

North Yorkshire LA

School Child Protection Policy

School Pickering Infant and Nursery School

Headteacher Mrs Sarah Gillam

Named personnel with designated responsibility for Child Protection

Academic year	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Nominated Governor	Chair of Governors
2017/18	Mrs Sarah Gillam	Mr Rob Newton	Mrs Pam Northcote	Mr Neil Herring
2016/17	Mrs Sarah Gillam	Mr Rob Newton	Mrs Pam Northcote	Mr Stephen Knight
2015/16	Mrs Sarah Gillam	Mr Rob Newton	Ms Kirstie Vincer & Mrs Pam Northcote	Mr Stephen Knight
2014/15	Mrs Sarah Gillam	Mr Rob Newton	Ms Kirstie Vincer	Mr Stephen Knight
2013/14	Mrs Sarah Gillam	Mrs Liz Maguire	Mrs Susan Close	Mr Stephen Knight

Policy Review dates

Reviewed September 2017

Due for next review September 2018

Review Date	Changes made	By whom	Date Shared with staff
Dec 2017	Governor name updates	Full GB	
Dec 2016	Change of layout and order and to include LA changes	Full GB	13th December 2016
Dec 2015	As LA changes	Full GB	December 2015 and then 23rd February 2016
Sept 2014	Key Person updates	Full GB	1st September 2014
March 2014	As LA changes Key person updates	Full GB	22nd April 2014
March 2013	As LA changes Key person updates	Full GB	15th April 2013

Dates of Staff Training and details of course title and training provider

Whole School	Designated Safeguarding Lead (Biannually)	Deputy Designated Safeguarding Lead
	16th May 2017 The Voice of Fathers and partners in assessment City of York Council	
8th Dec 2015 (Teachers), 20th Jan 2016 (MSAs), 23rd Feb 2016 (TAs), 15th March 2016 (Governors) Prevent Training Online	11th June 2015 Prevent Training	8th Dec 2015 Prevent Training Online
June 2015 Safeguarding presentation from NYSCB	Spring 2015 LSCB Safeguarding Children – Intermediate (NYSC-0015-T002)	Spring 2015 LSCB Safeguarding Children – Intermediate (NYSC-0015-T002)
Summer 2012 Safeguarding presentation from NYSCB	Spring 2012	Spring 2014 LSCB Safeguarding Children

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1. INTRODUCTION

This policy was written by the North Yorkshire Safeguarding Officers with acknowledgement that they have included information from NYCC Education and Skills and the CAPE sample school policy.

The policy updates the LA Sample policy issued 2015 and is in response to: Sections 175 of the Education Act 2002 and Education (Independent School Standards) Regulations 2014.

and:

- the North Yorkshire Safeguarding Children Board (NYSCB) Child Protection Procedures www.safeguardingchildren.co.uk;
- *Working Together To Safeguard Children* HM Government 2015
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- *Keeping Children Safe in Education* (KCSiE) DfE 2016
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- School's duty under the Children Act 2004, to co-operate with other organisations and agencies.
- *What To Do If You Are Worried A Child is Being Abused* 2015
- Recommendations from national and local Serious Case Reviews
- the *Early Years Foundation Stage Section 3 – The Safeguarding And Welfare Requirements* September 2014

This policy applies to all adults, including volunteers, working in or on behalf of the school. This is outlined further in the document '*Keeping Children Safe in Education*' (KCSiE) DfE July 2015

Safeguarding includes the establishment and implementation of procedures to protect children from deliberate harm, however, safeguarding also encompasses all aspects of pupils' health, safety and well-being. This policy should be considered alongside other related policies in school, including;

Anti-bullying

Complaints

Computing

Data protection

Educational visits

Health and Safety

Missing child procedures

Physical intervention and restraint

PSHCE

Sex and relationships

Staff behaviour

Volunteer and student

Whistle blowing

The school brochure also contains a safeguarding statement.

2. SCHOOL COMMITMENT

The Designated Safeguarding Lead (DSL) for Child Protection is Mrs Gillam, the head

teacher and the person who deputises in her absence is Mr Newton, the deputy head teacher.

School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs and Disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

3. ROLES AND RESPONSIBILITIES

Governing Body

The Governing Body should ensure that:

- the school complies with the Local Authority's arrangements to promote co-operation between itself, the school and relevant partners and organisations who are engaged in activities relating to children
- the school contributes to inter-agency working in line with statutory guidance [Working Together to Safeguard Children](#)
- there is a clear accountability for the commissioning and / or provision of services designed to safeguard and promote the welfare of children.
- there is a senior board level lead to take leadership responsibility for the school's safeguarding arrangements (e.g. nominated governor)
- the school has a child protection policy and procedures in place which are provided to and read by all staff – including temporary staff and volunteers – on induction. These are in accordance with government guidance and refer to locally agreed inter-agency procedures put in place by the NYSCB, are updated annually, and available publicly either via the school or college website or by other means
- all staff read at least part one and Annex A of KCSiE 2016.
- mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of KCSiE 2016.
- all staff undertake appropriate child protection training.
- a senior member of the school's leadership team is designated to take lead responsibility for child protection (Known in North Yorkshire as Designated Safeguarding Lead or DSL). This is explicit in the DSL's job description (Annex B KCSiE) and the need for a deputy DSL is reviewed.
- the DSL has the appropriate authority and the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children
- information regarding the role of the DSL is provided to all staff and volunteers on induction
- a designated teacher is in post to promote the educational achievement of children who are looked after and that this person has appropriate training.
- the school has a staff behaviour policy (code of conduct) which should amongst other things include staff/pupil relationships and communications including the use of social media and there is an acceptable use of technologies agreement. This should be provided to all staff – including temporary staff and volunteers – on induction.
- the school has written recruitment and selection policies and procedures in place.
- at least one person on any appointment panel has undertaken safer recruitment training.

- the school operates safe recruitment procedures and makes sure that it adheres to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required; and ensures volunteers are appropriately supervised.
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures (Appendix A).
- the chair of governors liaises with the LADO and/or partner agencies in the event of allegations of abuse being made against the head teacher.
- there are procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.
- it considers how children may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through personal, social health and economic education (PSHE), and/or through sex and relationship education (SRE).
- children are safeguarded from potentially harmful and inappropriate online material (ref KCSiE Annex C)
- appropriate filters and appropriate monitoring systems are in place so children are
- safeguarded from potentially harmful and inappropriate online material being careful that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding (Ref KCSiE para 67, 69).
- a policy and procedures are in place with regards to peer on peer abuse and followed by all staff (ref KCSiE paras 76-78)
- the school has due regard in particular to the duty to prevent people from being drawn into terrorism; to report known cases of female genital mutilation
- appropriate safeguarding responses are in place to children who go missing from education (ref KCSiE para 51) including the statutory duty to notify the LA, as appropriate, when a pupil’s name is about to be deleted from the school admission register.
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- there is an annual review of policies and procedures and the Schools’ Safeguarding Audit is completed (<http://cyps.northyorks.gov.uk/index.aspx?articleid=21016>)
- without delay, any deficiencies or weaknesses regarding child protection arrangements are remedied.

Head Teacher

The Headteacher should ensure that:

- the policies and procedures adopted by the Governing Body or Proprietor, particularly concerning referrals of cases of suspected abuse and neglect, are fully implemented and followed by all staff.
- s/he liaises with the LA and/or partner agencies in the event of allegations of abuse being made against a member of staff or volunteer.
- s/he receives appropriate child protection training which is regularly updated.
- s/he ensures that there is always cover for this role including arrangements during school holidays by including contact details of how to contact social services, on the school website.

- where a child leaves the school or college ensure the 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 obtaining confirmation of receipt.
- ensure that CP records are retained until the young person's 25th birthday if the school is the final school.

School must have regard to any other requirement requiring longer retention period:

The current requirement under IICSA (Independent Inquiry into Child Sex Abuse) is that records of child sex abuse should be retained for the period of the inquiry.

Please see details <https://www.iicsa.org.uk/letter-to-local-authority-ceos>

- ensure that, if a child goes missing or leaves to be educated at home, the child protection file is forwarded to the Safeguarding Unit Manager, County Hall, Northallerton, DL7 8AE ensuring secure transit and obtaining confirmation of receipt.
- ensure that the key worker in Prevention Service or Children's Social Care is informed where the child leaves the school.

DSL

The DSL has responsibility for Child Protection and Prevent

Managing referrals

The DSL will:

- act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- refer all cases of suspected abuse to the local authority children's social care.
- liaise with the head teacher to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- 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.

Training

The DSL should receive appropriate training carried out every two years in order to:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- 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 school's or college's child protection policy and procedures, especially new and part time staff
- be alert to the specific needs of children in need, those with special educational needs and young carers
- be able to keep detailed, accurate, secure written records of concerns and referrals

- obtain access to resources and attend any relevant or refresher training courses
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them

Policies and Practice

In order to ensure the school or college's policies are known and used appropriately, the DSL will:

- ensure the school or college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly and work with governing bodies 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.
- link with the NYSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

Staff and Volunteers

All staff and volunteers should:

- read at least part one and Annex A of KCSiE 2016.
- be aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This includes the school's child protection policy, the school's staff behaviour policy and the identity and role of the DSL.
- receive appropriate child protection and Prevent training which is regularly updated.
- be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.
- 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.
- where there are concerns about a child, raise these with the DSL.
- understand that, whilst anyone can make a referral to Children and Families' Service, the correct school procedure is to report their concerns to the DSL in the first instance. If after a referral the child's situation does not appear to be improving the DSL (or the person that made the referral) should press for re-consideration to ensure their concerns have been addressed and, most importantly, that the child's situation improves.
Ref school escalation procedure and NYSCB procedure
<http://www.safeguardingchildren.co.uk/section-15-procedures.html>
- in exceptional circumstances, such as in an emergency or a genuine concern that action has not been taken, speak directly to Children and Families' Service. Where referrals are not made by the DSL inform the DSL as soon as possible, that a referral has been made.
- follow all school procedures and policies in relation to child protection, as outlined in the introduction of this policy.
- receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

Concerns should always lead to help for the child at some point.

4. IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO ARE SUFFERING OR LIKELY TO SUFFER SIGNIFICANT HARM

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

Definitions

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

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

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

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

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 is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, 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)
- ensure access to appropriate medical care or treatment

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

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

Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why.

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Lead will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the children.

It is **not** the responsibility of the school staff to investigate or determine the truth of any disclosure or allegation of abuse or neglect. All staff, however, have a duty to recognise concerns and maintain an open mind. They must not assume that indicators of possible abuse such as behaviour, mood and injury relate to a child's disability without further exploration. They must remain alert to the fact that children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs.

Accordingly all concerns indicating possible abuse or neglect will be recorded and discussed with the Designated Safeguarding Lead with responsibility for child protection (or in his/her absence with the person who deputises) prior to any discussion with parents.

a) Receiving a disclosure

Wherever possible, staff will elicit enough information to pass on to the DSL in order that s/he can make an informed decision of what to do next.

Staff will:

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

School will record:

- Information about the child : name (aka) address, d.o.b., those with parental responsibility, primary carers, emergency contacts, names of persons authorised to collect from school, any court orders, if a child is or has been subject to a CP Plan
- Key contacts in other agencies including GP details
- Any disclosures/accounts from child or others, including parents (and keep original notes)
- Significant contacts with carers/other agencies/professionals
- All concerns, discussions, decisions, agreements made and actions taken (dated, timed and signed, to include the name and agency/title of the person responsible/ spoken to), the plan to protect the child and arrangements for monitoring/review

All records should be objective and include:

- Statements, facts and observable things (what was seen/heard)
- Diagram indicating position, size and colour of any injuries (not photograph)
- Words child uses, (not translated into 'proper' words)
- Non-verbal behaviours

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the head teacher and Designated Safeguarding Lead. The file will be transferred as soon as possible to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Safeguarding Lead Child Protection.' The file will be transferred separately from the main pupil file, ensuring secure transit and obtaining confirmation of receipt. The final school will retain the C.P. file until the child's 25th birthday.

When sharing confidential information about a member of staff or pupil, the school has regard to its responsibilities under the Data Protection Act (DPA) 1998 and where relevant, the Education (Pupil Information)(England) Regulations 2005 and the Freedom of Information Act 2000.

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Safeguarding Unit Manager, County Hall, Northallerton, DL7 8AE.

School will monitor:

Any cause for concern including where there could be serious child welfare concerns:

- Injuries/marks
- Attendance
- Changes e.g. mood/ academic functioning
- Relationships
- Language
- Behaviour
- Demeanour and appearance
- Statements, comments
- Medicals
- Stories, 'news', drawings
- Response to P.E./Sport
- Family circumstances
- Parental behaviour/ care of child

The DSL will review all monitoring arrangements in the timescale and manner determined by circumstances, recorded and clearly understood by all concerned

b) Reporting a disclosure

Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- any explanation given which appears inconsistent or suspicious.
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. significant changes in behaviour, worrying drawings or play).
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance.
- any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people.
- any concerns regarding person(s) who may pose a risk to children (e.g. staff in school or person living in a household with children present) including inappropriate behaviour e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

c) Responding to a disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity.

Where the school has children with communication difficulties that may prove a barrier to sharing of concerns with a member of staff, discussions will be had with professionals involved to find the most appropriate way for each individual. Training will be provided for the staff members concerned so that any disclosures that are made can be understood and acted upon.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the Designated Safeguarding Lead and make a contemporaneous record.

Action by the Designated Safeguarding Lead (or Deputy DSL in their absence)

The following actions will be taken where there are concerns about significant harm to **any child**, including where there is already an open case to Children's Social Care.

Following any information raising concern, the Designated Safeguarding Lead will consider:

- any urgent medical needs of the child.
- whether to make an enquiry to the Customer Service Centre **01609 780780** to establish if the child is or has been subject of a Child Protection Plan.
- discussing the matter with other agencies involved with the family.
- consulting with appropriate persons e.g. Prevention Service, Children's Social Care ref. Appendix C.
- the child's wishes and any fears or concerns s/he may have.

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk.
- whether to make a child protection referral to Children and Families' Service because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

OR

- not to make a referral at this stage.
- if further monitoring is necessary.
- if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to Children and Families' Service will be accompanied by a standard referral form <http://www.safeguardingchildren.co.uk/section-5-procedures.html>

d) Post Referral and Involvement in Multi-Agency Meetings

It is the responsibility of all staff to safeguard children. It is the role of the DSL (or appropriately trained Deputy DSL.) to attend multi-agency meetings and provide reports for these. Other staff in school, however, may be asked to contribute.

The Designated Safeguarding Lead will:

- make regular contact with Children's Social Care
- contribute to the Strategy Discussion and all assessments
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child has a Child Protection Plan, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where possible, share all reports with parents prior to meetings
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, follow the NYSCB procedures 6.16
<http://www.safeguardingchildren.co.uk/section-6-procedures.html>
- where there is significant information in respect of a child subject to a Child Protection Plan, **immediately** inform the key worker or his/her manager in Children's Social Care e.g. any significant changes or concerns, departures from the CP plan, child moves/goes missing,/is removed from school or fails to attend school

6. Allegations regarding person(s) working in or on behalf of school provision (including volunteers)

Where an allegation is made against any person working in or on behalf of the school (including where that person is no longer working in or on behalf of the school and/or the allegation is historical) that he or she has:

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child or

- c. behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children

school will apply the same principles as in the rest of this document.

School will always follow:

the NYSCB procedures Section 10 *Managing Allegations against Staff & Volunteers*
<http://www.safeguardingchildren.co.uk/section-10-procedures.html>

DfE Guidance *Keeping Children Safe in Education*
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

and NYCC Guidance <http://cyps.northyorks.gov.uk/index.aspx?articleid=15232>

Detailed and accurate records will be made to include decisions, actions taken, and reasons for these. Records of all incidents and concerns about staff will be kept in order that historical patterns can be detected. All records will be retained securely. Whilst we acknowledge such allegations, (as all others), may be false, malicious or displaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event **MUST** immediately inform the head teacher and make a record and have regard to the school's whistleblowing procedure
- In the event that an allegation is made against the head teacher the matter will be reported to the Chair of Governors who will proceed as the 'head teacher'
- The head teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children
- The head teacher may need to clarify any information regarding the allegation, however no person will be formally interviewed or asked to write a formal statement at this stage
- The head teacher will consult with Local Authority Designated Officer LADO (see Appendix C Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The head teacher will inform the Chair of Governors of any allegation.

Where an Early Years' provider is registered with OfSTED, the provider must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). The provider must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Please also see additional requirements in the EYFS 2014.

School will make reference to NYSCB Procedures and NYCC Disciplinary Procedures.

7. PREVENT

In order to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Schools can also build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. The Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, school should provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. The statutory framework for the Early Years Foundation Stage sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world.

Roles and responsibilities:

- The strategic Prevent lead in school is the head teacher, Mrs Gillam
- She understands the expectations and key priorities to deliver Prevent and this is embedded within safeguarding procedures
- The senior leadership team and governing body are aware of the Prevent Strategy and its objectives
- There is a clear awareness of roles and responsibilities throughout the school. college, setting regarding Prevent
- The Prevent agenda and its objectives has been embedded within the appropriate safeguarding processes
- The school's premises do not give a platform for extremist speakers and events
- School provides a broad and balanced curriculum that helps protect pupils against extremism and promotes community cohesion: (see Appendix B)

Training:

- A training plan is in place so that key staff, including senior leaders, understand the risk of radicalisation and extremism and know how to recognise and refer children who may be vulnerable
- Details of training courses including frequency and availability are cascaded to all relevant staff
- Further training on the Prevent agenda is made available to the safeguarding leads where appropriate
- There is appropriate staff guidance and literature available to staff on the Prevent agenda
- All staff in the organisation have accessed appropriate prevent training for their role

A programme of 'Prevent' training and consultancy is available to schools through **SmartSolutions Online**: www.northyorks.gov.uk/smartsolutions

Three levels of support:

Level 1: Leadership consultancy focusing on Prevent including the WRAP3 training-

Workshop to raise awareness of Prevent:

Level 2: Whole establishment consultancy focusing on Prevent:

Level 3: Next Step School Leadership support focusing on Prevent/British Values:

- Preventing Violent Extremism online course:
http://course.ncalt.com/Channel_General_Awareness/
The e- learning package can also be found on the North Yorkshire LSCB website accessed through the training brochure link.

Referrals:

- An appropriate internal Prevent risk assessment and referral process is in place
- All staff including the Prevent lead/DSL follows the NYSCB procedures www.safeguardingchildren.co.uk
- Partner agency communication channels are in place
- An audit trail for notification reports/referrals exists
- Prevent referrals/notifications are managed or overseen by The Prevent lead
- A process is in place to identify and develop 'lessons learnt'

8. Working with Parents

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted. There are many useful websites that contain advice and information about this, including:

NYSCB www.safeguardingchildren.co.uk

NSPCC www.nspcc.org.uk

CEOP <https://www.thinkuknow.co.uk/parents/>

Internet Matters <http://www.internetmatters.org/>

Parent Zone <http://www.theparentzone.co.uk/parent>

Childnet <http://www.childnet.com/resources/know-it-all-for-parents>

Parents Protect www.parentsprotect.co.uk

<http://www.direct.gov.uk/en/Parents/Schoolslearninganddevelopment/YourChildsWelfareAtSchool/index.htm>

Links to some of these can be found on our school website.

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

School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see Section 3: 3 Action by Designated Safeguarding Lead) We encourage parents to discuss any concerns they may have with the head teacher. The child protection policy is available publicly on our school website, which we make parents aware of.

SAFEGUARDING APPENDICES

A. Contacts

Advice and Support

PREVENTION SERVICE

Area Prevention Managers

West

Craven	Caroline Porter	01609 532412
Ripon & Rural Harrogate	Jon Coates	01609 532323
Harrogate Town & Knares.	Rachel Copping	01609 533446

Central

Richmondshire	Jos Mortimer	01609 533682
Hambleton North	Sharon Jones	01609 536468
Hambleton South	Margaret Mitchell	01609 536206
Selby Town	Pat Scully	01609 532385
Tadcaster & Rural Selby	David Fincham	01609 534022

East

Whitby & The Moors	Diane Leith	01609 532479
Ryedale	Stuart Davidson	01609 536009
Scarborough Town	Liz White	01609 533139
Scarborough South & Filey	Simone Wilkinson	01609 532927

Advice and Referral

CHILDREN AND FAMILIES' SERVICE

Customer Service Centre 01609 780780
Social.care@northyorks.gov.uk

For advice please ask to speak to a Team Manager in the Customer Service Centre

Emergency Duty Team 01609 780780

NORTH YORKSHIRE POLICE 101
(Ask for the Serious Crime Team in your area)

PREVENT

Referrals prevent@northyorkshire.pnn.police.uk
Sara Widdrington (Local contact) 01609 643127
07792329498
sara.widdrington@northyorkshire.pnn.police.uk

Safeguarding Unit

Safeguarding / Designated Officers for Managing Allegations (LADOs)

Craven / Harrogate / Selby

Rosemary Cannell Part-time 01609 534974 07715540723

Susan Crawford 01609 532152 07813 005161

North / White Horse / Coast

Karen Lewis 01609 534200 07715 540711

Dave Peat 01609 535646 07814 533363

Managers (part-time):

Alan Critchlow 01609 532320 07715540712

Heather Pearson 01609 532301 07715540741

Business Support including CME Coordinator (Children Missing Education)

Safeguardingunit@northyorks.gov.uk 01609 532477

[Safeguard](#)

NYCC HUMAN RESOURCES

schoolshradvisory@northyorks.gov.uk 01609 798343

B. Curriculum

The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable, how they can keep themselves safe and how to complain. All pupils know that we have Designated Safeguarding Lead with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

The school is committed to ensuring there are opportunities in the school curriculum, for example through the Personal, Social, Health Education (PSHE) curriculum and by providing an age-related, comprehensive curriculum, for pupils to be taught about aspects of safeguarding in order to develop the knowledge and skills they need to recognise and stay safe from abuse, including on-line safety. We do this by:

- developing healthy relationships and awareness of domestic violence, bullying, child sexual orientation, gender-based violence, hate, relationship abuse, faith abuse and abuse
- recognising and managing risks including online, including cyber bullying and online grooming for sexual exploitation and radicalisation enabling pupils to become safe and responsible users of new technologies and the impact of new technologies on sexual behaviour, for example sexting
- enabling pupils to develop knowledge, skills and attitudes consistent with the promotion of fundamental British values
- recognising how pressure from others can affect their behaviour, including the risks of radicalisation to extremist behaviour
- ensuring pupils have the opportunity to discuss controversial issues and develop tolerance and respect for others
- raising awareness of female genital mutilation and forced marriage
- making available appropriate local and online advice

Additional aspects of safeguarding included in the curriculum are risks associated with:

- substance misuse
- gangs and youth violence
- mental health
- water, fire, roads and railways

The school has updated the curriculum aspects of related policies to ensure that they are aligned to our child protection policy. This includes the school's e-safety, sex and relationship, substance misuse and anti-bullying policies.

The school recognises the statutory duty, since April 2014, to publish information about the content of our PSHE curriculum on our school website.

The school recognises the importance of using age appropriate curriculum resources and ensuring that there is a safe climate for learning which includes the setting of ground rules.

Parents /carers are invited to view any resources and discuss any concerns they have over any curriculum content within our PSHE curriculum provision. Arrangements can be made by contacting the school PSHE leader, through the school office, in the first instance.

Training needs of staff are regularly reviewed to ensure that staff who are delivering safeguarding aspects of PSHE or on-line safety have the appropriate knowledge and skills.

The school monitors and evaluates the impact of the safeguarding taught curriculum provision through our school based monitoring and evaluation processes which include lesson observation, work scrutiny, feedback from pupils, staff and parents/carers.

Example curriculum/teaching resources – please see Appendix 3

NSPCC ChildLine Schools' Service available for Primary Schools contact:
Tracey Weaver Area Coordinator Childline School Service North Yorkshire
Tel: 07792654739, Tracey.Weaver@NSPCC.org.uk

The following Information is made available to pupils – PANTS advice from NSPCC.

School’s arrangements for consulting with and listening to pupils are School council, ‘I need to talk’ systems in classes as appropriate to each year group, Growing up in North Yorkshire Survey.

We make pupils aware of these arrangements by as appropriate to each year group following discussions with school staff.

C. Curriculum resources

Risk management Dot Com Children’s Foundation <http://dotcomcf.org/>

Met police www.safe.met.police.uk/index.html

<p>PSHE and Citizenship Planning and Assessment Toolkit</p>	<p>NYCC PSHE and Citizenship Planning and Assessment toolkit available in the PSE room on Fronter. The toolkit contains a PSHE and Citizenship curriculum entitlement framework for key stage 1-2 and 3-4 https://fronter.com/northyorks/ (a school log in is required)</p>
<p>Domestic abuse</p>	<p>NYCC Domestic Abuse School Reference pack 2013 www.northyorks.gov.uk/index.aspx?articleid=16579</p> <p>Expect Respect Educational Toolkit designed to help schools to address the issue of domestic abuse from KS1-5 www.womensaid.org.uk</p> <p>A website to help children and young people understand domestic abuse (KS2-5) www.thehideout.org.uk</p> <p>Independent domestic abuse service provides a range of information for staff and young people. www.idas.org.uk</p>
<p>Sexual Abuse Healthy Relationships Child Sexual Exploitation</p>	<p>NSPCC pants- the underwear rule (EYFS and KS1-2) http://www.nspcc.org.uk/ (also has a section for parents/carers)</p> <p>BigTalk Cards ‘growing up safe’. A set of 23 cards that explore a range of situations aimed at primary school aged children such as exposure to inappropriate images/ being photographed inappropriately. http://www.bigtalkeducation.co.uk/resources-for-primaries.html</p> <p>Friend or Foe who can you trust? A sexual exploitation and relationships education programme(KS3,4) www.safeguardingsheffieldchildren.org.uk</p> <p>Can you see me? An educational resources to explore teenage relationship abuse (KS3,4) www.canyouseeme.coop</p> <p>Child Sexual Exploitation Practice Guidance from North Yorkshire Safeguarding Children Board</p>

	<p>http://www.safeguardingchildren.co.uk/sexual-exploitation.html</p>
On-line safety	<p>Adventures of Smartie the penguin for EYFS and KS1 and Smart rules with Kara, Winston and the Smart Crew for KS2 http://kidsmart.org.uk</p> <p>Think u know has a range of supporting resources for KS1-5 http://www.thinkuknow.co.uk/ (It also has a section for parents/carers)</p> <p>On-line safety resources for young people, teachers and professionals , parents and carers www.childnet-int.org including Jenny's Story for secondary age pupils</p> <p>On-line safety activities at www.childnet.com.KS1-4</p> <p>Digital Citizenship Scheme http://www.digital-literacy.org.uk/Home.aspx</p> <p>360 Degree Safe – an eSafety audit and planning tool http://www.360safe.org.uk/</p>
Bullying	<p>DfE anti bullying guidance including advice on cyber bullying https://www.gov.uk/government/publications/preventing-and-tackling-bullying</p> <p>The Anti-bullying Alliance: with access to lots of resources to support anti-bullying work in schools, both at strategic and curriculum delivery levels www.anti-bullyingalliance.org</p> <p>Childline (KS2-5) www.childline.org.uk</p> <p>'Lets Fight it Together '(Cyberbullying DVD) KS2-3 http://www.youtube.com/watch?v=dubA2vhlIrg</p> <p>Kidscape www.kidscape.org.uk/ (KS1-4) Cyberbullying www.kidscape.org.uk/cyberbullying/</p> <p>Childnet www.childnet.com (KS1-4)</p> <p>Stonewall www.stonewall.org.uk (KS1-4)</p> <p>BeatBullying www.beatbullying.org (KS1-4)</p>
Female Genital Mutilation	<p>PSHE association has a page on its website focused on this issue. This contains a link to a lesson plan (KS3-5) https://www.pshe-association.org.uk/content.aspx?CategoryID=1193</p> <p>Female Genital Mutilation Practice Guidance from North Yorkshire Safeguarding Children Board http://www.safeguardingchildren.co.uk/FGMPG.html</p>

Forced Marriage	Plan UK has a range of information and supporting lesson plans (KS3-5) http://www.plan-uk.org/resources/documents/teaching-resource-forced-marriage.pdf/
Spiritual, moral social and cultural development Radicalisation/extremist behaviour	Spiritual, Moral, Social and Cultural (SMSC) At A Glance and SMSC toolkit North Yorkshire RE Agreed Syllabus and supporting documents Guidance on managing visits to places of worship NYCC Prevent toolkit and 'At A Glance' Resource on Fronter (https://fronter.com/northyorks/) in the Vulnerable and Targeted Learner Room (Personalising Provision: Vulnerability Factors: Vulnerable to Radicalisation to Extremist behaviour)
Supporting parents/carers	The family planning association has a parents/carers section to support them in talking to their children about a range of growing up, sex and relationship and keeping safe issues www.fpa.org.uk A website to support parents in preventing sexual abuse www.parentsprotect.co.uk

PSE/ Health and Wellbeing, E-safeguarding, Anti-bullying, Spiritual, Moral, Social, Cultural (SMSC), Vulnerable and Targeted Learner room: NYCC Fronter rooms
<https://fronter.com/northyorks/>

NYSCB www.safeguardingchildren.co.uk

CAPE (Child Protection in Education) www.cape.org.uk

DfE Statutory Guidance and Departmental Advice

Keeping Children Safe in Education July 2015

HM Government

Working Together to Safeguard Children 2015

D. Early Years (provision for under 5s)

Schools are required to comply with the Statutory Framework for the Early Years Foundation Stage <https://www.gov.uk/government/publications/early-years-foundation-stage-framework—2>. Under the EYFS Section 3 – the safeguarding and welfare requirements - schools are not required to have separate policies provided these requirements (identified below by paragraph number in EYFS Section 3) are already met through existing policies. School may wish to include the following requirements in the policies as suggested below (in green):

CP policy:

EYFS 3.4 Taking, storing and using images of children, (including mobile phone, tablet, video and camera use)

Guidance note

You will need to consider:

- the use of tablets and other equipment with the capacity to record images;
- the purpose of images taken within the school and how they will be used

- permission from parents for taking images of their children and for how these may be used;
- how you can make sure that images are only taken and used in the way that parents give permission for;
- what procedures you will put in place to safeguard all children e.g. to ensure that children who are not to be photographed can be kept safe, whilst still taking part in the event.

You must ensure that:

- the school has equipment for taking images so that staff do not use their own personal equipment;
- the arrangements for the secure storage of staff's personal equipment whilst at work are made clear;
- in personal emergencies staff and volunteers should be contacted via the setting telephone.
- all devices which have a camera, video and/or internet access are used appropriately;
- images are printed or reproduced at the setting to ensure that photos and recordings of the children cannot be used inappropriately.

CP policy

EYFS 3.68 Information and records

This is included in Appendix J

Safer Recruitment policy

EYFS 3.9 Ensuring that people looking after children are suitable to fulfil the requirements of their roles.

- This includes having regard to the requirements of the Childcare (Disqualification) Regulations 2009 and disclosure of police information.

Safe Working practice/Code of Conduct:

EYFS 3.19 Staff taking medication/other substances

EYFS 3.25 First Aid

EYFS 3.27 Key person

EYFS 3.28 Staff:child ratios

Health and Safety policy:

EYFS 3.45 Medicines

EYFS 3.50 Accident or injury

EYFS 3.54 Safety and suitability of premises, environment and equipment

EYFS 3.64 Risk assessment

Behaviour policy:

EYFS 3.52 Managing behaviour

Complaints' policy

EYFS 3.74 Complaints

NYCC policies and guidance for Early Years are available
@ <http://cyps.northyorks.gov.uk/index.aspx?articleid=16033>

E. Partnerships with other agencies

The school recognises that it is essential to establish positive and effective working relationships with other agencies. School works with Prevention Service, Children and Families Service, Health and Children's Centres.

All schools and colleges should allow access for children's social care or preventative service from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, an assessment including under section 17 or section 47. Consent from the parent and child (where of sufficient age and understanding) is required for assessments by the preventative service or under section 17.

School complies with the requirement under the Children Act 2004 to co-operate with other organisations and agencies in activities relating to children

F. Pupil Information

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

- Names (including any previous names), address and date of birth of child
- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Special Guardianship Order, Injunctions etc.)
- If the child is or has been subject to a Child Protection Plan
- Name and contact detail of key persons in other agencies, including GP
- Any other factors which may impact on the safety and welfare of the child

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

G. Safer Recruitment and Selection

The school pays full regard to DfE guidance *Keeping Children Safe in Education July 2015*; the Protection of Freedoms Act 2012; the Childcare (Disqualification) Regulations 2009 and NYCC Schools' Recruitment procedures and guidance (login required) <http://cyps.northyorks.gov.uk/index.aspx?articleid=14457>

We ensure that all appropriate measures are applied in relation to everyone who works in or on behalf of the school who is likely to be perceived by the children as a safe and trustworthy adult and follow NYCC guidance insert link on checking contractors, host families for educational visits and work experience providers links to School Improvement guidance

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. When undertaking interviews, the school has regard to the principles of Value Based Interviewing www.nspcc.org.uk

Where appropriate, the school

- undertakes checks of: the Disclosure and Barring Service (DBS) Children's List, the DBS and the Teacher prohibition list
- and has regard to the requirements of the Childcare (Disqualification) Regulations 2009.

All NYCC school staff are made aware that they are required to notify the line manager of any convictions or cautions during employment with the Council or receive a Penalty Notice for Damage or Penalty Notice for Disorder. For those who drive on business at any point during their employment (Authority's vehicle or own vehicle), this includes all motoring offences dealt with through the courts and penalty points on driving licences - whether awarded by a court or through fixed penalty notices.

Early Years' Staff are made aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the school/setting) or any circumstances which could lead to consideration of disqualification.

Statutory changes, underpinned by regulations, are that:

- schools must keep a single central record detailing a range of checks carried out on their staff
- an Enhanced DBS check is obtained for **all** new paid appointments to the school's workforce
- an Enhanced DBS check is obtained for volunteers further to a risk assessment considering the regularity, frequency, duration and nature of contact with children and the level of supervision of the volunteer by another person engaging in regulated activity (see paragraphs 83-90, Annex D *KCSiE 2015*)
- schools will ensure that any contracted staff are DBS checked where appropriate (see paragraphs 91-94 *KCSiE 2015*)
- schools will ensure that a check of any teacher prohibitions, including interim orders, is made on all teachers (see paragraphs 61-62 *KCSiE 2015*)
- all new appointments to the school workforce who have lived outside the UK are subject to additional checks as appropriate

- schools must satisfy themselves that agency and third-party staff have undergone the necessary checks
- identity checks must be carried out on all appointments to the school workforce before the appointment is made.

Since 1 January 2010 it has been mandatory that any appointments of maintained school staff are made by a recruitment panel that includes at least one person who has been trained in safer recruitment. Ofsted will request evidence as part of their inspections that each recruitment panel meets this requirement.

Sarah Gillam (Headteacher) and Paula Newby (School Business Manager) have undertaken training in Safer Recruitment available through face to face materials delivered by an accredited trainer

On line materials available on NSPCC website can also be used to train members of selection panels.

One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

Visitors

“Schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children’s relatives or other visitors attending a sports day). Headteachers and principals should use their professional judgment about the need to escort or supervise visitors.”

KCSiE 2015

H. Safer Working Practice

“All staff members should be aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This includes: the school’s or college’s child protection policy; the school’s or college’s staff behaviour policy (sometimes called a code of conduct); and the role of the Designated Safeguarding Lead for child protection.”

KCSiE 2015

Staff behaviour policy

Schools are required to have in place a staff behaviour policy, (sometimes called a code of conduct). It is recommended that the school adopts and makes all staff and volunteers aware on induction of the NYCC *Guidance for Safer Working Practice for Adults who work with Children and Young People in Education and Early Years’ Settings*

<http://cyyps.northyorks.gov.uk/index.aspx?articleid=15232> and information provided by NSPCC <http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/> to ensure that staff are aware of behaviours which should be avoided and that staff and children are safe .

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

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;

- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them;

J. School Training and Staff Induction

- School governors and proprietors are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able and are supported in their safeguarding role.
- All staff (including temporary staff, school governors and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

All staff should read at least part one and Annex A of *Keeping Children Safe in Education July 2016*

All staff should complete training as outlined below and as identified in the school Training Needs' Analysis.

- The school's **DSL** and **Deputy DSL** undertakes basic child protection training; reads the NYCC Induction pack available at <http://cyps.northyorks.gov.uk/index.aspx?articleid=13496>; attends the *Comprehensive Child Protection Pathway* course available via SmartSolutions and updates training at least every 2 years as identified in the school Training Needs analysis and refreshes their knowledge and skills (this might be via e-bulletins, meeting other DSLs, or simply taking time to read and digest safeguarding developments) at regular intervals but at least annually, to allow them to understand and keep up with any developments relevant to their role..
- The **Headteacher** undertakes safeguarding and child protection training on induction; reads the NYCC Induction pack <http://cyps.northyorks.gov.uk/index.aspx?articleid=13496>; attends the *Comprehensive Child Protection Pathway* course available via SmartSolutions and updates child protection training regularly in line with advice from NYSCB.
- **All other school staff, including non-teaching staff and school governors**, undergo safeguarding and child protection training on induction which is updated regularly in line with advice from NYSCB.
- In addition all staff members should receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

School governors access the NYCC training materials *Safeguarding the children in your school* @ <http://cyps.northyorks.gov.uk/index.aspx?articleid=15231>

Basic Awareness online training www.safeguardingchildren.co.uk

NYCC Child Protection Whole School training materials with teaching notes to enable DSL to deliver: <http://cyps.northyorks.gov.uk/index.aspx?articleid=15231>

Child Protection Whole School training must ensure staff are able to:

- understand the policy and procedures;
- understand individual staff responsibilities to ensure that concerns for the safety of a child are effectively addressed;
- identify signs of possible abuse and neglect at the earliest opportunity;
- respond in a timely and appropriate way including appropriate communication with children
- understand the role of the DSL;
- be aware of external avenues for notifying concerns including the use of escalation and whistle-blowing procedures;
- comply with record-keeping requirements;
- recognise grooming behaviour by adults including inappropriate sexual comments; excessive one-to-one attention or inappropriate sharing of images;
- recognise normal and concerning sexual behaviours of children;
- have up to date knowledge of safeguarding issues.

E-safety training available from NYCC Education and Skills team via SmartSolutions.

Female Genital Mutilation

<http://www.fgmelearning.co.uk/>

Domestic Abuse Basic Awareness

www.idas.org.uk/training/index.asp

Forced Marriage

<https://www.gov.uk/forced-marriage>

Prevent

<https://www.elearning.prevent.homeoffice.gov.uk/>

K. Supervision, Support and Advice for Staff

All staff are given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively.

At Pickering Community Infant and Nursery School, supervision provides support, coaching and training for staff and promotes the interests of children and fosters a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Supervision provides opportunities for staff to:

- discuss any issues – particularly concerning children’s development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.

Regular staff appraisals are carried out to review their practice to ensure they improve; identify any training needs and secure opportunities for continued professional development for staff.

Staff will be supported and supervised by the DSL and Vulnerable Person’s Champion.

The Designated Safeguarding Lead will be supported by the SEN Governors

Child Protection advice and support is available from the LA Safeguarding Team

L. Vulnerable children:

All staff are particularly sensitive to signs that may indicate possible safeguarding concerns and follow appropriate NYSCB/LA guidance:

Poor or irregular attendance and persistent lateness at	http://cyps.northyorks.gov.uk/index.aspx?articleid=13580
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school	
Children not attending school	http://www.safeguardingchildren.co.uk/section-9c-procedures.html
Children Missing Education	https://www.gov.uk/government/publications/children-missing-education
Children Missing from Home or Care	http://www.safeguardingchildren.co.uk/professionals/missing
Children not collected	http://cyps.northyorks.gov.uk/index.aspx?articleid=13496
Female Genital Mutilation	http://www.safeguardingchildren.co.uk/section-9b-procedures.html http://www.safeguardingchildren.co.uk/FGMPG.html https://www.gov.uk/government/publications/female-genital-mutilation-multi-agency-practice-guidelines Online training is available @ http://www.fgmelearning.co.uk/
Forced Marriage	http://www.safeguardingchildren.co.uk/section-9b-procedures.html https://www.gov.uk/forced-marriage
Children who self-harm	http://www.safeguardingchildren.co.uk/section-9d-procedures.html
Child Sexual Exploitation/Grooming	http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/ https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited http://www.safeguardingchildren.co.uk/section-9d-procedures.html Online training available @ http://www.safeguardingchildren.co.uk/news.html/91
Children who are Bullied	http://www.safeguardingchildren.co.uk/section-9a-procedures.html
Children who Sexually Harm	http://www.safeguardingchildren.co.uk/section-9d-procedures.html
Children Privately fostered	http://www.safeguardingchildren.co.uk/section-9c-procedures.html

<p>Radicalisation to extremist behaviour</p>	<p>Prevent Guidance https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty</p> <p>Channel Guidance https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf</p> <p>DfE Safeguarding advice for schools: https://www.gov.uk/government/news/new-safeguarding-advice-for-schools-and-childcare-providers</p> <p>DfE and Home Office Social media guide: https://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation</p> <p>Online training http://www.safeguardingchildren.co.uk/news-free-e-learning</p>
<p>Children with Risk-taking behaviours</p>	<p>http://www.safeguardingchildren.co.uk/ https://fronter.com/northyorks (PSE room - a school log in will be required)</p>