

**‘Together We Grow’**

Smithdown Primary School

Child Protection Policy

Reviewed: July 2017

Reviewed: October 2018

Reviewed: October 2019

Updated: May 2020

**‘Together We Grow’**

**Our Key Values**

Our school motto is ‘Together we Grow’, **Courage, Friendship, Equality, Respect and Thoughtfulness**

We ensure that every child has access to a broad, balanced and supportive curriculum. Through this we are able to give our pupils a range of opportunities and experiences to grow and develop academically, physically socially and morally.

**Our School Vision**

At Smithdown Primary School we aim high. We want every part of our school community- pupils, parents and members of staff to experience success. Smithdown Primary School will work with everyone to create a happy, safe and stimulating setting where children are motivated to learn together. By maintaining high expectations of ourselves and each other, our children will be equipped to encounter opportunities and challenges with resilience and determination. We encourage a curiosity about the world and strive to ensure that our children will contribute positively, now and in the future.

**Smithdown Child Protection Policy**

This policy provides guidance to all adults working within the school whether paid or voluntary or directly employed by the school or by a third party.

Child Protection Statement**:**

*‘Smithdown Primary School is committed to safeguarding children and promoting children’s welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act, without delay, to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.’*

*‘Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.’ (DFE 2018)*

Definitions:

A child includes anyone under the age of 18.

Child protection: *‘Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child.’*

Safeguarding Children: *‘Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.*

*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 grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.’*  (DfE 2018)

The definitions of physical abuse, emotional abuse, sexual abuse and neglect are set out in the DFE guidance Keeping Children Safe in Education (DfE 2018).

Policy Aims:

* To ensure the school takes appropriate action, in a timely manner, to safeguard and promote the welfare of all children
* To ensure responsibilities and procedures are fully understood and that everyone can recognise signs and indicators of abuse or neglect and respond to them appropriately.
* To ensure that the school’s practice meets local and national guidance and all statutory requirements are in place.

Key Principles:

* The child’s needs and welfare are paramount. All children have a right to be protected from abuse and neglect and have their welfare safeguarded.
* Keeping Children Safe in Education (DfE 2018) reminds us that all staff should maintain an attitude of “it could happen here” where safeguarding is concerned.
* Children should be listened to and their views and wishes should inform any assessment and provision for them. Staff should always act in the interests of the child, in order to protect them.
* The school recognises that scrutiny, challenge and supervision are key to safeguarding children.
* The school is committed to working with other agencies to provide early help for children before they become at risk of harm or require a ‘child in need’ statutory assessment. ‘Early Help means providing support as soon as a problem emerges, at any point in a child’s life, from the foundation years through to the teenage years.’ (DfE 2018)
* All staff should be aware of the early help process and understand their role in it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.’
* ‘All staff should be aware of the process for making referrals to children’s social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments. (DFE 2018)
* All staff have responsibility to report their concerns about a child **without delay** to the Designated Safeguarding Lead. Whilst the Designated Safeguarding Lead will normally make referrals to Children’s Services, **anyone** can refer their concerns to children’s social care directly in emergencies or if they feel they need to do so.
* Everyone has responsibility to escalate their concerns and ‘press for reconsideration’ if they believe a child’s needs remain unmet or if the child is failing to thrive and in need or if the child is at risk of harm. Concerns about a child should always lead to help for a child at some point and the child’s situation should improve.
* The school will work in partnership with other agencies to promote the welfare of children and protect them from harm, including the need to share information about a child in order to safeguard them. ‘Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.’ Working Together to Safeguard Children (DfE 2018)
* The school will work with other agencies to ensure any actions that are part of a multi-agency coordinated plan are completed in a timely way.
* The school will follow the Local Authority and the Local Safeguarding Children Board procedures and provide them with information as required.
* Staff, children and families will need support following child protection processes being followed.
* Children have a right to learn ways to keep themselves safe from harm and exploitation.

Legislation and Guidance:

Schools and colleges must have regard for the DfE statutory guidance ‘Keeping Children Safe in Education (DfE 2018). **This child protection policy should be read alongside this statutory guidance and all staff must read and understand at least part 1 and annexe A of this guidance.**

Local authorities have a duty to make enquiries under [section 47](http://www.legislation.gov.uk/ukpga/1989/41/section/47) of the **Children Act 1989** if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, to enable them to decide whether they should take any action to safeguard and promote the child's welfare. There may be a need for immediate protection whilst the assessment is carried out.

A ‘child in need’ is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services; or a child who is disabled. A social worker will lead and co-ordinate any assessment under [section 17](http://www.legislation.gov.uk/ukpga/1989/41/section/17) of the Children Act 1989.

Section 175 of the **Education Act 2002** places a duty on local authorities (in relation to their education functions, and governing bodies of maintained schools and further education institutions, which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children who are pupils at a school, or who are students under 18 years of age attending further education institutions. The same duty applies to independent schools (which include Academies and free schools) by virtue of regulations made under section 157 of the same Act.

**Working Together to Safeguard Children** (DfE 2018) provides additional guidance which makes it clear that protecting children from harm and promoting their welfare depends upon a shared responsibility and effective joint working between different agencies:

‘Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.’

In addition, Working Together to Safeguard Children also reinforces the need to take action to provide early help before statutory services are required:

‘Providing early help is more effective in promoting the welfare of children than reacting later. Early Help means providing support as soon as a problem emerges, at any point in a child’s life, from the foundation years through to the teenage years.’ DFE 2018

The school therefore understands its responsibility to engage with other professionals in Early Help Assessments when a child’s needs according to the Local Safeguarding Children Board’s Responding to Need and Level of Needs framework sit below the requirement for a statutory assessment.

**The Counter-Terrorism and Security Act** 2015 places a duty upon local authorities and educational providers to ‘have due regard to the need to prevent people from being drawn into terrorism’. The DfE has provided statutory guidance for schools and child care providers: **‘The Prevent Duty’** (June 2015). The guidance summarises the requirements of schools and child care providers in terms of four general themes: risk assessment, working in partnership, staff training and IT policies. Our school will ensure that staff are aware of the indicators of extremism and radicalisation and know how to respond in keeping with local and national guidance. Staff will use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral via Children’s Services to the Channel programme. Equally children will be made aware of the risks and support available to them. We will ensure that children are safe from terrorist and extremist material when accessing the internet in schools. The Government has developed an ‘educate against hate’ website providing information and resources for schools and parents to support them to recognise and address extremism and radicalisation in young people.

**‘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** along with regulated health and social care professionals 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. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at:

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the school or college’s designated safeguarding lead and involve children’s social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.’ DFE 2018

The school will also consult the government guidance **Multi-agency statutory guidance on female genital mutilation (revised 2016)**. In addition, the school recognises the important role schools have in safeguarding children from Forced Marriage. (The Forced Marriage Unit has published **Multi-agency guidelines**, with pages 32-36 focusing on the role of schools and colleges. School and college staff can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151 or email: [fmu@fco.gov.uk](mailto:fmu@fco.gov.uk).)

Early years providers have a duty under section 40 of the **Childcare Act 2006** to comply with the welfare requirements of the **Statutory Framework for the Early Years Foundation Stage**.

**The Teaching Standards (DfE 2013)** also requires all teachers to ‘uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, including:

* treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position
* having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions
* showing tolerance of and respect for the rights of others’

In addition, the **Sexual Offences Act 2003** makes it clear that all members of staff are in a position of trust and would therefore be committing a criminal offence to have a sexual relationship with a young person below the age of 18, even if that pupil is over the age of consent. In addition, it would be a breach of trust to have a relationship with any school student over the age of 18.

**The school will also take account of additional DFE guidance including:**

* CSE Definition and a guidance for practitioners... (DFE, 2017)
* Criminal Exploitation of children and vulnerable adults: County Lines Guidance (DFE, 2017)
* Disqualification under the Childcare Act 2006
* Information sharing: Advice for practitioners providing safeguarding services (HMG 2018)
* Sexual violence and sexual harassment between children in schools and colleges (DFE, 2018)
* The Prevent Duty - Departmental advice for schools and childcare providers (DFE 2015)
* How social media is used to encourage travel to Syria and Iraq (DFE Briefing note for schools)
* The Ofsted School Inspection Handbook and Ofsted guidance: Inspecting safeguarding in early years, education and skills
* What to do if you are worried [a child is being abused 2015- Advice for practitioners](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)  DFE 2015
* Other DFE statutory guidance including: attendance and children who go missing from home or care which is found here <https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children>

Communicating with parents and visitors:

At Smithdown Primary, we are committed to the principles of Working Together to Safeguard Children which states that a ‘child centred approach is fundamental to safeguarding and promoting the welfare of every child. A child centred approach means keeping the child in focus when making decisions about their lives and working in partnership with them and their families.’

The following statement is provided to parents/carers so they are aware of the school’s responsibilities:

*‘The school ensures children learn in a safe, caring and enriching environment. Children are taught how to keep themselves safe, to develop positive and healthy relationships, how to avoid situations where they might be at risk including by being exploited.*

*The school also has a statutory responsibility to share any concerns it might have about a child in need of protection with other agencies and in particular police, health and children’s services. Schools are not able to investigate child protection concerns but have a legal duty to refer them. In most instances the school will be able to inform the parents/carers of its need to make a referral. However, sometimes the school can in certain circumstances share information without the consent of the family and may be advised by children’s services or police that the parent/carer cannot be informed whilst they investigate the matter or make enquires. We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. The school follows legislation that aims to act in the interests of the child.*

*The school will always seek to work in partnership with parents and other agencies to ensure the best possible outcomes for the child and family’*

The following notice is made available to all visitors in reception. In addition, all visitors are provided with additional safeguarding guidance.

*‘Our school is committed to safeguarding children and promoting children’s welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. We would expect you to also report to the head teacher or Designated Safeguarding Lead any behaviour of any adults working in the school that may concern you. By signing our visitor’s book you are agreeing to follow the school’s safeguarding advice to visitors and where appropriate the code of conduct for staff and volunteers.’*

The names and photographs of the Designated Safeguarding Lead and those who deputise for them are displayed in reception and the staffroom.

Roles and responsibilities:

The Head Teacher is: Mr.P.Horne

The Chair of Governors is: Mr.N.Christian

The Designated Safeguarding Lead for Child Protection is: Mrs.L.Worthington

Those trained to provide cover for the role of Designated Safeguarding Lead are: Mrs.L.Dickson, Mrs J.Ireland and Miss G.Hathaway

The nominated Safeguarding / Child Protection Governor is: Mrs.K.Wilkin

The nominated governor for dealing with allegations against the Head Teacher is: Mr.N.Christian

**The Governing body should ensure that:**

* The school meets the statutory responsibilities set out in Keeping Children Safe in Education (DFE 2018) and Working Together to Safeguard Children (DFE 2018).
* The school has a strategy for providing early help together with other agencies and supporting children and families by carrying out early help assessments, drawing upon the LSCB’s ‘Responding to Needs Framework.’
* The child protection policy is reviewed at least annually by the full governing body and available to parents, via the school’s website and is also available from the school Office Safeguarding Area...
* All adults working within the school are aware of the school’s code of conduct and this guidance is in keeping with the Guidance for Safer Working Practices for Adults Working with Children (Safer Recruitment Consortium, 2015)
* The school’s practice is reviewed in line with Local Authority guidance, Local Safeguarding Children Board (LSCB) priorities and procedures and any actions identified in the Local Authority 175 Audit are completed.
* There is a named Designated Safeguarding Lead who is a member of the school leadership team. There are colleagues trained to provide cover for the role.
* The school has procedures in keeping with the LSCB for dealing with any allegations made against any adult working within the school.
* There is a nominated governor, usually the chair, who is the case manager for managing any allegations against the Head Teacher.
* There is an additional nominated safeguarding governor to liaise with the Designated Safeguarding Lead and champion child protection/safeguarding on behalf of the safeguarding body.
* The school follows safer recruitment procedures, including the statutory pre-employment checks on all staff working with young people. The Chair of Governors and safeguarding governor together with the head teacher review the school’s single central record.
* The school itself is a safe and nurturing environment where the views of children and families are listened to and where children are taught about safeguarding and how to keep themselves safe, including on the internet or when using new technology. Any complaints about services lead to improvements in practice.
* The school will ensure there are appropriate filters and monitoring systems in place in respect of internet use and encourage safe and responsible use of new technologies.
* It scrutinises the impact of the school’s training strategy so that all staff, including temporary staff and volunteers, are aware of the school’s child protection procedures. All staff must have child protection training which is regularly updated. The Designated Safeguarding Lead and Deputy Designated Safeguarding Leads undertake training in keeping with statutory training.
* The governors are given guidance to support them to ensure the school meets its statutory safeguarding requirements.
* There is effective analysis of safeguarding data including bullying, attendance, exclusions, behaviour logs, pupils taken off roll, the views and progress and participation of vulnerable students.
* All safeguarding practices are quality assured by the leadership team, including the auditing of safeguarding records and the supervision of the Designated Safeguarding Lead and other members of the safeguarding team.
* The governing body will appoint an appropriately trained designated teacher to promote the educational achievement of children who are looked after.

Governing bodies are accountable for ensuring the school has effective policies and procedures in place in line with local and national guidance, and for monitoring the school’s compliance with them. Neither the Governing Body nor individual governors have a role in dealing with individual child protection cases or the right to know the detail of cases (except when exercising their disciplinary functions in respect of allegations against a member of staff or investigating a complaint brought to their attention).

**The Head Teacher will ensure that:**

* The Single Central Record is up to date and the safer recruitment practices set out in Keeping Children Safe in Education (DFE 2018) are followed in line with the school’s Safer Recruitment Policy and Procedures. At least one member of every recruitment panel has attended safer recruitment training.
* Job descriptions and person specifications for all roles make specific reference to child protection and safeguarding.
* There is a listening culture within the school where both staff and children are able to raise concerns about poor or unsafe practices.
* Referrals are made to the Disclosure and Barring Service and / or the National College They liaise with the Local Authority Designated Officer where an allegation is made against a member of staff.
* The Designated Safeguarding Lead has a job description in keeping with the requirements of Keeping Children Safe in Education (DFE, 2018) and that sufficient time, training and support are allocated to this role, including the appointment of colleagues able to deputise for the Designated Safeguarding Lead who have undertaken the same training.
* The curriculum provides opportunities to help students stay safe especially when on-line. This information is found on the Keeping Children Safe page on our school website. Children should be aware of the support available to them.
* They quality assure the school’s child protection practices including the auditing of safeguarding records and the supervision of the Designated Safeguarding Lead and other members of the safeguarding team to ensure that actions and decisions are reviewed appropriately and that staff’s emotional needs are met.
* In keeping with the Prevent Duty reasonable checks are made on visiting speakers. There is always a member of Smithdown Staff in with every visiting speaker and we liaise with other schools that have had the same visitor/company to seek their advice and views on suitability.

Designated Safeguarding Lead

**Keeping Children Safe in Education DfE 2018 sets out the broad areas of responsibility for the Designated Safeguarding Lead:**

***‘Manage referrals***

*The designated safeguarding lead is expected to:*

*• Refer cases of suspected abuse to the local authority children’s social care as required;*

*• Support staff that makes referrals to local authority children’s social care;*

*• Refer cases to the Channel programme where there is a radicalisation concern as required;*

*• Support staff who make referrals to the Channel programme;*

*• Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and*

*• Refer cases where a crime may have been committed to the Police as required.*

***Work with others***

*• Liaise with the head teacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;*

*• As required, liaise with the “case manager” (as per Part four) and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member); and*

*• Liaise with staff (especially pastoral support staff, school nurses, IT technicians and SENCOs or the named person with oversight of SEN in a college) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.*

***Undertake training***

*The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.*

* The designated safeguarding lead has undertaken Prevent awareness training of School Leadership as appropriate.

*In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:*

*• Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children’s social care referral arrangements.*

*• Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;*

*• Ensure each member of staff has access to and understands the schools or college’s child protection policy and procedures, especially new and part time staff;*

*• Are alert to the specific needs of children in need, those with special educational needs and young carers;*

*• Are able to keep detailed, accurate, secure written records of concerns and referrals;*

*• Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;*

*• Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up-to-date capability required to keep children safe whilst they are online at school or college*

*• Can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online*

*• Obtain access to resources and attend any relevant or refresher training courses; and*

*• Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and any measures the school or college may put in place to protect them.*

***Raise Awareness***

*• The designated safeguarding lead should ensure the school or college’s child protection policies are known, understood and used appropriately;*

*• Ensure the school or college’s child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;*

*• Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and*

*• Link with the local LSCB to make sure staff is aware of training opportunities and the latest local policies on safeguarding.*

* *The Child Protection Officer in Smithdown also tries to engage with as many parents/carers and families in different scenarios in school, whether this be through Parent toddler events, class assemblies, in class with the children etc. or meeting and greeting on the school gate.. This aims to promote an environment of an open door policy, raises awareness of the role in a positive way rather than threatening and provides adults that both children and parents can talk to.*

***Child protection file***

*• Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.*

*In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.*

***Availability***

*• During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the designated safeguarding lead, to define what “available” means and whether in exceptional circumstances availability via phone and or Skype or other such mediums is acceptable.*

*It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.*

According to Local Guidance it is expected that the Head Teacher will be the case manager for any allegations against staff and make referrals to the Disclosure and Barring Service or Teaching Regulation Agency.

In addition to the role outlined in Keeping Children Safe the Designated Safeguarding Lead is also expected to ensure that:

* The social worker is notified if a child subject to a child protection plan is absent without explanation. THIS HAS CHANGED FROM BEING OFF FOR TWO DAYS WITHOUT EXPLAINATION
* The school also attends any core group or Case Conferences in the school holidays.
* The social worker is informed when a child subject to a child protection plan or a child in need plan moves to a new setting.
* A training log is kept of all child protection training include the names of those attending. All staff must have regular training and updates.
* Child protection records are kept securely and separately from the child’s normal file. Records will be transferred and/or retained in keeping with the Local Author Authority’s and NSPCC guidance.
* The school attends and contributes to child protection case conferences and child in need meetings, ensuring actions are completed in a timely manner. The school will complete the LSCB agency report ahead of each child protection conference.
* The school escalates its concerns with other agencies when a child’s needs are not being met following the Local Safeguarding Children Board Escalation and Resolution Policy.
* All members of the safeguarding team have received appropriate training; that all referrals made are quality assured and the supervision is provided to the safeguarding team to monitor all decisions and action taken and the well-being of each team member.
* All staff read and understand part 1 and annexe A of the DfE (2018) guidance Keeping Children Safe in Education and make available to them other key documents and guidance.

At Smithdown the Child Protection Lead works very closely with internal and external agencies such as our Family Link worker, Educational Welfare Officer, School Nurse, teachers and Schools Family Support Service to ensure that early intervention is put in place to help to support our children and families.

Families are often invited into school to help break down the barriers between the communities and educational such as welcome meetings and can be led by any professional in the school including the Designated Child Protection Lead if there are any Child Protection concerns.

**All staff (and volunteers) should:**

* Contribute to ensuring students learn in a safe environment.
* Read and understand as a minimum Part 1 and Annexe A of the DFE (2018) guidance Keeping Children Safe in Education and engage in training which enables them to identify children who may need additional help or who are suffering or likely to suffer significant harm and take appropriate action. Staff should have an understanding of the specific safeguarding issues outlined in part 1 of the DFE (2018) guidance Keeping Children Safe e.g. fabricated or induced illnesses, faith abuse. Be aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting can put children in danger. Staff should be alert to the signs of peer on peer abuse and take appropriate action.
* Recognise that any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a child who:

• 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

* Report any concerns about a child’s welfare without delay to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead or in their absence a senior member of staff. Understand that any member of staff can make a referral to children’s services should that be required, informing the Designated Safeguarding Lead of any action taken.
* Report any concerns without delay about the behaviour of an adult towards a child to the Head Teacher, Designated Safeguarding Lead, Chair of Governors or if required the Local Authority Designated Officer for Allegations against Staff.
* Understand their responsibility to escalate their concerns and ‘press for reconsideration’ if a child remains at risk or their needs are not met. This includes the understanding that any member of staff can make a referral to Children’s Services if required to do.
* Teachers and those providing teaching **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out.
* Follow the school’s policies including this child protection policy and the school’s code of conduct for adults and the Guidance for Safer Working Practices for Adults Working with Children (2015)
* Be aware safeguarding issues can manifest themselves via peer on peer abuse
* Understand that it may be appropriate to discuss with the Head teacher matters outside of work, which may have implications for the safeguarding of children in the workplace. This includes information about themselves. Staff will ensure that they are aware of the circumstances where this would be applicable
* Be aware that if they commit a relevant offence that would appear on their DBS certificate or they become disqualified under the Childcare Act 2006 (only those staff within the scope of the guidance), then they must inform their head teacher. (The Childcare Act 2006 does not cover all settings or even all staff within a setting.)
* Understand that some children, including those with Special Educational Needs or Looked After, may be more vulnerable to abuse. ‘Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. This can include:
* assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration;
* children with SEN and disabilities can be disproportionally impacted by things like bullying - without outwardly showing any signs; and
* Communication barriers and difficulties in overcoming these barriers.’ (DFE 2016)

The DFE has provided additional practice guidance ‘Safeguarding Disabled Children’ DFE 2009.

* Have access to the school’s managing allegations against adults’ procedures and whistle blowing policy.
* (The NSPCC whistleblowing helpline is 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 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.)
* Have access to ‘What to do if you are worried [a child is being abused 2015- Advice for practitioners](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)  DFE 2015’
* An additional aim of this policy is to ensure all teaching and non-teaching staff are aware of the definitions of Abuse and Neglect as defined by the DFE:
* **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. They may be abused by an adult or adults or 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 or 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 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
* **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 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.
* **What should you do if a young person reports abuse?**

If you have observed any conditions or a pupil discloses that they are being abused, then upon receiving the information you should:

• React calmly.

• Reassure the child that they were right to tell, that they are not to blame and take what the child says seriously.

• Be careful not to be deemed as putting words into the child’s mouth, the easiest way of doing this is by asking questions. Allow the child to talk – ask only open questions e.g. “Can you tell me more about....” Do not press for detail, put forward your own ideas or use words that the child has not used themselves.

• Do not promise confidentiality.

• Inform the child/young person what you will do next.

Safeguarding Framework:

In addition to this child protection policy the school has procedures or policies in relation to other areas for safeguarding children including as examples:

* attendance
* administering medicines
* anti-bulling including cyber bullying
* alternative and off-site provision
* behaviour for learning
* code of conduct for staff, governors and volunteers (guidance on safer working practices)
* children in Care (Looked After Children)
* clubs, trips, educational visits and extended school activities
* data protection
* drug and substance misuse
* disability objectives and accessibility plan
* equal opportunities
* emergency planning
* evacuation and lock-down procedures
* first aid
* intimate care
* on-line safety
* risk assessments
* safe recruitment practices
* managing allegations against staff and volunteers
* sex and relationships education
* school and site security
* safeguarding advice for visitors
* special educational needs and disabilities
* taking and using photographs
* whistle-blowing

**Procedures for reporting child protection or child welfare concerns:**

* All concerns should be reported without delay directly to the Designated Safeguarding Lead, Designated Safeguarding Deputies, Head Teacher or any member of the School Leadership Team. This should be followed by a written account of the concerns completed on the school’s Child Protection/Child Welfare Incident Form.
* Consideration will need to be given to immediately protecting the child and contacting the police and/or ringing for an ambulance if the child is injured.
* The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will take immediate action and will make a referral to children’s services by telephone if a child is believed to be suffering or likely to suffer significant harm. This referral will always be followed up in writing.

**Liverpool Carelinehub 0151** 233 3700

* The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will follow the LSCB and Local Authority multi-agency procedures and consider the child’s needs alongside the LSCB’s Levels of Needs/Responding to Needs Framework (Threshold document) and consider whether an early help assessment (level 2 and 3) or referral to children’s services is needed (at level 4).
* Concerns about a child should always lead to help for a child. The school may need to escalate its concerns with Children’s Services to ensure a referral is accepted or work with other agencies to ensure an Early Help Assessment is completed.
* The school will always seek to follow the Local Safeguarding Children Board procedures which can be found on their website:

<http://liverpoolscb.proceduresonline.com/>

‘School Improvement Liverpool Schools’ Safeguarding Handbook’ and Part 1 of Keeping Children Safe in Education (DFE 2018) provides key flowcharts and guidance to support staff and volunteers’ understanding and decision making. This will support staff to make a referral themselves should that become necessary. The Designated Safeguarding Lead should be informed, as soon as possible, following the need for another member of staff to make a referral.

‘School Improvement Liverpool Schools’ Safeguarding Handbook’ will provide additional guidance about indicators of abuse and harm and how to respond to a disclosure. Guidance is also available on the NSPCC website: <https://www.nspcc.org.uk/preventing-abuse/>

If a teacher in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 the teacher must report this to the police. Keeping Children Safe in Education provides additional guidance.

Concerns that a child is being radicalised should follow the normal safeguarding referral mechanism with an additional Channel referral being made to the Local Authority’s Prevent and Channel team.

Additional child protection guidance will be provided to all adults working with young people which will include**:**

* The school’s child protection policy which includes the role of the Designated Safeguarding Lead
* Part 1 and Annexe A of Keeping Children Safe in Education (DfE 2018)
* The School’s Code of Conduct for staff and volunteers
* The school’s behaviour policy for children
* Guidance for Safer Working Practices for Adults Working with Children (Safer Recruitment Consortium 2015)
* A flowchart summarising the child protection procedures
* Definitions of abuse or neglect and possible indicators
* Identified groups of children more vulnerable to abuse
* Specific guidance related to including Female Genital Mutilation, Forced Marriage, Child Exploitation including sexual and criminal, Extremism and Radicalisation, Neglect and online-safety
* Dealing with allegations against staff and volunteers procedures
* Whistleblowing procedures
* ‘What to do if you are worried [a child is being abused 2015- Advice for practitioners](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)  DFE 2015’

1. **Managing allegations against staff and volunteers working at the school**

All staff and volunteers must report any concerns about a member of staff’s behaviour towards

Children to the Head teacher who will act as the case manager. Concerns can also be discussed with the Designated Safeguarding Lead. Concerns about the head teacher should be raised with Chair of Governors or nominated governor.

The school’s managing allegations against staff and volunteers policy and procedures will support everyone to take appropriate action.

Concerns can also be taken directly to the Local Authority Designated Officer (L.A.D.O.), if needed, via Children’s Services.

Section 4 of the DFE guidance Keeping Children Safe in Education provides further guidance. In addition to the school’s own procedures multi-agency procedures can be found on the school’s website.

Allegations of abuse against another student (peer on peer abuse)

All concerns must be reported and discussed with the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or senior member. This is most likely to include, but not limited to: bullying (including cyber bullying), gender-based violence/sexual assaults and sexting (youth produced sexual imagery). Staff should recognise that children are capable of abusing their peers. Staff must challenge any form of derogatory and sexualised language or behaviour. Staff should be vigilant to sexualised/aggressive touching/grabbing particularly towards girls. Behaviours by children should never be passed off as ‘banter’ or ‘part of growing up’. The DFE states *‘peer on peer abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures. Professionals should not dismiss abusive behaviour as normal between young people and should not develop high thresholds before taking action.’*

Children with special educational needs and disabilities are more vulnerable to sexual

Violence and harassment and staff should be aware that additional barriers can exist when

Recognising abuse in these children. Children who are LGBT or perceived to be, may also be

Targeted by their peers and harassed or assaulted.

Victims of peer on peer harm will be supported by the school’s pastoral system and referred to specialist agencies including, as examples, ‘CAMHs’, ‘Brook’ and ‘Barnardo’s’. A risk assessment may need to be in place. The school curriculum will support young people to become more resilient to inappropriate behaviours towards them, risk taking behaviours and behaviours that children may be coerced into including ‘sexting’ or ‘initiation/hazing’ behaviours.

Additional guidance is available on the NSPCC website:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/online-abuse/legislation-policy-practice/>

1. **On-line safety, data protection and the use of mobile phones and digital photographic equipment**

Staff should also report any concerns about sexting (youth produced sexual imagery) to the Designated Safeguarding Lead, Deputy Designated Safeguarding Lead or senior member of staff who will follow the guidance in: Sexting in schools and colleges: Responding to incidents and safeguarding young people (UK Council for Child Internet Safety) (<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis> provides clarity as to how staff should respond to these incidents).

The school’s on-line/E-safety/ Acceptable User policy clearly outlines the way in which the school uses technology and the measures in place to ensure safe and responsible use by all. There is a clear code of conduct for staff and volunteers which sets out the use of new technologies, mobile phones and personal photographic equipment around children. The school will consider, in particular, Looked After Children (Children in Care) who might be put at risk by being included in publicity materials or school photographs.

The DFE highlights the risks of new technologies:

‘The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation- technology often provides the platform that facilitates harm. The breadth of issues classified within online safety is considerable, but 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
  + conduct: personal online behaviour that increases the likelihood of, or causes, harm’

Staff should bring immediately to the attention of the Head teacher, Designated Safeguarding Lead or senior leadership team any behaviours by adults or children themselves that may be risky or harmful.

Monitoring attendance

A child missing from an education setting is a potential indicator of abuse or neglect including exploitation. Local Authority guidance and procedures will be followed for dealing with a child who is missing from education, particularly on repeated occasions. The school will follow the pan-Merseyside missing children protocol. Unauthorised attendance will be closely monitored. The attendance of children with known welfare and attendance concerns will be monitored closely, particularly those with chronic poor attendance or persistent absentees. Schools should also scrutinise the attendance of off-site provision to ensure children are attending and are safe. Similarly, the attendance of children who are vulnerable or with known welfare and safeguarding concerns such as children who have a child protection plan, a child in need, are Children Looked After and/or SEN will be monitored on a daily and weekly basis.

The child’s social worker will be informed immediately when there are unexplained absences or attendance concerns. It is important that the school’s attendance team, including the EWO, school nurse and Safer Schools Officer, are aware of any safeguarding concerns. It is critical that when a child is not attending school their welfare is confirmed and expected practice would be for an appropriate professional to visit the home and speak to the child alone, particularly if there are any safeguarding concerns. The school will seek to ensure it has at least two emergency contacts for each family and consider what urgent action it may need to take when a vulnerable child and family are not contactable and the child has not attended school.

It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation and forced marriage.

At Smithdown the Safeguarding Lead updates the attendance Officer when necessary with a ‘look out list’ for particular vulnerable children or children who are involved with social care. This then means that there is a clear and quick response if a child is absent from school and cannot be contacted.

Private fostering

Our school has a mandatory duty to report to the local authority if they believe a child is subject to a private fostering arrangement. (This does not include close family relatives e.g. grandparent, brother, sister, uncle or auntie.) A private fostering arrangement is made without the knowledge of the local authority for the care of a child under the age of 16 years (under 18 for children with disabilities) whereby the child is in the care of someone other than their parent or close relative. Further guidance is available in Keeping Children Safe in Education (DFE, 2018). When a child is privately fostered a social worker must carry out an assessment to ensure the placement is appropriate and consider any support needed.

**Safe recruitment**

The school will ensure that all appointments follow its recruitment policy and the guidance set out in Keeping Children Safe in Education (DFE 2018). At least one member of the appointments panel will have undertaken safer recruitment. The school will undertake all the required DFE pre-employments checks and where appropriate record these checks on the single central record and retain evidence in personnel files. The school will seek written confirmation that third-party organisations including contractor and alternative education providers have undertaken appropriate checks.

The school is required to inform relevant staffs that fall within the scope of Disqualification under the Childcare Act 2006 (<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>) and establish they are not disqualified. The criteria for disqualification under the 2006 Act and the 2018 Regulations includes inclusion on the Disclosure and Barring Service (DBS) Children’s Barred List or committing a relevant offence.

The safeguarding curriculum

The school website contains the ways in which Smithdown addresses Safeguarding issues throughout the school. This can be found on the Keeping Children Safe Page under ‘Curriculum’

Children will be supported to develop their understanding, at the appropriate age, of risks including: when using technology, the internet, and risks associated with grooming and radicalisation, gang and criminal exploitation and misusing drugs and alcohol. Children will also learn about the wider safeguarding curriculum which.

Pupil voice is encouraged throughout the school and is then evaluated and an action plan devised if necessary in response to this.

Our school website also signposts children to numbers such as ChildLine and Barnardos

Complaints

Complaints about Safeguarding should always follow the school’s complaints policy. This can be found on the school website.

[www.smithdownprimary.com](http://www.smithdownprimary.com)

***Appendix 1***

**Child Protection COVID-19 arrangements**

**Annex Date: May 2020**

**Key contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| **\* Redact personal contact information when making document available publicly** | | | |
|  | **Name** | **Contact number & mobile phone** | **Email address** |
| **Headteacher** | Mr P Horne | 0151 709 6229 | Smithdown\_ht@smithdown.liverpool.sch.uk |
| **Designated Safeguarding Lead** | Mrs.Louise Worthington | 0151 709 6229 | l.worthingto@smithdown.liverpool.sch.uk |
| **Deputy Designated Safeguarding Lead(s)** | Mrs.J.Ireland | 0151 709 6229 | j.Ireland@smithdown.liverpool.sch.uk |
| **Chair of Governors** | Mr.N.Christian |  |  |
| **Link Governor for Safeguarding** | Mrs.Kay Wilkin |  |  |
| **Add any other key contact details here** | Safeguarding email |  | deputy@smithdown.liverpool.sch.uk |

This annex provides guidance to all adults working within the school whether paid or voluntary or directly employed by the school or by a third party.

Keeping Children Safe in Education is statutory safeguarding guidance we will continue to have regard to as per our legislative duty. The government has provided additional guidance to support governing bodies, proprietors, senior leadership teams and designated safeguarding leads (DSLs) in order that they can continue to have appropriate regard to KCSIE and keep their children safe. The additional guidance for the COVID-19 period can be found here:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

*Please note: the government is preparing additional guidance for hubs or school clusters.*

***This annex should be read alongside Smithdown’s Child Protection policy, Part 1 and Annex A of Keeping Children Safe in Education 2019, and in conjunction with Part 1 of the School Improvement Liverpool Schools Safeguarding Handbook which is made available to all staff and volunteers.***

1. **Context**

From 20th March 2020 the government asked parents to keep their children at home, and for schools to remain open only for those children of workers critical to the COVID-19 response where those workers have no other safe arrangements for the care of their child/ren.

Schools were also asked to provide care for additional children. These children were identified by the government as being vulnerable due to social care involvement, or as a result of Special Educational Needs or Disability.

This addendum to our Child Protection policy specifies the details of our safeguarding arrangements during this time, until school is instructed it can safely fully open again.

1. **Vulnerable Children**

During school closures due to COVID-19, schools are required to provide care to children identified as being vulnerable.

**The government defines vulnerable children as those who have a social worker and those children and young people up until the age of 25 who have an Education, Health and Care Plan (EHC).**

Further information about vulnerable children can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Children who have a social worker include children who are subject to a Child Protection Plan and those who are looked after by the Local Authority. A child may also be considered vulnerable if they have been assessed as being in need or otherwise meet the definition in Section 17 of the Children Act 1989.

Children with an EHC Plan will be risk assessed to determine whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. Many children with EHC Plans can safely remain at home.

Eligibility for free school meals is not a determining factor when assessing vulnerability.

The government expects that vulnerable children with a social worker will attend an education setting, so long as they do not have underlying health conditions which put them at increased risk. Within Liverpool, all children open to Children’s Services have been assessed by their social worker and manager, and a priority list has been agreed. Children have been matched with their nearest Hub setting. Children on this list have been contacted by their social worker and will be supported to attend a Hub provision. Where a parent does not want to bring their child to a Hub setting and the child is deemed vulnerable, the social worker will explore the reasons for this directly with the parent. In conjunction with the Virtual Headteacher, Looked After Children have also been risk assessed and a list of priority children has been identified. Many Looked After Children can safely remain at home. Whilst there has been a priority list identified by the Local Authority, any child subject to Child Protection Planning can attend a Hub.

Prior to Smithdown closing, and before receiving official guidance regarding who met the criteria of vulnerable children, our school safeguarding team identified who our most vulnerable children were and formulated a plan to monitor their safety and wellbeing during school closure. The designated safeguarding lead and deputy were issued with mobile phones and contacted any families who may have been deemed as vulnerable. These numbers were displayed on our website alongside a specific email address that was checked daily. Schools have flexibility and are able to offer a place to those children they determine to be vulnerable, particularly those who are on the edge of receiving support or assessment from children’s services.

Smithdown will continue to work with and support children’s services to help protect vulnerable children. This is especially important during the COVID-19 period.

1. **Designated Safeguarding Lead**

When Smithdown is closed:

Staff follow the procedures set out in the main Child Protection policy for contacting and reporting concerns to the DSL and/or deputy.

Throughout the COVID-19 period, the safeguarding team will continue to engage with social workers and attend and contribute to all multi-agency meetings, as determined by the local procedures for remote meetings.

The DSL will ensure that the school is represented at all multi agency meetings in an appropriate way by identifying a secure and confidential space where virtual attendance at meetings can take place, without interruption. School will ensure there is access to appropriate technology to support this.

Safeguarding supervision for the safeguarding team will continue to take place weekly in order to review actions and decisions made, and support emotional wellbeing.

It is acknowledged by the government that face to face DSL training is unlikely to take place during the COVID-19 period. For the period these measures are in place, a DSL or deputy who has been trained will continue to be classed as a trained DSL (or deputy), even if they missed their refresher training.

1. **Safeguarding procedures**

Where staff in school have a concern about a child, they should continue to follow the process outlined in our main Child Protection policy. This includes making a report via the agreed methods which are contacting the designated or deputy safeguarding lead and then following up the report in writing on CPOMS. Staff are reminded of the need to report any concern immediately and without delay.

If a member of staff believes a child is at risk of harm then the Designated Safeguarding Lead should ring **Liverpool** **Careline on 0151 233 3700, without delay**. If the Designated Safeguarding Lead is *unavailable* then **any** member of staff should ensure Liverpool Careline is contacted without delay.

**If a child is in immediate/imminent danger then staff should ring the police.**

[**Safeguarding-mate**](https://www.schoolimprovementliverpool.co.uk/safeguarding-mate/#_blank) can provide additional key guidance to all staff regarding key safeguarding procedures [www.schoolimprovementliverpool.co.uk/safeguarding-mate/](http://www.schoolimprovementliverpool.co.uk/safeguarding-mate/)

Concerns regarding the conduct of a member of staff should continue to be dealt with in line with our managing allegations policy.

1. **Attendance monitoring**

Local Authorities and schools do not need to complete their usual day to day attendance processes to follow up on non-attendance.

The DfE have devised an online for and supporting spreadsheet for the COVID-19 period. It can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

As our school re-opens, we will ensure there is appropriate attendance monitoring in line with our normal procedures for all children on roll.

1. **Children moving between schools and Hubs**

Where is it identified that a child from Smithdown is attending another Hub/school setting, we will share relevant welfare and child protection information with the DSL for that Hub. The receiving Hub/school should be aware of the reason the child is vulnerable and the arrangements in place to support them. As a minimum, we will share the child’s EHC Plan, Child in Need plan, Child Protection Plan or for looked after children, their personal education plan. The name of the child’s social worker will also be shared. We intend that this will happen prior to the child arriving in the new setting but where that is not possible, we will share as soon as is reasonably practicable.

Schools must have appropriate regard to data protection and GDPR, but this does not prevent sharing of information for the purposes of keeping children safe.

As our school re-opens, our DSL or a member of the safeguarding team will hold a handover conversation for any children attending a Hub or other setting to ensure school is fully aware of all relevant safeguarding information.

1. **Safer Recruitment and movement of staff**

It remains essential that people who are unsuitable are not allowed to enter the children’s workforce or gain access to children. Schools should continue to follow the relevant safer recruitment processes for their setting, set out in part 3 of Keeping Children Safe in Education.

Our school workforce may be asked to temporarily move to another school setting to support the care of children. There is no expectation that a new Enhanced DBS with Barred List check will be obtained by the new setting. As the current employer, Smithdown can provide assurance to the new setting that the individual has been subject to the correct pre-employment checks (including an Enhanced DBS and Barred List check). If there are current concerns about the individual’s suitability to work with children or there are ongoing disciplinary investigations relating to safeguarding involving that individual, they should not be deployed in an alternative setting.

Smithdown will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult (as per paragraph 163 of Keeping Children Safe in Education)

Smithdown will also continue to consider and make referrals to the Teaching Regulation Agency (as per paragraph 166 of Keeping Children Safe in Education). During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

1. **Mental Health**

It is acknowledged that the current circumstances surrounding COVID-19 are particularly stressful and may cause increased anxieties and stress for all members of our school community. When children and staff are away from their usual routine and social contact, this can become a negative and stressful experience. Smithdown will ensure there is appropriate support available for the whole school community at this time. Support can include existing provision in the school, or from specialist staff or support services. This may be in the form of wellbeing activities on See Saw or music from the school Music Therapist. Items posted online will be fun as well as educational. Class teachers will ring their classes and make comments either in writing or verbally on the childrens online work. Where children of critical workers and vulnerable children continue to attend the setting, appropriate support will be offered to them whilst on site.

The school community can also be signposted to the government’s advice on supporting children and young people’s mental head during the COVID-19 outbreak, available here:

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak>

Staff should also be aware of the mental health of their pupils and parents when setting expectations regarding pupil’s work when they are at home.

1. **Online safety away from schools and Hubs**

Where children are not physically attending a Hub/school, Smithdown will consider the safety of our children when they are asked to work online. The starting point for online teaching remains the same as the principles set out in our school’s staff code of conduct. This policy includes acceptable use of technologies, staff/pupil relationships and communication including the use of social media. This policy applies equally to any existing or new online and distance learning arrangements which have been introduced. The principles set out in the [guidance for safer working practice for those working with children and young people in education settings published by the Safer Recruitment Consortium](https://www.saferrecruitmentconsortium.org/) alongside with the [COVID addendum](https://www.saferrecruitmentconsortium.org/GSWP%20COVID%20addendum%20April%202020%20final-1.pdf) to this guidance should be adhered to by all staff.

Any online learning tools or systems recommended for use by Smithdown, are be in line with privacy and data protection/GDPR requirements.

Smithdown are using a learning platform, See Saw, all children have an individual code to login. Any posts will need to be approved by the teacher who has posted the work.

Any inappropriate comments will be removed straight away, they will then be reported to the Senior Leadership team or the Safeguarding team if necessary. This will be recorded on CPOMS and will be followed up with the family..

Our school will also be in contact with parents and carers during this time. Communication with parents will reinforce the importance of children being safe online. Families will be made aware of what their children are being asked to do online, including the sites they will be asked to access and who their child is going to be interacting with online, including members of staff from our school.

Smithdown acknowledges that some parents and carers may choose to supplement the school’s online offer with support from online companies and in some cases, individual tutors. We will raise awareness with parents the importance or only accessing online support from a reputable organisation or individual who can provide evidence that they are a safe organisation and can be trusted to have access to children. We will signpost parents to support such as [Internet matters](https://www.internetmatters.org/?gclid=EAIaIQobChMIktuA5LWK2wIVRYXVCh2afg2aEAAYASAAEgIJ5vD_BwE), [London Grid for Learning](http://www.lgfl.net/online-safety/), [Net-aware](https://www.net-aware.org.uk/), [Parent info](https://parentinfo.org/), [Thinkuknow](http://www.thinkuknow.co.uk/) and the [UK Safer Internet Centre](https://www.saferinternet.org.uk/advice-centre/parents-and-carers).

1. **Operation Encompass**

When we receive an operation encompass notification relating to a pupil at our school, during the COVID-19 period, our response may be different to normal. If the subject of the notification remains in attendance at our Smithdown, we will follow our usual procedures. If the child is in attendance at an alternative Hub/school, we will securely share the information with the DSL for that setting. If the child is not attending any setting and is being cared for at home, we will risk assess the situation taking into consideration the history of the child and family. This information will be used in order to determine our response to each individual case. In all situations we would always aim to speak to the child.

1. **Peer on peer abuse**

Smithdown recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where we receive a report of peer on peer abuse, we will follow the principles as set out in part 5 of KCSIE and of those outlined within our main Child Protection policy. We will listen and work with the young person, parents/carers and any multi-agency partner required to ensure the safety and security of that young person. Concerns and actions will be recorded using the agreed methods and appropriate referrals made.

1. **Monitoring**

Smithdown Primary will develop arrangements to ensure all staff and volunteers are aware and have understood any additional safeguarding guidance set out in this addendum.