach to promoting safety through the curriculum. This is the schools Online Safety policy.

The practice of children sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given children the opportunity to produce and distribute sexual imagery in the form of photos and videos (sexting). Such imagery involving anyone under the age of 18 is illegal.

Youth produced sexual imagery refers to both images and videos where:

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18.
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult.
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.

All incidents of this nature should be treated as a safeguarding concern and in line with the UKCCIS guidance 'Sexting in schools and colleges: responding to incidents and safeguarding young people'.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/545997/Sexting\\_in\\_schools\\_and\\_colleges\\_UKC\\_CIS\\_4\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/545997/Sexting_in_schools_and_colleges_UKC_CIS_4_.pdf)

Cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to accordingly.

If a member of staff becomes aware of an incident involving youth produced sexual imagery they should follow the child protection procedures and refer to the DSL as soon as possible. The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off. Staff should not view, copy or print the youth produced sexual imagery.

The DSL should hold an initial review meeting with appropriate school staff and subsequent interviews with the children involved (if appropriate). Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm.

Immediate referral at the initial review stage should be made to Family Front Door/Police if:

- the incident involves an adult;
- There is good reason to believe that a young person has been coerced, blackmailed or groomed or if there are concerns about their capacity to consent (for example, owing to special education needs);
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or are violent;
- The imagery involves sexual acts;
- The imagery involves anyone aged 12 or under;
- There is reason to believe a child is at immediate risk of harm owing to the sharing of the imagery, for example the child is presenting as suicidal or self-harming.

If these factors are not present, then the DSL will use their professional judgement to assess the risk to pupils involved and may decide, with input from the Headteacher, to respond to the incident without escalation to Family Front Door or the police.

In applying judgement as to management within school or referral in line with child protection procedures, the following factors may be relevant:

- there is a significant age difference between the sender/receiver;
- there is any coercion or encouragement beyond the sender/receiver;
- the imagery was shared and received with the knowledge of the child in the imagery;
- the child is more vulnerable than usual i.e. at risk;
- there is a significant impact on the children involved;
- the image is of a severe or extreme nature;
- capacity of child and understanding of consent;
- the situation is isolated or if the image has been more widely distributed;
- there are other circumstances relating to either the sender or recipient that may add cause for concern i.e. difficult home circumstances;
- there are previous similar incidents.

## **5.20 Allegations against staff**

All staff should be mindful of the position of trust that they are in when working within an education setting. They need to comply with guidance about conduct and safe practice, including safe use of mobile phones.

Pupils' allegations or concerns about staff conduct will be taken seriously and followed up in a transparent and timely way.

If an allegation is made which meets the criteria as identified in Part 4 of Keeping Children Safe in Education, the member of staff receiving the allegation will immediately inform the Headteacher, unless the allegation concerns the Headteacher, in which case the Chair of Governors will be informed immediately. Where the Headteacher is the sole proprietor, the allegation will be reported directly to the Local Authority Designated Officer (LADO).

The Headteacher (or Chair of Governors) on all such occasions will discuss the content of the allegation with LADO, prior to undertaking any investigation.

The school will follow the DfE, West Mercia procedures and LA procedures for managing allegations against staff, a copy of which is available in school.

The Head Teacher (or Chair of Governors) will be guided by the LADO and an HR consultant when considering suspension or other neutral protective steps.

Publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law; this includes verbal conversations or written material including content placed on social media sites.

### **5.21 Managing Professional Disagreements**

On occasions there will be disagreements between professionals as to how concerns are handled and these can impact on effective working relationships. The school will support staff to promote positive partnerships within school and with other agencies and will ensure that staff are aware of how to escalate concerns and disagreements if appropriate and use the WSCB escalation procedures if necessary.

<http://westmidlands.procedures.org.uk/local-content/4gjN/escalation-policyresolution-of-professional-disagreements>

### **5.22 The use of 'reasonable force' in schools and colleges**

There are circumstances when it is appropriate for staff in schools and colleges to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom.

- Departmental advice for schools is available <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>
- Advice for colleges is available on the AOC website. <https://www.aoc.co.uk/>

Where physical contact is required only staff who have up to date training by the Positive Behaviour Team will be used and they will only use Team Teach Techniques that have formed part of their training.

Accurate records will be kept of any incidents involving the use of Team Teach techniques. These will be checked and signed by governors.

### **5.23 Modern Slavery**

The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of modern slavery or human trafficking'. Staff need to be aware of this duty and inform the DSL should they suspect or

receive information that either parents or their children may be victims of modern slavery. The DSL will then contact the NCA.

## 5.24 Private Fostering

A private fostering arrangement occurs when someone other than a parent or a close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16, or aged under 18 if the child is disabled. Children looked after by the local authority or who are placed in a residential school, children's home or hospital are not considered to be privately fostered.

Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age.

Most privately fostered children remain safe and well but safeguarding concerns have been raised in some cases so it is important that schools are alert to possible safeguarding issues, including the possibility that a child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Services as soon as possible. If we become aware of a privately fostering arrangement, we will check that Children's Services have been informed.

## 5.25 Court Orders

**Children in our setting can be subject to a variety of court orders in certain situations. For example;**

- Special Guardianship Orders
- Looked After Children Orders
- Child Arrangement Orders

School is obliged to comply to the orders – unless there are individual written amendments. These orders are written to ensure the safety of children from further neglect, physical, sexual and emotional abuse and to protect the child's wellbeing and emotional literacy. The orders formalise who the child resides with when contact occurs, hence if a child is subject to one of these orders, it is in the best interest of the child that school receives a copy; the school will then acknowledge receipt of the order and will respond, stating our remit with regards to the order. This will hopefully minimise the anxiety to the child and prevent them from witnessing any conflict between parents/grandparents on school premises.

## 5.25 Attendance

- a) Parents should ring in every day and notify school of child's absence.
- b) If no notification is received, we will proceed with the following in this order unless concerns indicate the process needs to be escalated
  - A phone call home
  - A text to the parents
  - Try other numbers – parents need to provide more than one number
  - A text stating that a safe and well check may take place
  - A safe and well check will be conducted

- Depending upon the circumstances, a phone call to either the police on 101 or 999 and/or social care at the Family Front Door

## **5.27 Early Years (0-5 years)**

- The Early Years (0-5 years) setting within Franche Community Primary School complies with the Safeguarding Policy as above but also in conjunction with the Welfare and Safeguarding requirements of the Early Years Foundation Stage.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/596629/EYF\\_S\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYF_S_STATUTORY_FRAMEWORK_2017.pdf)

## **6 Other Relevant Policies**

The Governing Body's statutory responsibility for safeguarding the welfare of children goes beyond compliance with child protection procedures. The safeguarding duty is relevant for the discharge of all functions and activities. This policy needs to be considered in conjunction with the following policies: (School specific list and links)

- Behaviour and Discipline Policy
- Guidance for Employees, Working in Franche Community Primary School and Extended Services (Including Code of Conduct)
- Anti-bullying policy
- Aggressive Parent Behaviour policy
- Allegations of abuse against teachers and other staff policy
- Positive handling policy
- SEND policy
- Educational visits policy
- Storage and administration of medicines policy
- Safer Recruitment policy
- Health and Safety policy
- Sex Education and Relationships policy
- Key fob entry policy
- Non-curricular complaints 2017-19 & Curricular complaints policy
- E-Safety Policy 2017-2019
- Equality and diversity
- Continence policy
- Extra-curricular activities
- Looked after children policy
- Whistleblowing policy
- Lockdown Policy

## Safer Recruitment and Selection of Staff

- i. The school's safer recruitment processes follows the Statutory Guidance: Keeping Children Safe in Education September 2018, Part Three: Safer Recruitment page 28. The school has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs.
- ii. The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them. (Teachers are checked using the Teacher Services website)
- iii. In line with statutory requirements, every interview panel for school staff will have at least one member (teacher/manager or governor) who has undertaken safer recruitment training either online or by attending the local authority one day Safer Recruitment 22 training course. Our governors are subject to an enhanced DBS check without barred list check.
- iv. The school maintains a single central record of recruitment checks for audit purposes.
- v. All staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications and a satisfactory barred list check, enhanced DBS check and a right to work in the UK.
- vi. Any member of staff working in regulated activity prior to receipt of a satisfactory DBS check will not be left unsupervised and will be subject to a risk assessment.
- vii. Volunteers who are not working in regulated activity, will be supervised at all times.
- viii. Staff and volunteers who provide early years or later years childcare and any managers of such childcare are covered by the disqualification regulations of the Childcare Act 2006 and are required to declare relevant information - see statutory guidance: Disqualification under the Childcare Act 2006 (February 2015).
- ix. The school will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, unfounded, false or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.
- x. New starters including volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children.
- xi. In addition to obtaining any DBS certificate as described above, any member of staff who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those engaged in management roles (in independent schools - including academies and free schools) an additional check is required to ensure they are not prohibited under section 128 provisions. See the 'Pre-appointment checks' section from page 35.

**APPENDIX 1**

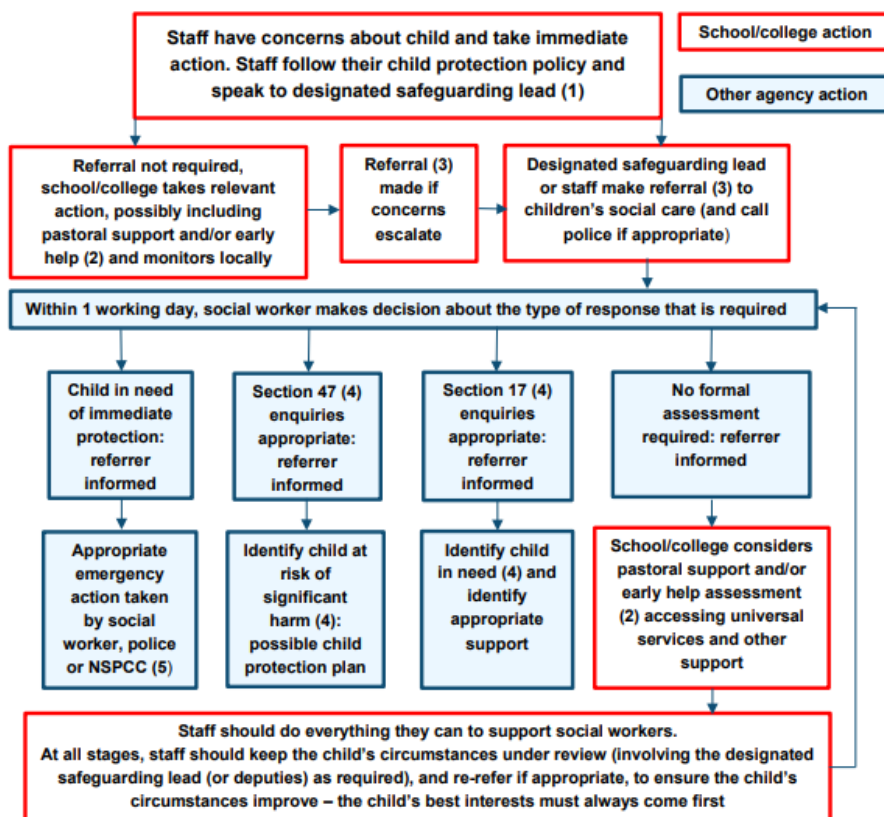
Logging a Concern about a Child’s Safety and Welfare – all staff and visitors

Pupil’s Name:		d.o.b.	Yr. gp.
Date:		Time:	
Name: .....		.....	
Print		Signature	
Position:			
Note the reason(s) for recording the incident.			
Details of concern/incident - record the who/what/where/when factually (use reverse or continuation sheet if necessary):			
Any other relevant information (witnesses, immediate action taken)			
Action taken			
Reporting staff signature ..... Date .....			
DSL – Response/Outcome			
DSL signature ..... Date .....			

Check to make sure your report is clear now - and will also be clear to a stranger reading it in the future

## APPENDIX 2

### Actions where there are concerns about a child



(1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.

(2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

(3) 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](#).

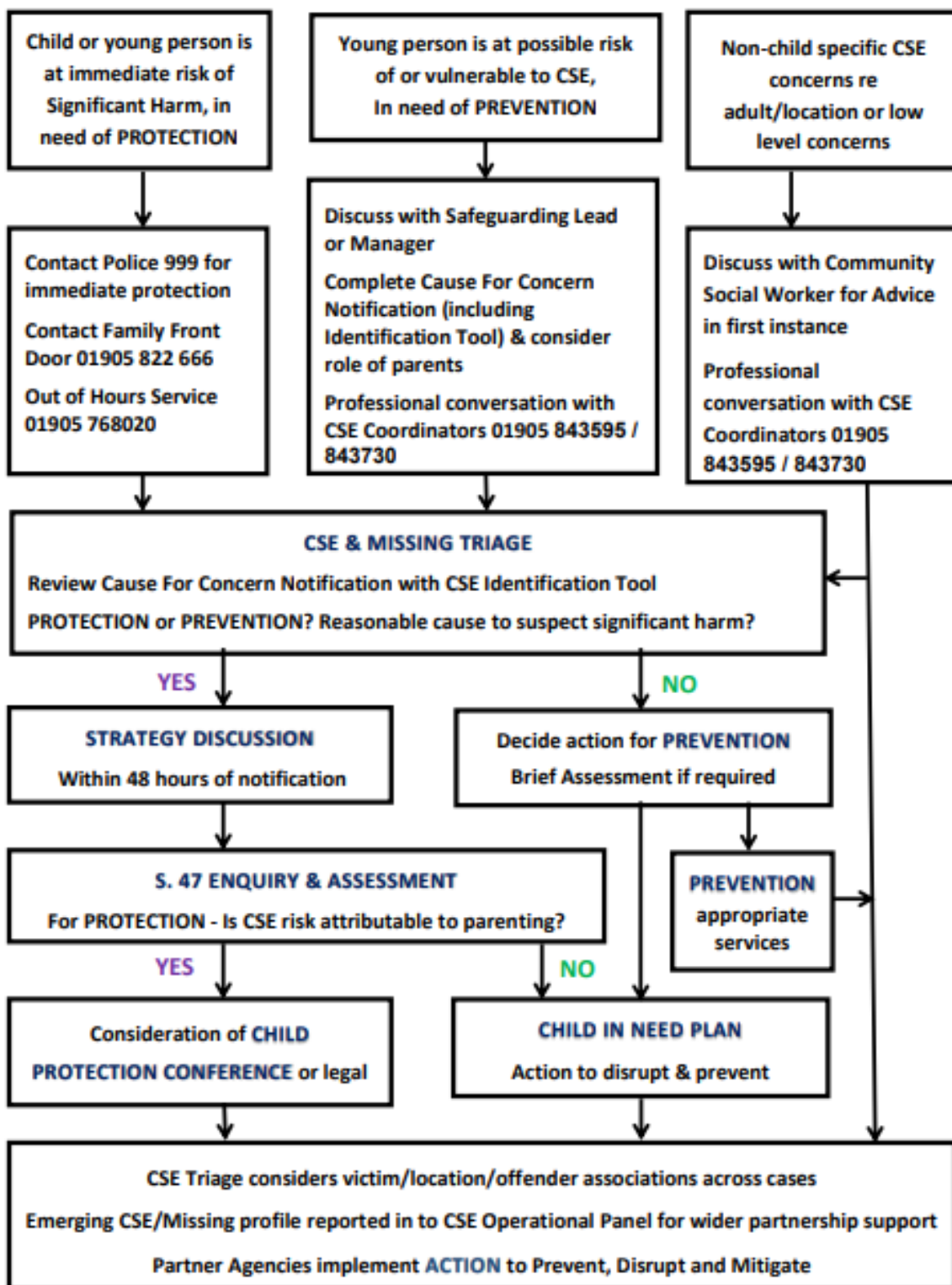
(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

(5) This could include applying for an Emergency Protection Order (EPO).





## WSCB Multi-agency Child Sexual Exploitation Pathway



## APPENDIX 4

### Indicators of abuse and neglect:

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

**Abuse:** 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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education (see paragraph 48).

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure

adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



## Franche Community Primary School Safeguarding Team



Mrs Woodward  
Designated Safeguarding Lead  
Assistant Headteacher  
Ext 241



Mr Kenyon  
Deputy DSL / Head Teacher  
Ext 212



Jenny Manger  
Safeguarding Governor



Mrs Dixon  
Deputy DSL  
Deputy  
Headteacher  
Ext 239



Mrs Sinclair  
Deputy DSL  
Assistant  
Headteacher  
Ext 242



Miss Running  
Deputy DSL  
Assistant  
Headteacher  
Ext 204



Miss Mason  
Deputy DSL  
Assistant  
Headteacher  
Ext 242



Mrs Bulmer  
Deputy DSL  
Nursery  
Manager  
Ext 210



Miss Plant  
Deputy DSL  
HLTA  
Ext 221/224



Mrs Jevons  
Deputy DSL  
TOTs Manager  
Ext 209



Miss Botfield  
Safeguarding  
Administrator  
Ext 241

**Prevent Single Point of Contact (SPOC): Mr Kenyon**  
**Police: Call 999 if a child is in immediate risk of danger**  
**Family Front Door: 01905 822666**  
**Family Front Door (out of hours team): 01905 768020**  
**LADO Manager/Coordinator: Andrew Tombs 01905 846221**  
**School Nurse: Sue Hetherington 01562 514555**

**FRANCHE COMMUNITY PRIMARY SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT**

## APPENDIX 6

Franche Community Primary School



SAFEGUARDING GUIDE

FOR

VOLUNTEERS

&

SCHOOL VISITORS

### Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of children. Safeguarding is everyone's responsibility; all those who come into contact with children through their everyday work, whether paid or voluntary, have a duty to safeguard and promote the welfare of children. We expect all staff, volunteers and visitors to share this common commitment to identify concerns, share information and take prompt action.

This leaflet contains information about our expectations of you whilst visiting our school. If you are unclear about anything in it please speak to one of the Designated Safeguarding Team.

Child abuse can happen to any child regardless of gender, culture, religion, social background, ability or disability.

If you are concerned about the safety of any child in our school, you must report this to one of the Designated Safeguarding Team.

If you are concerned about the conduct of a member of staff or volunteer, you must report it to the Head Teacher.

If you are concerned about the conduct of the Head Teacher, you should contact the Chair of Governors.

### The Designated Safeguarding Team



**Mrs Woodward**  
Assistant Head/  
Designated  
Safeguarding Lead  
Ext: 228



**Mr Kenyon**  
Head Teacher/  
Deputy Designated  
Safeguarding Lead  
Ext: 212



**Mrs Dixon**  
Deputy Head/  
Deputy Designated  
Safeguarding Lead  
Ext: 239

Deputy Safeguarding Leads:

**Mrs Holloway**  
**Miss Mason**  
**Miss Running**  
**Mrs Sinclair**  
**Mrs Bulmer (Early Years)**  
**Mrs Plant**

Prevent Single Point of Contact (SPOC):

**Mr Kenyon**

Safeguarding Governor:  
**Jenny Monger**

Co-chair of Governors:  
**Jelena Merrick & Jason Borlase**

### What should I do if I am worried about a child?

Report concerns to a member of the Safeguarding Team **immediately**. They will take appropriate action.

### What should I do if a child discloses she or he is being harmed?

- React calmly; listen to what is being said without displaying shock or disbelief.
- Do not interrogate or ask leading questions.
- Reassure the child that they are doing the right thing.
- Do not promise confidentiality.
- Record accurately what the child said in **their** words on a pink safeguarding form (Form 1) found in either the Safeguarding, SEND or main offices ensuring you include the date, time and sign it. Pass this to a member of the Designated Team **immediately**.

### Keeping Yourself Safe:

- Be professional. Consider carefully how you interact with or speak to a child; the child may interpret the conversation differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves.
- Avoid being on your own with a child, always ensure the door is open and that you are visible to others.
- It is best not to do anything for a child that he or she can do for him or herself.

### Types of Harm:

**Abuse** – a form of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm or failing to act to prevent it.

**Physical** – when a child is deliberately hurt or injured.

**Emotional** – the persistent emotional maltreatment of a child to cause severe or adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, deliberately silencing or making fun of a child. It may feature having inappropriate expectations imposed upon a child either developmental or age.

**Sexual** – when a child is influenced or forced to take part in sexual activity. This can be a physical activity or of no physical activity ie being made to look at inappropriate images.

**Neglect** – the persistent failure to meet a child's basic physical and/or psychological needs.

Safeguarding concerns can also manifest themselves via peer on peer abuse. This may include: bullying, physical abuse, sexual abuse or harassment, sexting or initiation type violence.

The use of technology has become a significant component of many safeguarding concerns as it provides a platform to facilitate harm. It can be categorised into three areas of risk: content (being exposed to illegal, inappropriate or harmful material), contact (being subjected to harmful online interaction with other users) and/or conduct (personal online behaviour that increases the likelihood of harm).

### Visitor and Volunteer Procedures

- Visitors must sign in and show their identification to a member of staff in the Main Office.
- Visitors will receive a lanyard that must be worn on site at all times.
- Visitors will remain under the supervision of a designated member of staff.
- Adhere to our Safeguarding ethos and policy; recognise that all matters relating to children within school are confidential.
- Adhere to our no mobile phone policy within school.
- Use designated adult WC's.
- Before leaving the site, sign out at the Main Office and return the lanyard.
- Visitors must adhere to the school's policy on confidentiality, as detailed in the Code of Conduct, including open media eg websites, social networking sites and/or blogs.

It is a requirement that you inform the Head Teacher immediately if you become the subject to any criminal investigation, caution or conviction. This helps to protect you as well as the young people in your care.

**In the event of a fire, evacuate the building via the nearest fire exit to the assembly point. Do not stop to collect any belongings. Administration staff will use signing in books/registers to account for adults and children.**

**In the event of a lockdown, follow procedures set out by supervising designated member of staff.**

Created by Mrs P Woodward

## **APPENDIX 7**

Safeguard link:

<https://safeguard.software>

