

## **Hodge Clough Primary School**

### **Safeguarding policy**

**Updated: November 2018**

**Review date: November 2019**

**This policy applies to all paid staff, volunteers, agency workers, students and anyone working on behalf of Hodge Clough Primary School.**

- The purpose of this policy: To protect children and young people who attend Hodge Clough Primary School. This also includes children and adults who use our services.
- To provide staff and volunteers with overarching principles that guide our approach to safeguarding and child protection.

#### **School statement:**

At Hodge Clough Primary School, we believe that our school ethos promotes and accepts the differences between all adults and children and our practice is about ensuring the inclusion of all individuals, treating them fairly and equally no matter the diversity of their race, gender, age, disability, sexual orientation, gender identity or social background.

The school will follow the safeguarding procedures as laid down by the Oldham Safeguarding Children's Board. We will follow health and safety guidelines and promote safety for adults and children in and around the school.

All staff have received a copy of Keeping Children safe in Education and have signed to say they have read and understand their responsibility to safeguard children under this guidance.

#### **This policy is drawn up on the basis of law and guidance that seeks to protect children namely:**

- Children's Act 1989 and 2004
- Keeping Children Safe in Education 2018
- General Data Protection Regulation (GDPR) 2018
- Human Rights Act 1998
- Sexual offences Act 2003
- Children and Families Act 2014
- SEND Code of practice
- Information sharing: Advice for practitioners 2015
- Working together to safeguard children: Guide updated 2018
- Prevent duty guidance revised 2016
- Equality Act 2010.

**This policy should be read along with other policies and procedures on:**

- Anti-bullying
- Attendance
- Child Protection
- Complaints
- e-safety
- Health and Safety
- Lone working
- PREVENT
- Recruitment
- Social media
- Training
- Whistleblowing

**Roles and Responsibilities within the Safeguarding team:**

Neil Cavanagh: Head teacher: Designated Safeguarding Officer

Wendy Watson: Deputy head teacher: Lead Safeguarding Officer

Karen McGee Assistant head: Lead Safeguarding Officer

Ruth Lomas: Parental engagement, Attendance and Lead Safeguarding Officer

Safeguarding Governor: Current vacancy

These designated safeguarding persons will be the first point of reference.

They will:

- Ensure that concerns raised by staff are logged and stored securely on CPOMS.
- Take appropriate action on incident's logged by staff and record this on CPOMS.
- Inform parents of concerns that are raised as appropriate (unless this creates a further risk to the child)
- Report concerns to the appropriate agency.
- Log incidents and actions taken on CPOMS.
- Promote staff awareness of safeguarding policy and procedures.
- Coordinate actions from Child Protection conferences, Child in Need and Core group meetings.
- Consult with other agencies as necessary.
- Inform appropriate staff of children who are vulnerable/at risk to enable them to support the child within school.
- Ensure that staff have ongoing awareness in regard to child protection.
- Pass relevant information to a child's new school as they leave.

- Ensure staff and volunteers are checked by the DBS service. This also includes visitors who work with children.

**The role of all other staff is to:**

- Know who the designated safeguarding team are.
- Know and follow-school safeguarding procedures.
- Record all concerns on our safeguarding system CPOMS.
- Attend meetings as appropriate.
- Have a general awareness of key indicators of abuse and neglect.
- Treat all children with equality and dignity.

**We recognise that:**

- The welfare of children is paramount.
- All children regardless of age, disability, gender, ethnicity and identity have the right to equal protection from harm and abuse.
- Some children are particularly vulnerable due to the impact of previous or ongoing experiences, their level of dependency and communication needs.
- Working in partnership with children, parents, carers and other agencies is essential in promoting the welfare of children and young people.

**We will seek to keep children safe by:**

- Listening to and respecting them.
- Appointing members of staff including a Designated Safeguarding Officer (DSO) for safeguarding.
- Ensuring all staff are trained appropriately and can and do understand and follow safeguarding policy and procedures.
- Continuing to monitor and develop policies and procedures relevant to the modern world.
- Recruiting staff and volunteers safely ensuring the relevant checks are complete.
- Recording information professionally and securely.
- Sharing information that is relevant and appropriate with families and external agencies.
- Maintaining an anti-bully environment.
- Ensuring we have effective complaints and whistleblowing procedures in place.
- Ensuring we have a safe physical environment for the children, staff, volunteers and visitors to the school and making sure this complies with regulatory guidance.

### **Staff and other adults working with children:**

Following guidance on safer working practice, all staff, Governors, volunteers, parent helpers and external professionals will hold a current DBS certificate. Those persons who do not must be accompanied at all times where children are or may be present by a member of staff who does hold a certificate. The details of the DBS certificate will be entered on the DBS Register by a member of the Business Support Team. External professionals including agency workers should bring their certificates with them along with relevant ID and this information will be checked by a member of the Business Support Team before entering the open building. These details will be entered on the DBS Register by a member of that Team. In addition, all staff are required to complete a Disqualification by Association Form

### **Prevent Duty:**

Hodge Clough Primary School is committed to safeguarding, and promoting the welfare of all of our children and families. We recognise that in an ever changing and fast moving world it is essential that we promote children's well-being, confidence and resilience, and that we provide them with up to date and age-appropriate information and signpost them to places where they can find support, where necessary.

We see protecting our children from the risk of radicalisation as part of our wider safeguarding duties, and that it is similar in nature to protecting students from other harms, whether these come from within their family or are the product of outside influences. We acknowledge the Prevent Duty and we have due regard to the need to prevent children and their families from being drawn into any illegal activity, including terrorism.

At Hodge Clough Primary all staff are expected to uphold the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. These values are promoted through our values and ethos, the curriculum, citizenship, assembly themes and PHSE work.

At Hodge Clough Primary our priority is on early intervention and diverting people away from risk through robust and thorough recording and reporting procedures and strong partnerships with partner agencies.

All staff have undertaken foundation Prevent and Channel training to equip them with the necessary skills, knowledge and confidence to enable them to prevent and support children at risk of being radicalised. Staff are aware of the referral pathway through MASH or the police following discussions with Prevent lead. School will make a relevant referral to the Channel panel where there are concerns that a child is being radicalised. LA prevent Lead – Bruce Penhale, Prevent & Channel coordinator – Mike Walker. For non-emergency situations concerns will also be

shared with the Department of Education dedicated service ([counter.extremism@education.gsi.gov.uk/02073407264](mailto:counter.extremism@education.gsi.gov.uk/02073407264)).

Hodge Clough governors have agreed to ensure that appropriate filters and appropriate monitoring systems are in place to limit children's exposure to online risk (including any harmful or extremist type literature). School should refer to Annex C 'online safety' on page 61 Keeping Children Safe in Education 2016 version.

### **Vulnerable children:**

Children who have been identified as vulnerable and put on the vulnerable register which is available to all staff to view on CPOMS.

### **Peer on Peer abuse:**

We recognise that peer on peer abuse can happen in many different ways and mediums.

- Sexual abuse including sexting.
- Physical abuse.
- Emotional abuse including discrimination.

Sexualised behaviours will be identified and guidance used via the brook traffic light toolkit.

Sexting: If a child is found to be the sender or receiver of sexual images or texts this will be reported to both parents/police/social services as appropriate.

Allegations of peer on peer abuse will be investigated by a member of the safeguarding team clarifying what abuse the person is alleging by whom, when, where and frequency (if not the first time), this will all be recorded in written form. This will then be reported using safeguarding procedure as outlined at the end of this document.

### **Looked After Children (LAC):**

Lead staff for LAC are:

Sara Hilton – Pupil Premium and LAC lead teacher.

Phil Taylor – School governor LAC

These staff will know the details of the children's LAC status. Including names of the teachers, social workers and virtual Head Teachers of the local authority who looks after the child.

### **Attendance:**

Children who are at risk of or whom are missing education will be investigated and reported following LA procedure as outlined in the school attendance policy.

## **SEND:**

We recognise that children with SEN and disabilities can face additional safeguarding challenges and that additional barriers exist in recognising abuse i.e.: assumptions that indicators of abuse such as behaviour, injury or mood might be assumed to be down to the child's disability and not further investigated but assumptions will not be made. We also recognise that children with SEND can be disproportionately impacted by things such as bullying such as not showing signs, barriers and difficulties including communication will be sought to be overcome. Extra care when dealing with children with communication difficulties including establishing between opinion and interpretation.

### **Recording and storing information.**

All confidential information relating to pupils is stored on secure systems SIMS and CPOMS.

CPOMS is our main safeguarding system to which all members of staff are encouraged to contribute any concerns.

The designated person will check this information no less than weekly to try and identify any emerging patterns of concerns; and track recurring problems relating to individual children and families to determine if any further action needs to be taken.

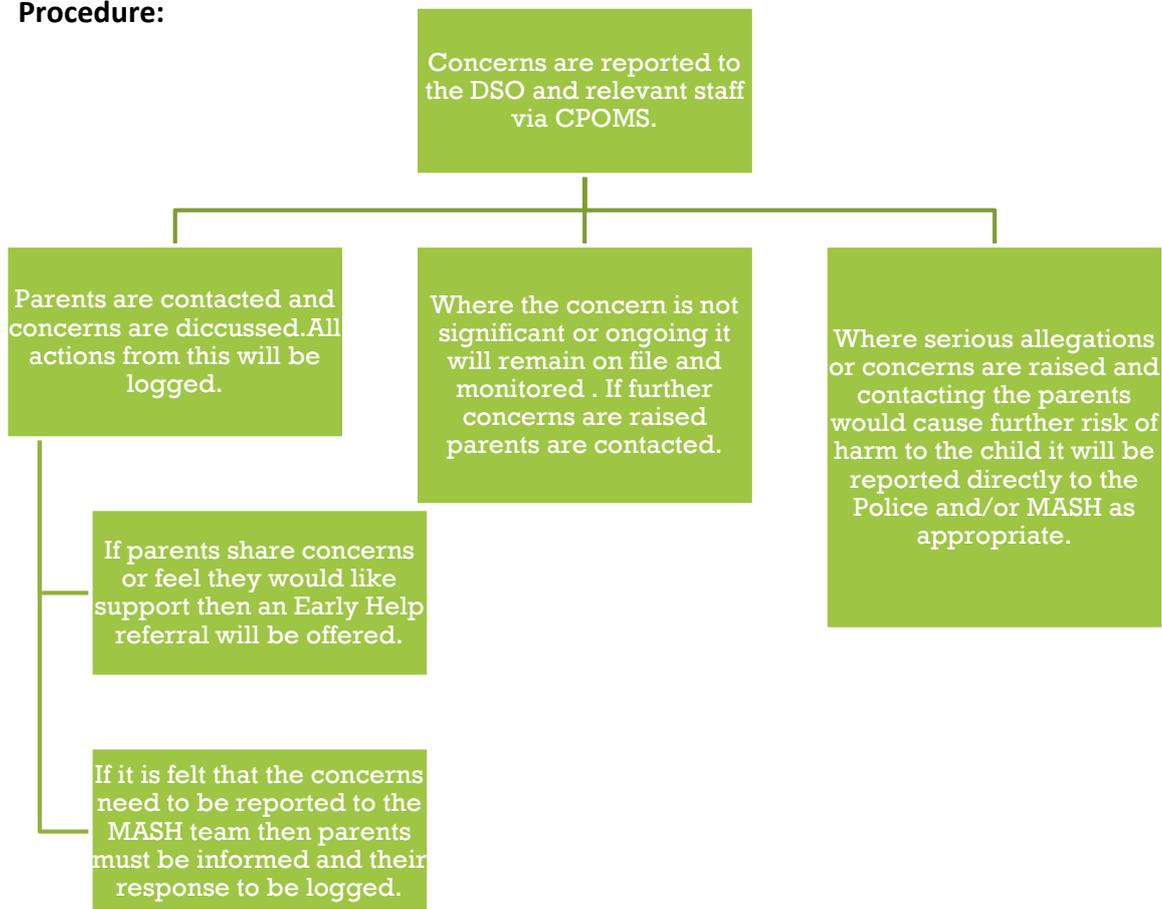
These files will be kept on the same secure server.

When a pupil transfers to another school in this area, the following action will be taken:

If the pupil has a child protection plan (C.P. Plan), a meeting will be held with the designated person from the receiving school, at which all relevant information will be transferred; If possible, both teachers will attend the next case review; and

ii) If the child does not have a Child Protection Plan but either has been in the past, or if concerns exist, a note will accompany the child's information to the new school, which indicates that the designated person is available for informal discussion if the new school considers it necessary.

**Procedure:**



**Reporting Concerns:**

School will respond to all safeguarding concerns but will not hesitate to report them to the police if they are deemed to be at risk from harm. All concerns that could or do meet threshold guidelines as stated in the threshold document will be reported using guidelines as set out by the LSCB:

Quick guide:

[http://www.oldham.gov.uk/lscb/downloads/file/15/guide\\_booklet](http://www.oldham.gov.uk/lscb/downloads/file/15/guide_booklet)

Contacts:

Children’s Social Care/Multi Agency Safeguarding Hub (MASH) 01617707777

[http://www.oldham.gov.uk/lscb/info/4/referrals\\_and\\_assessments](http://www.oldham.gov.uk/lscb/info/4/referrals_and_assessments)

Police on 101

**Creating this policy:**

Ongoing staff and external professional input has been invaluable in creating and amending this policy. It is available on the internal email conference and our school website.