

URSULA TAYLOR C OF E SCHOOL



Safeguarding in Schools Policy

Safeguarding Officers

Headteacher: Mrs Victoria Morrall

Deputy Headteacher: Mrs Kate Hall

Safeguarding Lead Teacher: Miss Sam Wintle

Safeguarding Governor: Mrs Jennie Jepps

Chair of Governors: Mrs Julia Monger

Policy review dates

Review Date	Changes made	By whom	Date Shared
22.03.11	New policy	Governor Curriculum Committee	23.03.11
March 2012	No changes	Governor Curriculum Committee	
June 2013	No Changes	Governor Curriculum Committee	
July 2014	Amendments made, updated information re: Safeguarding Leads	Governor Curriculum Committee	31.7. 2014 and 5.1.15
May 2015	Amendments made re: KCSIE Documentation / Disqualifications Declaration	Mrs V Morrall	May 2015
January 2015	Dates of KCSIE Doc		

Dates of staff training and details of course title and training provider

Whole schools	Training provider:	Course Title:
November 2009	Online Training (LSB)	Safeguarding Children
November 2011	Safeguarding Conference Improving/developing current safeguarding practice	BBC LSCB – Lindsay Fraser & Samantha Wintle
December 2011	Safe-guarding our children: updating knowledge & Practice	BBC LSCB – participant – Lindsay Fraser
January 2012	Carol Farrant LSCB Training Pool)	Whole Staff Child Protection Awareness
May 2013	Safe-guarding our children: updating knowledge & Practice	BBC LSCB – participant – Samantha Wintle
January 2015	Safeguarding Update online Training. LCSB	Awareness of Child Abuse and Neglect V5 (Core) (All Class Teachers, TAs and Play workers)
28 th January 2015	LCSB	Safeguarding children knowledge and practice half day refresher. Victoria Morrall
January / February 2015	LCSB Safeguarding E-Academy	Awareness of child abuse and neglect - Core V5
February 2015	In house	Keeping children safe in Education updates. Disqualification Declarations All staff and volunteers

October 13 th 2015	LCSB / Bedfordshire Police Colin Bonner	Prevent 'Wrap' Training. Reference No: 9735174
November 2 nd 2015	Whole School WRAP Training	WRAP – Prevent Training and School procedures for Safeguarding

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INTRODUCTION

This policy is in line with the Bedfordshire Local Safeguarding Children Board Procedures www.bedfordshirelscb.org.uk Keeping children safe in Education July 2015 and updates from October 2104 (Disqualification Declarations) Working Together to Safeguard Children DfE march 2015.

This policy is also written in line with guidance from the Bedford Borough Local Safeguarding Board. <http://bedfordscb.proceduresonline.com/chapters/contents.html>

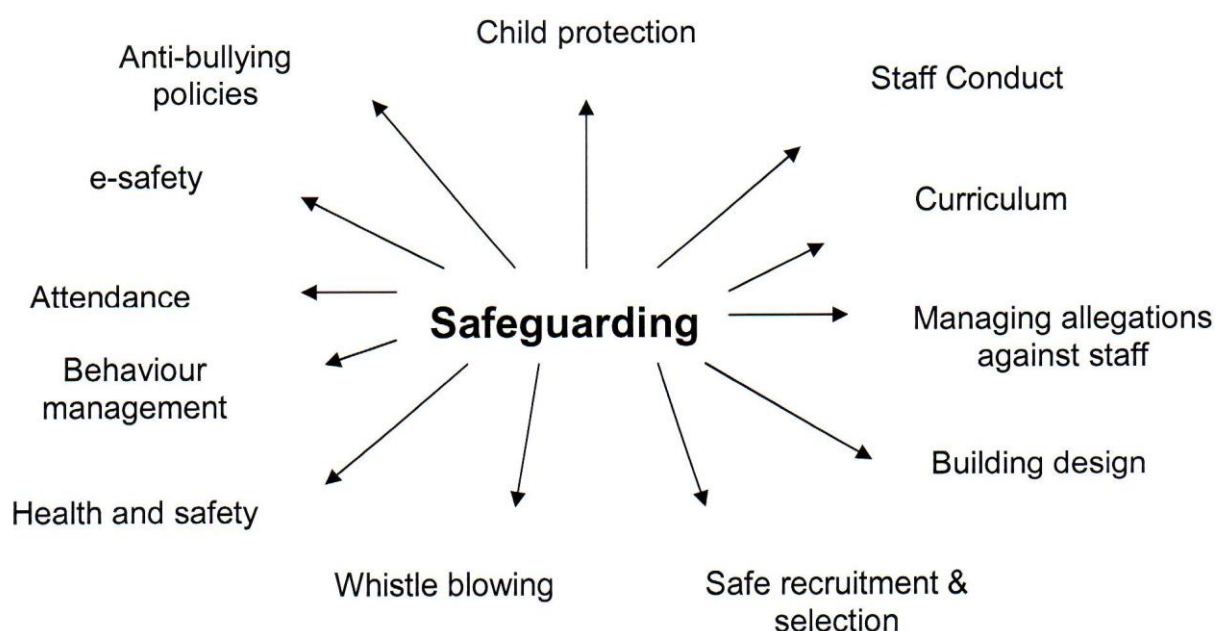
This policy applies to all adults, including volunteers, working in or on behalf of the school.

‘Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting’

SCHOOL COMMITMENT

Ursula Taylor C of E School is committed to Safeguarding and Promoting the Welfare of all of our pupils. Each pupil’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.



PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

The school pays full regard to current DfE 'Working Together to Safeguard Children' March 2015, and 'Keeping Children safe in Education' July 2015, Disqualification Declarations October 2014 and 'The Disclosure and Barring Service' (DBS). We ensure that all appropriate measures are applied in relation to everyone who works in the school who is in contact with the children and perceived as a safe and trustworthy adult including e.g. staff, volunteers, governors, parent supporters and staff employed by external contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, undertaking Children's List Checks (List 99) and Criminal Records Bureau checks. We check if Teachers are Prohibited from Teaching for any reason.

Safer Recruitment will be considered a priority with all applications. Adverts for vacancies will overtly state that we are a Safer recruitment School who places the highest priority of the Safeguarding of our children. References will be followed up prior to interview.

In line with statutory changes, underpinned by regulations, the following will apply:

- a DBS - Disclosure and Barring Service Enhanced Disclosure is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll. (This also includes all volunteers and Governors)
- A Disqualifications Declaration is required for completion (October 2014)
- The school is committed to keeping an up to date single central record detailing a range of checks carried out on our staff. An electronic copy of the Single Central Record is kept securely in electronic format by the Headteacher. A copy signed by our Safeguarding Governor - Mrs Jennie Jepps is kept securely in the Headteacher's Office
- All new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- Our schools ensure that supply staff have undergone the necessary checks and will be made aware of this policy
- Our schools ensure that other staff from external contractors have undergone the necessary checks and will be made aware of this policy. We expect external contractors to provide us with DBS numbers which are added to our SCR – e.g. Grounds Maintenance/ Caterlink
- Identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with Bedford Borough Council and in line with DfE requirements. (October 2014)

Mrs Victoria Morrall (Headteacher) has undertaken the National College for School Leadership Safe Recruitment training and has also updated training in November 2015. The Headteacher will be involved in all staff appointments and volunteer recruitments and arrangements (including, where appropriate, contracted services).

Mrs Kate Hall (Deputy Headteacher) and Mrs Heather Lee (Assistant Headteacher) have also undertaken and completed Safer Recruitment Training.

2. Safe Practice

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- work in an open and transparent way
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern
- record any incidents or decisions made: staff must log any concern on a 'Concern sheet'. The record should include the full date and time, full details of the concern and what (if anything) was said and the full signature of the staff member. This must be forwarded to Mrs V. Morrall, Mrs K Hall or Miss S Wintle (Safeguarding Officers) the same day as the concern was identified
- apply the same professional standards regardless of gender or sexuality
- are aware of the confidentiality procedures
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Staff have been trained in eSafety, Data security and Acceptable Use of ICT. All staff mobile phones are kept away from the children and are not used unless in a 'staff' area. All photographs taken in school will be taken using school devices, e.g. cameras, ipads, ipod touch etc and will not be removed from the school site. The only exception to this is for devices to be used on educational visits and journeys. Staff will ensure on their return that all devices remain at school.

All parents have signed a permission slip for children to have their images taken and stored for use in school. If permissions are required for images to be taken for other agencies, e.g. during local sports festivals, individual permissions will be sought.

A detailed eSafety, Data Security and Acceptable Use Policy is available and on our school website.

3. Safeguarding Information for pupils

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for safeguarding children and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. All teaching staff have had inset on updates to the school's Behaviour and Discipline Policy (July 2014). Our school will ensure that staff are made aware that information can

be found at the following: NSPCC & Childline Contacts and LSCB as well as essential emergency services.

The school's arrangements for consulting with and listening to pupils are via the School Council, 'Talk Time' with a qualified 'CHUMs' Teacher, Sidney Club nurture group, newsletters to parents, Senior Leadership Monitoring sessions, teacher communications with children and annual pupil/parent questionnaires as well as normal day to day contact.

4. Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted.

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 protect a child.

Our school will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with the Head teacher (Mrs V Morrall), Deputy Headteacher (Mrs K Hall) or senior safeguarding lead person (Miss S Wintle).

Our staff are committed to ensuring the welfare and safety of all children in school. We follow the Bedfordshire Local Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Safeguarding procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's Safeguarding Policy is available on the school's website.

5. Partnerships with others

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Bedfordshire Local Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children. Where necessary in sharing information, Early help Assessment (EHA) procedures are followed and all information is sent via the Multi-agency Support Hub (MASH)

6. School Training and Staff Induction

The school's designated safeguarding lead undertakes basic safeguarding training and training in inter-agency working, (that is provided by the Bedford Borough Council and Bedfordshire Local Safeguarding Board) and refresher training at 2 yearly intervals for senior designated staff.

All other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 2 yearly intervals.

All staff (including temporary staff and volunteers) are provided with time to read the school's Safeguarding Policy and informed of the school's safeguarding arrangements on induction.

7. Support, Advice and Guidance for Staff

Staff will be supported by the schools Staff Handbook, Behaviour policy, Union Reps, Local Children's Safeguarding Board and professional associations.

The designated senior persons for Safeguarding/Child Protection will be supported by the designated Governor and advice is available from Bedford Borough Duty & Assessment Team Safeguarding Unit, the Police Child Abuse Investigation Team and the Local Safeguarding Children's Board.

8. Related School Policies

In acknowledgement of the DfE guidance on Safeguarding 'Keeping Children safe in Education' July 2015, our school provides policies on: Anti-Bullying, Racism, Health and Safety including the taking of medication, Sex, Relationships, Drugs and Behaviour Management.

This Safeguarding policy also relates to other school policies, further information can be found in the following policies/procedural documents

- Disability and Equality Scheme
- Special Educational Needs and Disabilities
- Educational Visits and Journeys
- eSafety, Data Security and Acceptable Use
- Behaviour
- Attendance
- Racist, Homophobic, Behaviour and eSafety Incidents Log

Children Missing from Education

The school follows the LA procedures "Children Who May Be Missing/Lost From Education". Where children on roll at a school do not turn up, and this school has made the usual enquiries they should refer the case to the Educational Welfare Officer. If the allocated worker can not locate the child/family they will inform the Children Missing Education team and the school will be advised by them or the EWO Service that they can take the child off roll (normally after 4 weeks). See Attendance Policy for more information.

Confidentiality

Ursula Taylor C of E School has regard to "Information Sharing: Practitioner's guide" DfE March 2015 "Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. "

Ursula Taylor C of E School has a clear and explicit confidentiality policy, stating that:-

- a) When information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm
- b) When the pupil's and/or parent's confidentiality must not be breached
- c) That information is shared on a need to know basis

9. Pupil Information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. The school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives

- names and contact details of all persons with parental responsibility (if different)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is, or has been on, the Subject to Child Protection Plan or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information.

10. Roles and Responsibilities

Our Governing Body will ensure that:

- the school has a safeguarding policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- the Headteacher is designated to take lead responsibility for safeguarding, supported by experienced and trained designated teachers
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor, Mrs Jennie Jepps, is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate;
- they review their policies and procedures annually and provide information to the relevant Bodies about them and about how the above duties have been discharged.

Our Headteacher will ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- 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 in accordance with agreed whistle blowing policies.

The Headteacher with Designated Responsibility for Child Protection will:

Referrals

- refer cases of suspected abuse or allegations to the relevant investigating agencies;
- act as a source of support, advice and expertise within the educational establishment;
- liaise with the designated teachers for Child Protection to inform them of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how Central Bedfordshire / Bedford Borough Local Safeguarding Children Board operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- ensure that all staff have access to and understand the school's Safeguarding Policy;
- ensure that all staff have induction training;
- keep detailed accurate secure written records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- ensure the safeguarding policy is updated and reviewed annually and work with the Governing Body regarding this;
- ensure parents are made aware of the safeguarding policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- where a child leaves the establishment, ensure the relevant protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. Confirmation of receipt will be sought by the Headteacher. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.
- ensure that where the parents inform school that they wish to 'parentally educate' their child, the Bedford Borough Parent Partnership Network and Schools Admissions Service is informed and requested to undertake a home visit to discuss this with the parents.

All staff and volunteers will:

- fully comply with the school's policies and procedures
- attend appropriate induction training
- inform the designated person of any concerns

IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or 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 a stranger. They may be abused by an adult or adults or another child or children.

Physical Abuse 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 or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying 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, though it may occur alone. This may also include cyber bullying.

Neglect is 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 as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, 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 caretakers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional and physical needs.

TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME

All staff follow the Bedfordshire Local SCB Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'What to do if you are worried a child is being abused'

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

1. Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

2. Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate
- Use the 'TED' principles... 'Tell me, explain to me, describe to me.'

3. Action by the Designated Senior Person (or other senior person in their absence)

Following any information raising concern, the senior designated person will consider:

- any urgent medical needs of the child
- making an enquiry to find out if the child is subject to a Safeguarding Plan by ringing 01234 718700 (Multi-Agency Support Hub - MASH)
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. Safeguarding Officer, Social Care, EWO
- the child's wishes

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately
OR
- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. EHA/MASH Enquiry) and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

4. Action following a child protection referral

The designated senior person or other appropriate member of staff will:

- make regular contact with the Social worker involved to stay informed
- wherever possible, contribute to the Strategy Discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children are placed on the Safeguarding Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where possible, share all reports with parents prior to meetings
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the Safeguarding Officer for Learning or the Manager of the Child Protection and Review Unit
- where a child on the child protection register moves from the school or goes missing, immediately inform the key worker in Social Care and confirm in writing.

5. Recording and monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All child protection documents will be retained in a 'Safeguarding' file, separate from the child's main file. This will be locked away and only accessible to the headteacher and senior designated person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person for Child Protection.' If the child goes missing from education or is removed from roll to be educated at home

then any Child Protection file should be copied and the copy sent to the Education Social Work Service. Original copies will be retained until the child's 25th birthday.

6. Supporting the Child and Partnership with Parents

- The School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

Allegations regarding person(s) working in or on behalf of the school (including volunteers)

Where an allegation is made against any person working in or on behalf of the schools that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document and we will always follow the Bedfordshire Local Safeguarding Children Board procedures that can be accessed online and the "Whistle Blowing Policy" which is located on the Curriculum Server, on the wall in the Staff room and also on our school website. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

- The person who has received an allegation or witnessed an event will immediately inform the Head teacher/Safeguarding leads and make a record
- In the event that an allegation is made against the Head teacher the matter will be reported to the Chair of Governors who will proceed as the 'Head teacher'
- The Head teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
- The Head teacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage

- The Head teacher will consult with the Local Authority Designated Officer in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The Head teacher will inform the Chair of Governors of any allegation.

Appendix 1 - CONTACTS

Local Authority Designated Officer (LADO)	01234 276693
Human Resources Karen Johnson	01234 228824

SOCIAL CARE

MASH 01234 718700	
Emergency Duty Team (Out of Hours)	0300 300 4200

REVIEWED January 2016	REVIEW DATE January 2017
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