

The Coastal Federation

Bacton Primary school



Mundesley Infant school



Mundesley Junior school



Starfish pre-school



SAFEGUARDING INCORPORATING CHILD PROTECTION POLICY 2019

Formally adopted by the Governing Body/ Trust of:-	The Coastal Federation
On:-	
Chair of Governors/Trustees:-	Kevin Cheetham
Last updated:-	September 2019

Policy Consultation & Review

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

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance 'Keeping Children Safe in Education', DfE (2019).

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

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1. PURPOSE & AIMS

1.1 The purpose of The Coastal Federation's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

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

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

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

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeat occasions. The Attendance Lead will regularly liaise with the Designated Safeguarding Lead to discuss all persistently absent pupils and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

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

2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

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

2.4 Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. In particular this will be achieved through our PSHE and E-safety lessons.

2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2018) and [Norfolk Safeguarding Children Board procedures](#).

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

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

3. ROLES AND RESPONSIBILITIES

	Bacton PS	MIS	MJS
Designated Safeguarding Lead (DSL)	Helen Peck	Abi Howett	Abi Howett
Deputy DSL	David Hopkins	Emie Croft	Emie Croft
Senior Leader	David Hopkins	Abi Howett	Simon Wakemant
Executive Head	Simon Wakeman	Simon Wakeman	Simon Wakeman
Named Safeguarding Governor	Kevin Cheetham	Kevin Cheetham	Kevin Cheetham
Chair of Governors	Kevin Cheetham	Kevin Cheetham	Kevin Cheetham

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

The Governing Body

3.2 The Governing Body of The Coastal Federation is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the school.

3.3 The Governing Body will ensure that:

The safeguarding policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures;

The school contributes to inter-agency working in line with in line with Working Together to Safeguard Children (2018);

A senior member of staff from leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is at least one deputy DSL(s) who is appropriately trained member to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role. The role will be evidenced explicitly in the role holder's job description.

All staff receive a safeguarding induction and are provided with a copy of this policy, the staff code of conduct, the behaviour policy and the school's safeguarding response for those pupils who go missing from education as detailed in section 6 of this policy.

All staff undertake appropriate child protection training that is updated annually and on-line safety training;

Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;

Safer recruitment practices are followed in accordance with the requirements of '[Keeping Children Safe in Education](#)' DfE (2019);

This policy includes detailed information on the procedures and processes to follow regarding peer on peer abuse, the recognition of it and the different forms it may take.

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

The Executive Headteacher

3.5 At The Coastal Federation the Executive Headteacher is responsible for:

- Identifying a senior member of staff from leadership and management team to be the Designated Safeguarding Lead (DSL);
- Identifying alternate members of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;

- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff or volunteer.

The Designated Safeguarding Lead (DSL)

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

3.7 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded using the online safeguarding system (from September 2018).

3.8 During term time the Designated Safeguarding Lead and or a deputy will always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. If in *exceptional* circumstances, a DSL is not available on the school site in person, we will ensure that they are available via telephone and/or any other relevant media.

3.9 The DSLs at The Coastal Federation will represent our school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSLs will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

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

3.11 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedures they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed school's [safeguarding training pack](#) provided by Children's Services.

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

4. TRAINING & INDUCTION

4.1 When new staff join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy along with the staff Code of Conduct, Part one and Annex A of *'Keeping Children Safe in Education'* and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. They will also receive a copy of the behaviour policy and the school's response to children who go missing from education – this information is included in section 6 of this policy. All staff are expected to read these key documents. They will also be provided with login details and a training session for the online safeguarding system.

4.2 Every new member of staff or volunteer will receive safeguarding training during their induction period within two weeks of joining the school. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record, the processes for referral to Children's Services and the statutory assessments under Section 17 and Section 47 as well as the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistle-blowing in respect of concerns

about another adult's behaviour and suitability to work with children. Staff will also receive on-line safety training as this is part of the overarching safeguarding approach of our school.

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

- all members of staff will undertake appropriate safeguarding training on an annual basis and we will evaluate the impact of this training;
- all staff members receive regular safeguarding and child protection updates through the monthly safeguarding newsletter and additional twilight training sessions.

4.4 All regular visitors, temporary staff and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and be made aware of the recording and reporting system (See Appendix 2). Visitors and temporary staff are issued with a safeguarding leaflet. Any Students from high schools/colleges or other establishments are issued and asked to sign a guideline document which includes safeguarding procedures.

4.5 The DSL, the alternate designated member(s) of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children's Board at least once every three years. The DSL and alternate will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, DSLs will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role. DSLs have regular meetings with other DSLs within the Federation in order to share practice and to share learning from Multi-agency training. All DSLs access the Norfolk e-courier and representatives from the Federation's DSL team attend the Local Safeguarding Children's Groups

4.6 Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Training for Governors to support them in their safeguarding role is available from [Norfolk Governor Services](#).

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance, Annex A of '*Keeping Children Safe in Education*' (2019) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Norfolk Safeguarding Children Board and within the Safeguarding Section of the Norfolk Schools website: <http://www.schools.norfolk.gov.uk/safeguarding>.

5. PROCEDURES FOR MANAGING CONCERNS

5.1 The Coastal Federation adheres to child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Board (NSCB). Where we identify children and families in need of support, we will carry out our responsibilities in accordance with [Norfolk Local Assessment Protocol](#) and the [NSCB Threshold Guidance](#).

5.2 Every member of staff including volunteers working with children at our school are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members should

always act in the interests of the child and have a responsibility to take action as outlined in this policy.

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

5.4 It is *not* the responsibility of 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 pass the information on in accordance with the procedures outlined in this policy.

5.5 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our 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 alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

5.6 All concerns about a child or young person should be reported without delay and recorded using the online safeguarding system (Myconcerns) visitors or temporary staff should share their concern with a DSL who will then give them support in recording their concern.

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

5.8 All referrals will be made in line with Norfolk Children's Services procedures as outlined in Appendix 3.

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

5.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- the situation is an emergency and the Designated Safeguarding Lead, their alternate and all other members of the Senior Leadership/Management team are unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety.

5.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Executive Headteacher/Head of School 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.

6. Specific Safeguarding Issues

Contextual safeguarding

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

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

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

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

So-called 'Honour-abuse'

6.4 At The Coastal Federation we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures, using existing

national and local protocols for multi-agency liaison with police and children's social care.

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

Preventing radicalisation and extremism

6.6 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At The Coastal Federation, we will ensure that:

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

Peer on peer abuse

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

6.8 At The Coastal Federation all staff are trained so that they are aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;

- Upskirting
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

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

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

Safeguarding responses to children who go missing

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

6.12 At The Coastal Federation we adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who go missing:

- An attendance register is taken at the start of the first session of each school day and once during the second session;
- We make every effort to contact parents and carers and follow up with the emergency contacts held;
- We hold at least two emergency contact numbers for each of the pupils on our roll wherever possible.
- Staff will alert DSLs to any concerns raised regarding children who are absent from school;
- The DSLs will meet regularly with the Attendance Lead, SENCo and other members of the pastoral team to ensure that each response is thorough and takes into account all the relevant information about individual children;
- We will follow the procedures outlined in our attendance policy including undertaking first day calling and monitoring data to ensure we intervene

early in cases of poor attendance and/or unexplained absences. Where DSLs have a concern about the wellbeing or safety of a child, a senior member of staff may make a home visit.

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

Starfish Pre-school (part of Bacton Primary School)

6.13 Children attending Starfish pre-school are covered by this Safeguarding Policy. Staff working within the pre-school are members of The Coastal Federation and are trained in accordance with this Safeguarding Policy. Members of staff within the pre-school may be required to change nappies and support children as they become continent, staff will follow the procedures outlined in the intimate Care and Nappy changing documents. These will be shared with staff as part of their induction process. The DSL for Starfish Pre-school will be those named as DSLs for Bacton Primary School.

7. RECORDS AND INFORMATION SHARING

7.1 If staff are concerned about the welfare or safety of any child at our school they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the online form is completed fully and that they are completing the form using their personalised account on myconcerns. Any concerns should be passed to the DSL without delay.

7.2 All safeguarding concerns will be recorded on the online system Myconcerns as of September 2018, previous records and chronologies will continue to be held in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

7.3 Child protection information will only be kept in the online safeguarding system Myconcerns and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. Historical (before September 2018) safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

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

8. WORKING WITH PARENTS & CARERS

8.1 The Coastal Federation is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

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

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

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

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

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

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

9. CHILD PROTECTION CONFERENCES

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

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

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

9.4 We appreciate that child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work openly and honestly with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan, only withholding information where we believe that sharing it may increase the likelihood of harm for that child. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

10. SAFER RECRUITMENT

10.1 We will ensure that the Executive Headteacher/Head of School and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Headteacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of '*Keeping Children Safe in Education*', DfE (2019). At least one person involved in conducting an interview will have received safer recruitment training.

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

10.3 We will maintain a Single Central Register (SCR) of all safer recruitment checks carried out in line with statutory requirements. A senior member of staff will check the SCR regularly to ensure that it meets statutory requirements. Additionally, the SCR is checked twice a year by the Chair of Governors.

11. SAFER WORKING PRACTICE

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

11.2 All staff will be provided with a copy of our school's Code of Conduct at induction. They will be expected to know our school's Code of Conduct and the behaviour policy and carry out their duties in accordance with this advice. There may be occasions when some form of physical contact is inevitable, for example if

a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that have accessed Norfolk Steps training will be kept by the DSL.

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

11.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in '[Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#)' (October 2015). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

12. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

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

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

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

12.4 If an allegation is made or information is received about any adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. This includes concerns relating to agency and supply staff and volunteers. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that neither the Headteacher nor Chair of Governors is contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors.

12.5 Executive Headteacher/Head of School or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

12.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Executive Headteacher/Head of School or Chair of Governors they can email the Whistleblowing Governor email whistleblowing@coastalfederation.com or they should contact the LADO directly on 01603 223473. Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

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

13 RELEVANT POLICIES

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

- Staff Code of Conduct
- Anti-Bullying
- Behaviour
- Recruitment & Selection
- Whistle-blowing
- Attendance
- E-Safety
- Looked After Children
- Extremism and Radicalisation (Prevent) policy
- Health and Safety including site security
- Harassment and discrimination including racial abuse
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays

14. STATUTORY FRAMEWORK

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

- [‘Working Together to Safeguard Children’](#) DfE (July 2018)
- [‘Keeping Children Safe in Education’](#) DfE (2019)
- [Norfolk Safeguarding Children Board](#) procedures

- [Norfolk Safeguarding Children Board Protocol : Allegations Against Persons who Work with Children](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#) (October 2015).
- [‘What to do if you're worried a child is being abused’, DfE \(March 2015\)](#)
- [Information sharing: advice for practitioners providing safeguarding services, DfE \(July 2018\)](#)
- [‘The Prevent duty: Departmental advice for schools and childcare providers’, DfE \(June 2015\)](#)
- [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015)
- [Sexual violence and sexual harassment between children in schools and colleges’, DfE \(May 2018\)](#)

The Coastal Federation now uses the online safeguarding platform: MyConcerns

<https://www.myconcern.co.uk/>

In the event that the online systems are not accessible the staff will record concerns on the Yellow recording formats (as they did before September 2018) - Copies of which are still held within the the staffrooms of each school.

APPENDIX 2: Safeguarding information for visitors/ temporary staff

Why have I been given this leaflet?

This leaflet explains about the Child Protection procedures in our school. We take our safeguarding responsibilities very seriously and have strict procedures in place to ensure the safety and well being of all those in our school community. It is very important that you read it carefully and keep the guidance given.

What is Safeguarding?

Safeguarding covers all aspects of keeping the children and staff safe in our school. It includes Child Protection, procedures, recruitment, staff and visitor conduct and areas such as use of phones, images and confidentiality.

What do I need to do?

(Procedures of students, visitors and volunteers)

You need to make sure you follow these simple procedures:

- Do not have a mobile phone in the class with you at any time during the school day. Phones should be left in the office or the staffroom.
- Never take photographs or videos of children on any personal device. Any school devices used must remain in school with the exception of educational visits where devices must be cleared before departing.
- If you use social networking sites such as Facebook, you must never talk about the school, the staff or the children. This includes comments about your time here, stories about the children etc. This would be in breach of confidentiality and your placement (if you are a student) would be stopped immediately.
- You must not discuss the children, staff or school with anyone outside of school. What happens in school is confidential. If you have a concern about something that is happening in school you should speak with the Head of School.
- If a parent asks you a question about their child you must never share information with them of any sort. This includes comments about their behaviour, progress, friendships or difficulties. Refer them back to the class teacher or Head of School if they require any information.
- Never take a child to the toilet or assist them if they have had an accident. This is for school staff to assist with only.
- Never open a security door for others or let children out of a security door. Ensure a member of staff does this as everyone must be signed in and out, checking details where appropriate

What should I do if a child says something to me that causes concern?

We work very hard to make sure the children feel safe in our school. This means that they are trusting of the adults they come into contact with here. As a result of this, you may find that a child may tell you something about themselves that causes concern.

They may tell you things such as:

- ❖ Someone hit me at home last night
- ❖ Someone hurts me
- ❖ Someone touched me where they shouldn't

If this happens you must keep to the following procedure:

- ❖ Make a note of the comment made and speak immediately to the class teacher or DSL NAMES s who are the designated leads for safeguarding (DSL). In their absence, (Exc Headteacher). The designated lead is responsible for all Child Protection procedures and has to make sure that all procedures are followed correctly to keep the child safe. Make sure when you are reporting something that you keep to the facts and only write down what was actually said/happened, sign and date on the form available in the staff room (yellow form)
- ❖ Never ask the child any questions about what they have said. This is not allowed. If they say something to you, you

must listen and no more. Do not comment on what they have said.

- ❖ Never make any promises about what they have said. Do not say that you will keep a secret, even if they ask you to. You can explain that you need to tell a teacher or the Head of School so they can help them.
- ❖ Never talk about what you have been told with anyone else, including other staff members. Child Protection is on what is called a 'need to know basis'. That means we only tell people that need to know, which is usually the class teacher, DSL and Deputy DSL.
- ❖ Never tell a parent, even if you know them as a friend, if their child has said something in school, or if you have been told something. Never talk to anyone outside school about things a child has said or done.
- ❖ You may be given some confidential information about a child such as monitoring being done in school for behaviour/bruising etc. This is very rare but if it does happen, never share any of this information with anyone else.
- ❖ If you notice a bruise/mark on a child and you are concerned about it, do not question the child about it. Report it to the class teacher who will pass the information on to the Designated safeguarding lead in the school. Again, do not discuss this with others.

What else do I need to know?

This guide should tell you the most important facts about what you need to do. In addition, you should ensure you are a role model for good behaviour. We do not tolerate swearing, inappropriate dress or behaviours. We expect all staff, visitors and students to treat each other and the children with respect and to behave in a professional manner at all times.

Summary

The designated safeguarding leads are DSL NAMES

All staff and visitors, including students and temporary staff are bound by confidentiality.

The Child Protection, E-Safety and Safeguarding Policies are available from the office and should be read. If you are in the school on a regular basis you may find these useful.

All Child Protection concerns must be dealt with as set out in this leaflet. It is very important if a child says something of concern that you do the following:

- ❖ Listen carefully, reassure them if necessary but do not interrupt.
- ❖ Remain calm and not get 'emotional'.
- ❖ Do not ask questions, do not look shocked or distasteful and do not make negative comments.
- ❖ Do not display disbelief and do not promise to keep a secret.
- ❖ Make a note of the facts and the disclosure.
- ❖ Never delay passing the information on as set out in this leaflet.

The designated safeguarding lead will need to know:

- ❖ Who is the child
- ❖ Where you were when the child said something to you
- ❖ If someone else was with you
- ❖ What they said - words and descriptions
- ❖ what you did and said
- ❖ If you were shown an injury, where was the injury and if so what colour/size does it look like
- ❖ If it was a disclosure of a sexual nature

Please remember that such cases are quite rare and you may never have a child disclose something to you, but it is important that you know what to do if this happens.

	Bacton PS	MIS	MJS
Designated Safeguarding Lead	Helen Peck	Abi Howett	Abi Howett
Deputy DSL	David Hopkins	Emie Croft (From October 2019)	Emie Croft (From October 2019)
Senior Leader	David Hopkins	Abi Howett	Simon Wakeman
Executive Head	Simon Wakeman	Simon Wakeman	Simon Wakeman
Named Safeguarding Governor	Annie Edwards	Annie Edwards	Annie Edwards
Chair of Governors	Annie Edwards	Annie Edwards	Annie Edwards

PLEASE KEEP THIS LEAFLET FOR FUTURE REFERENCE

APPENDIX 3 : Local Safeguarding Referral Procedures



Concerned about a child?

Are you worried about a child's welfare and would like to discuss?

You can speak directly to one of our Consultant Social Workers, and alongside our early help Pathway Advisors and partners, we will make sure the child gets the right support first time.

Call our Children's Advice and Duty Service (CADS)

0344 800 8021



Add our phone number to your contacts

Our team is on hand from 8am-8pm (Mon-Fri)
Out of hours: **0344 800 8020**
If you think it is an emergency call **999**



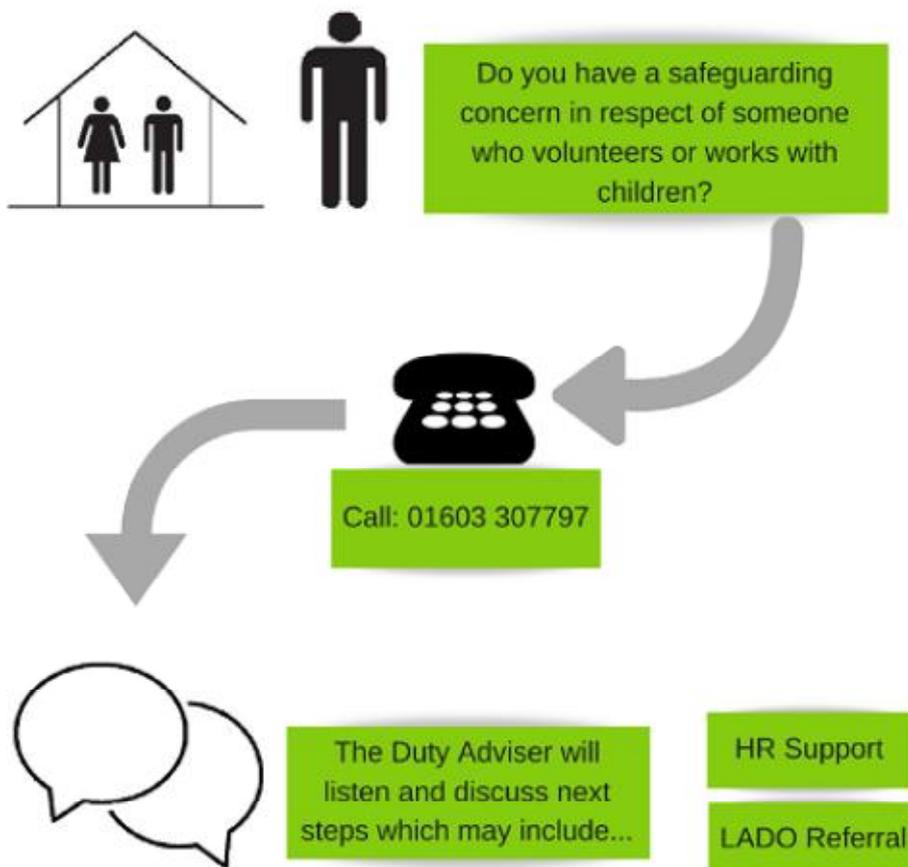
Norfolk County Council

APPENDIX 4: Advice for schools, colleges and alternative education providers where there are concerns about an adult who works within the setting.

Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk



Do you have a safeguarding concern in respect of someone who volunteers or works with children?

Call: 01603 307797

The Duty Adviser will listen and discuss next steps which may include...

HR Support

LADO Referral