

Ellwood Community Primary School
Child Protection and Safeguarding Policy



Review and amendments made in October 2017

1. Introduction

Ellwood Primary School is committed to Safeguarding and Promoting the Welfare of all of its pupils. The Governors and staff fully recognise its legal responsibility to safeguard and prioritise the welfare of its pupils and we recognise our duty to work with other agencies to ensure there are robust arrangements to identify assess and support pupils who may be at risk of harm. The school recognises that all staff, including volunteers and students have a full and active part to play in protecting our pupils from harm.

This policy has been developed in accordance with the principles established by the Children Acts of 2004; the Education Act 2002 and is in line with statutory guidance: 'Working together to safeguard children' (DfE 2015) and 'Keeping children safe in education' (DfE 2016). This policy also takes on board procedures and guidance set out by Gloucestershire Safeguarding Children Board.

This policy should be read in conjunction with Ellwood School's Safer Recruitment Policy, Behaviour Policy, Anti-Bullying Policy, Code of Conduct/Staff Behaviour Policy and ICT Acceptable Usage Policy, Offsite Visits Policy.

Both this policy and the school's Code of Conduct/Staff Behaviour policy are provided to all new staff on induction. Temporary staff, volunteers and students are given a summary sheet and leaflet outlining the school's safeguarding procedures and the names of the DSL and DDSL.

All staff and Governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical, emotional and moral development of each and every child.

The aims of this policy are:

- To ensure we care for, nurture and support children in ways that will foster their well-being, safety and confidence.
- To inform all staff, parents and volunteers of the need to safeguard children and of responsibilities, processes and procedures for safeguarding pupils.
- To ensure all staff are aware of the level of responsibility they have in identifying and reporting possible cases of abuse or concerns.
- To set out clearly how we monitor and record information for pupils who we feel are at risk or we are concerned about.
- To develop and maintain a structured procedure within the school, which will be followed by all members of our school community, in cases of suspected abuse.
- To develop and promote effective working relationships and partnerships with pupils, other staff, parents and other agencies, especially the Police and Social Care.
- To ensure that all adults who work in school with pupils have had all the necessary checks and are suitable to work with children.

2. Commitment

We recognise that some children may be more susceptible and vulnerable to abuse, including children with SEND. We also recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth, develop healthy relationships and to view the world in a positive way. We are aware that the difficulties, anxieties and their emotional state may have an impact on their school work and their behaviour may become more challenging. We strive to support these pupils in any way we can to ensure they feel safe and their needs are being met in our school environment. This is through additional targeted support for academic work or time with our Family Support Worker (Mrs Charles) to help support pupils SEMH needs.

Safeguarding relates to:

- Staff Conduct
- Curriculum
- Managing allegations against staff
- Attendance
- Safe recruitment and selection
- Whistle blowing
- Health and safety
- Behaviour management
- Managing building design
- Child Protection
- Educational visits
- E-Safety - internet use and cyber bullying
- Domestic abuse
- Drugs and alcohol
- Anti-Bullying
- Equal opportunities
- Inclusion/SEND
- Identification of risk and provision of early help
- Identification and protection of children at risk of radicalisation (PREVENT)
- Identification of children at risk of FGM (female genital mutilation)

(There may be other areas that are not mentioned here).

Child abuse can take a variety of forms;

Physical abuse involves: hitting, slapping, kicking, misuse of medication, undue restraint, shaking or other treatment of a child that can cause actual bodily harm.

Sexual abuse involves: forcing or enticing a child into sexual activities whether or not the child is aware of what is happening. This includes non-contact situations such as viewing child abuse images.

Emotional abuse involves: persistent emotional ill treatment of children, such as frightening them, or putting them in situations of danger. It is also an abuse to convey to children the feeling they are worthless or unloved.

Neglect: and acts of omission are also a form of abuse. This could involve failure to provide an adequate level of care (e.g. food, warmth and failure to access medical care or services).

We are aware abuse could be- adult to child but we are also aware of the risks of peer to peer abuse.

3. Procedures

The school's procedures for safeguarding children will be in line with the Gloucester Safeguarding Children Board's procedures (GSCB- please see the live website for further information - www.gscb.org.uk).

We will ensure that:

- ✓ The school has a DSL (designated safeguard lead) designated member of staff with responsibility for Safeguarding and Child Protection. This is the Head Teacher (Mrs Milford). The deputy DSL (DDSL - designated safeguard lead) is a member of the Senior Leadership Team (Mrs Clements). Both members of staff will have updated inter-agency training every 2 years and refresher training every two years. Mrs Marshall (SLT) is also trained in DSL.
- ✓ Job descriptions in place for the DSL. Trained staff so roles and responsibilities are clear.
- ✓ Senior Leaders and a Governor is trained in safer recruitment
- ✓ All members of staff have received Child Protection training (at least every 3 years) and can identify potential risks, refer to the DSL and seek advice where needed.
- ✓ An Early Help Safeguarding Offer is available and made known to staff and is available to parents. This can be found on our school website alongside our Safeguard Policy.
- ✓ There is an up-to-date code of conduct for staff.
- ✓ All members of staff update and continue to develop their understanding of the signs and indicators of abuse and have regular training.
- ✓ All teaching staff are able to identify children who may be vulnerable to radicalisation and what to do when identified. Teachers and TA's have carried out "Channel" online training.
- ✓ All members of staff know how to respond to a child/young person who discloses abuse or concerning comments or behaviour. Details have been given to staff and are available on the Safeguard board in the staff room.

- ✓ All parents/carers are made aware of the responsibilities of school personnel with regards to child protection procedures.
- ✓ All staff have an enhanced DBS, are prohibition checked, barred list checked, identity checked, professional qualifications checked, have completed the disqualification by association form and have been checked with reference to overseas working. These are all on the SCR (single central record).
- ✓ Governors have an enhanced DBS.
- ✓ Volunteers are also DBS checked if they take part in regulated activities.
- ✓ Parents can access our Safeguarding Policy on the school website or request a copy from the school office.
- ✓ As a school, we inform the Local Authority of any child absent without permission for 10 days or more (or earlier if concerns arise). The school will access the Missing Persons Coordinator.
- ✓ We try to contact families on the first day of an absence to see why a child is not at school.
- ✓ Staff are aware of FGM and the procedure to follow if they have a concern relating to this.
- ✓ Staff are aware of the vulnerable pupils in school.
- ✓ Staff will deal promptly with peer to peer abuse or difficulties.

All new members of staff will be given a copy of the school's Child Protection and Safeguarding Procedures as part of their induction into Ellwood Primary School. Supply teachers, volunteers and students are given a summary sheet and leaflet outlining the schools safeguarding procedures and DSL and DDSL.

4. Safe Practice in school

The school will comply with the current Safe Practice guidance.

Safe working practice ensures that students are safe. All staff;

- ✓ complete an annual Disqualification by Association declaration
- ✓ should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- ✓ are responsible for their own actions and behaviour
- ✓ work in an open, safe and transparent way
- ✓ work in a professional manner with other colleagues and build good working relationships and trust
- ✓ seek support and advice from the Head Teacher, DSL and SLT if incidents have caused concern
- ✓ record any incidents or actions made and subsequent action and follow up.
- ✓ apply the same professional standards regardless of gender, sexuality or religion
- ✓ be aware of confidentiality practice
- ✓ are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them
- ✓ The school uses SWGFL to ensure that our pupils are protected from harmful on line material.

- ✓ Take peer on peer abuse seriously and strive to minimise peer on peer abuse in a number of ways: staff are made aware of the possibilities of peer on peer abuse, children have access to the school's family support worker, where they are able to share concerns relating to abuse, or other worries, the school's PSHE curriculum covers areas such as: healthy relationships, stranger danger, online safety, bullying, friendships, worry boxes are available for pupils to put in any concerns they have, we have an up to date behaviour and anti-bullying policy and we have internet safety workshops for pupils, staff and parents relating to internet safety. Staff realise that incidents of peer on peer abuse are taken seriously.

5. Responsibilities

The DSL and the DDSL are responsible for:

- Raising awareness of their role of responsibilities with staff, parents and children.
- Ensuring their training is up to date (every 2 years multi-agency)
- Ensure safeguard policy is made public and accessible.
- Ensure transition and sharing of information is smooth and forwarded
- Provide an annual report to Governors promptly, detailing any changes, training, number of incidents/cases of CP.
- Adhering to Local Authority (LA) and school procedures with regard to referring a child if there are concerns about possible abuse.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral and maintain a 'watchful eye'
- If referrals are made to Social Care - follow up.
- Ensuring that all such records are kept confidentially and securely and are separate from student records. This information should be shared with relevant professionals
- Represent the school at Child Protection meetings.
- Ensuring that any student currently on the child protection register who is absent without explanation is referred to Children's Social Care.
- Ensuring staff receive induction and regular training and support in all elements of safeguarding including; identifying signs of abuse, Early Help and the Prevent Duty.
- The DDSL should inform the DSL/HT of any safeguarding issues especially under section 47 of the Children's Act 1989 and Police investigation
- Ensure policy and associated documents are known by staff and updated.

Ellwood Primary School will ensure that:

- ✓ The school has a Child Protection and Safeguarding Policy in place in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request, displayed on our website and available for staff in the school's handbook and in the staffroom.
- ✓ The school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken the LA or equivalent Safer Recruitment Training.
- ✓ 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.
- ✓ A nominated Governor responsible for Safeguarding (Mrs K Weaver) will ensure that the school adhere to the policy and support the DSL when necessary.
- ✓ Mrs D Milford is designated CiC (Children in Care) lead.
- ✓ A senior member of the school's leadership team is designated as the DSL for child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies.
- ✓ The school will review annually the workload for the DSL by requesting a report detailing related child protection work undertaken.
- ✓ Staff including the Head Teacher, undertake appropriate child protection training which is updated regularly in line with GSCB guidance.
- ✓ They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- ✓ We will refer to our Early Help document (Appendix 1) if deemed necessary/suitable.
- ✓ The Chair of Governors is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the Head Teacher
- ✓ The school review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.
- ✓ Staff will be vigilant of the vulnerable children and pay particular attention to vulnerable children who may not be able to communicate easily or express their needs
- ✓ Report to the Local Authority and child absence of more than 10 days. Reasonable attempts will be made on the first day to contact families to see why the child is not at school.
- ✓ If a child is known to social care, the Social Worker will be contacted.
- ✓ Pupils have the opportunity to speak to an adult if they are worried or concerned about keeping safe.
- ✓ Pupils can tell an adult if they are being abused by a peer.

The Governing Body will also support:

- The monitoring and evaluation of the child protection training that staff receive.
- The School reviews all aspects of safeguarding children/working practices and any further developments that are required.

The Head Teacher will ensure that:

- The Governing Body receives yearly awareness training in respect of their roles and responsibilities in regard to Child Protection/Safeguarding.
- The Governing Body adopts appropriate policies and procedures to safeguard children at Ellwood Primary School.
- Policies and procedures are implemented by staff.
- Parents/carers are made aware each autumn term of the safeguarding policies that are in place and who the DSL and DDSL are.
- Sufficient resources and time are allocated to carry out Safeguarding Children/Child Protection effectively.
- There is a DSL/DDSL for Ellwood Primary School (Mrs Milford/Mrs Clements) who have received appropriate training for this important role.
- All staff and adults working in the school understand their safeguarding children responsibilities and are able to voice their concerns if they feel a child is vulnerable or at risk.
- Staff are aware of the "whistle blowing" protocol and understand they must voice their concern of any individual working practices that are deemed unsafe and unprofessional.
- The school develops effective working partnerships with relevant agencies and cooperates as required in regard to safeguarding children matters, including attendance at child protection conferences and other related meetings.
- The school provides appropriate reports for child protection meetings.
- All information and records are kept confidentially and securely.
- Recruitment and vetting procedures are followed in all appointments of staff including those working in the school in a voluntary/unpaid capacity.
- Site security is in place with all visitors required to identify themselves, then sign in and sign out when leaving the school.

The DSL and DDSL (in her absence) liaise with Social Care and other agencies if abuse is suspected.

The main responsibilities for the DSL (Mrs Milford) are:

- To attend and represent the school at child protection meetings and if she is not available, ask the deputy to attend.
- To securely and confidentially store child protection files.
- Share information when needed.

- To adhere to and follow procedures outlined in the Local Safeguarding Children's Board Procedures.
- To help identify signs and symptoms of abuse.
- Refer suspected cases of abuse to Social Care/Police.
- Ensure all staff receive child protection awareness and training
- To raise awareness of child safety issues and safeguarding within the school
- Ensure that the school has an up-to-date child protection policy which is consistent with the GSCB procedures. The policy should be reviewed annually.
- To develop good working relationships/links with Social Care and other relevant professionals.
- To raise awareness of their role and responsibilities with staff, parents and children.
- To meet with staff if they have concerns and offer support.

The Child Protection Referral Process

Ellwood Primary School Staff (teaching and support) will report any concerns they have about a child's safety to the DSL/DDSL.

They will immediately report:

- ✓ Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play. Any explanation given which appears inconsistent or suspicious
- ✓ Any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- ✓ Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- ✓ Any concerns that a child is presenting signs or symptoms of abuse or neglect
- ✓ Any significant changes in a child's presentation, including non-attendance
- ✓ Any disclosure of abuse from any person
- ✓ Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)
- ✓ The DSL or other trained member of staff, in the first instance, will ring the helpdesk if URGENT and ask to speak to a duty worker for advice or will make a referral to the Children's Social Care, Children's Help Desk on 01452 426565. They will then complete and send the MARF (Multi Agency Service Request Form) within 48 hours as written confirmation of the verbal request.
- ✓ However, where a professional has assessed using the Levels of Intervention Guidance (see www.gscb.org) that a child or young person has complex needs and they feel that a specialist assessment from Children's Social Care is needed they should complete the MARF but do not need to contact the Children and Families Helpdesk before sending it through.
- ✓ If professionals would like to speak to someone for advice and guidance relating to their concerns, then support is available from their local Referral and Assessment Team.

- ✓ If a child already has an allocated Social Worker then they can be contacted directly and it is not necessary to complete the MARF.
- ✓ Refer to the Child Protection flow chart - available on school website or in the staffroom.

If a child makes a disclosure:

"Record of Discussion Form" (which can be found in the staffroom or staff handbook.)

During the Disclosure

- A 'Record of Discussion Form' will be completed at the time of disclosure. Forms, clearly displayed in the Staff Room and a copy is in the Staff Handbook and available to volunteers and supply staff.
- Respect the child by listening to what he/she has to say and taking what the child says seriously. Believe what the child is telling you.
- Provide a safe environment
- Tell the child he/she is doing the right thing and that you will do what you can to help them.
- Reassure the child that he/she did nothing wrong.
- Listen and don't make assumptions. Listen more than you talk, and avoid advice giving or problem solving. Don't put "words in the child's mouth" or assume you know what he/she means or are going to say. Let the child use language they are comfortable with. Let the child set the pace, don't rush them, give them time.
- Listen to the child, letting them explain what happened in his or her own words.
- Limit questioning to only the following questions if the child has not already provided you with the information. Refrain from interrogating, limit questions, especially leading questions, which means a question in which you provide a possible answer - Did this or that happen? Were you at school?
- What happened?
- When did it happen?
- Where did it happen?
- Who did it?
- How do you know them? (If the relationship of the abuser is unclear)
- Make no promises. Don't tell the child that you won't tell anyone what they tell you. Explain that you might need to speak to other people to ensure that they are safe.
- Document exact quotes - write exactly what the child tells you.
- Be supportive, not judgmental. Don't talk negatively.
- Have an understanding about abuse and neglect. Know the four kinds of child abuse: physical, emotional, sexual, and neglect.
- When reporting child abuse to the appropriate authorities, it is important to have the following information: what happened, when it happened, where it happened, who did it and their relationship to the child. You will be asked for some identifying information such as your name, address, where you work, and how the child disclosed. All of your identifying information will be kept confidential.

If a member of staff thinks a child is at immediate risk of significant harm and is unable to immediately speak to the DSL or DDSL, they should contact the Children's Helpdesk on 01452 426565 or in an emergency call 999. Any such referral should be reported to the DSL or DDSL as soon as possible after referral.

6. Safeguarding Information for Students/Pupils

All children in our school know who they can talk to if they have any worries or concerns, in particular Class teacher or Mrs Charles (FSW). Pupils receive information about how they can stay safe in different environments and situations. We regularly talk about this in P.S.H.E lessons, Life Bus, Internet Safety, Childline Visits, access to Teens in Crisis and individually with pupils through discussions with our family support worker (Mrs M Charles). Children are made aware of the member of staff with responsibility for child protection. We regularly inform students of whom they might talk to, both in and out of the school, their right to be listened to and heard and what steps can be taken to protect them from harm. [There are specific lessons taught that are designed to help keep students safe].

7. Safeguarding Information for Pupils

- Letting pupils know there are clear steps to support them.
- Letting them know who they can talk to in School and will be listened to. (Mrs Milford, Class teacher, FSW)
- 'Keeping Safe' lessons.

8. Supporting Children/Young People and their Families

The school is aware and recognises that pupils who have been abused, witnessed abuse or are at risk of abuse may feel helpless, humiliated and show social, emotional and mental health needs.

We strive to offer stability and consistency in pupils lives. For some children this may be the only routine and environment they feel emotionally safe and secure in.

The school will support all students by:

- Encouraging self-esteem and self-assertiveness, without condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Children's Social Care when there is a significant concern.
- Enabling time with the Head Teacher, Class Teacher, Teaching assistant or the Family Support Worker (Mrs Charles) to discuss issues and worries.
- Ensuring that appropriate information is forwarded confidentially to the child's new school or placement.

9. Confidentiality

The school recognises that all matters relating to Safeguarding and Child Protection are confidential.

The DSL and deputy DSL will disclose any information about a student to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets.

10. Supporting Staff

Ellwood Primary School recognises that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

The school will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

11. Allegations Against Staff

School staff are reminded not to put themselves in vulnerable positions with children.

It is possible that a student may make an allegation against a member of staff.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head Teacher. The Head Teacher on all such occasions will discuss the content of all allegations with the Local Authority Designated Officer (LADO).

If the allegation made to a member of staff concerns the Head Teacher, the Chair of Governors must be immediately informed, who will consult with the Local Authority Designated Officer (LADO). Local Authority Designated Officer (LADO) on 01452 426994. Ellwood Primary School will follow the school's procedures for Allegations of Abuse against Staff, a copy of which will be available from the school office.

12. Safer Recruitment

Safer recruitment is a vital aspect of Child Protection. The school has a separated Safer Recruitment policy which follows guidance from The Children's Workforce Development Council (CWDC).

In line with Government guidance, at least one NCSL accredited recruiter is on all interview panels and involved in the complete selection process. No member of staff or volunteer in a regulated activity will be left alone with children until the DBS check has been carried out.

Accredited recruiters: Mrs D Milford, Mrs J Clements, Mrs N Marshall, Mrs H Cornock (Chair of Governors).

13. Allegations Management

All staff should take care not to place themselves in a vulnerable position with a child. Where possible, work with individual pupils or parents should be conducted in view of other adults.

Guidance about conduct and safe practice, including the safe use of mobile phones by staff and volunteers will be given during induction and included in the staff handbook.

It is possible that a student may make an allegation against a member of staff.

14. Partnership with Parents

The school works in partnership with parents to educate and keep children safe from harm, including radicalisation. Parents are made aware of who to contact if they have concerns regarding the Safeguarding of their or any other child. We are committed to working with parents positively, openly and honestly. We strive to share with parents any concerns we may have about their child, unless to do so may place a child at risk of harm. Parents are made aware of our policy via the school website. Parents can also view this policy on request.

15. Partnerships with Others

The school recognises that it is essential to establish positive and effective working relationships with other agencies. We have close links with social care, other local schools, Teens in Crisis, CYPS, EP, school nurse and other professionals. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children. We are committed to working with parents positively, openly and honestly. We share information with parents if we have concerns about their child, unless by doing so it places the child at risk of harm.

16. Whistleblowing

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. There is a separate Whistle Blowing Policy for this purpose. If staff have concerns about any practice, policies or procedures they are encouraged to ensure they speak out.

17. Multi-agency Working

The school recognises that it is essential to establish positive and effective working relationships with other agencies. We have close links with Social Care, Teens in Crisis, Children and Young People Services (CYPS, formerly CAMHS), The Educational Psychology Service, School Nurse, the Targeted Support Team and other professionals as well as local schools.

There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Ellwood School aims that, wherever possible, Child Protection Core Group and Conference meetings will be attended by a member of staff (DLS, DDSL/SENCO, Family Support Worker).

18. Physical Intervention

Our policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person. We complete a physical restraint form after an event to record the incident. We understand that using physical restraint may be stressful for a child.

19. Prevention

The school recognises that it plays a significant part in the prevention of harm to our pupils by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection and early identification of risk.

Early Help (please see appendix 1 for the schools early help offer)

The school recognises that early identification of risk is key to safeguarding all children/young people and adults. Staff receive regular updates on potential risks such as Domestic Abuse, Honour Based Violence, Forced Marriage, Female Genital Mutilation, Child Sexual Exploitation etc. and know what to do should they identify a person at risk. The DSL (Head Teacher) is responsible for coordinating the offer of Early Help and this can be found on the school website or requested from the Head Teacher.

Domestic Abuse - we signpost and seek advice from the Gloucestershire Domestic Abuse Service (GDASS) more information can be found at; <https://www.gov.uk/domestic-violence-and-abuse>.

Female Genital Mutilation (**FGM**): Female Genital Mutilation includes all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons). It is the duty of our school to refer to Gloucestershire Police (DS Joan Mecurio) if there are any concerns over a child. The person who has been informed or has serious concerns that a child has undergone FGM must call 101 immediately and inform the Headteacher or DSL . If they have concerns a child is being prepared for or planned to undergo FGM, the person who has concerns must call 999 immediately. More information can be found at;

<https://www.gov.uk/government/publications/female-genital-mutilation-multi-agency-practice-guidelines>

Child Sexual Exploitation (CSE) - A screening toolkit will be completed if there are concerns. On completion, this will be sent the Gloucestershire MASH unit. For more information; <https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>

Please see appendix 2 for more useful websites.

Local Authority Offer of Early Help

An Early Help Hub is being developed in the locality. Services involved include the Family Information Service (access to online directory of services www.glosfamiliesdirectory.org.uk). Through the Early

Help hub, the school will be able to access Forest Families First Plus to support families. For more information linked to radicalization; <https://www.gov.uk/government/publications/channel-guidance>

Prevent Duty

The school has due regard to the need to prevent people from being drawn into terrorism (Prevent Duty), as part of or wider safeguarding duties. We promote fundamental British Values; challenging extremism within a safe place. The Head Teacher receives training through the CHANNEL program in order to recognise the signs of radicalisation and how to act upon them. A number of teaching staff have completed an online module helping them to understand why pupils may be drawn in to radicalisation.

The school community will:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know where there is an adult in the school whom they can approach if they are worried or in difficulty.
- Include in the curriculum opportunities for PSHE which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

20. Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness.

Appendix 1

Ellwood Primary School - Early Help Offer

Ellwood Primary School will use the procedures and guidance set out in the 'Gloucestershire Safeguarding Children Handbook for DSL in Educational Settings'. www.gscb.org.uk

Through this, we will follow the guidance from the DFE 'Keeping Children Safe in Education' 2016.

We will use Families First Plus team's offer of Early Help systems and procedures to keep children safe. We will intervene as early as possible to prevent families and pupils reaching crisis point and the need for statutory intervention.

Our document 'Gloucestershire's offer of Early Help' sets out the policies and procedures available to Gloucestershire schools. Please refer to this document. The school Safeguarding and Child Protection policies need to be read in conjunction with this policy. We will contact the Families First Plus social care team: Helen Hays or Sylvia Dolan (social workers) on 01452 328048 for advice if needed.

As a school:

- We will provide a supportive caring ethos where children are treated as individuals and their difficulties treated sensitively.
- We will build positive relationships with parents so they feel able to ask for help.
- We will provide opportunities for children to express their concerns.
- We will keep written logs, where there may be a slight concern, so that any patterns may be identified and tackled before things escalate.
- We, as a staff, will talk to each other to ensure we have a full picture of any difficulties a family might be facing.
- We will call in external agencies, including Social Services, Family Lives, Teens in Crisis, Domestic Abuse Support, Winston's Wish, Toucan, Behaviour Support to provide early intervention and support.

Our school will support all children by raising awareness of the signs and symptoms of:

1. Child sexual exploitation (CSE)
 - We will use the Gloucestershire constabulary CSE screening tool as a check list, if we have any concerns
 - PC Nigel Hatten : LA contact
 - We will raise awareness through the Pink/ PSHE Curriculum
 - We will contact the Children's Helpdesk 01452 426565
 - Awareness of useful websites: Barnardos, Pace UK
2. Children missing in Education
 - We will work with the missing persons co-ordinator, Christine Pfister (contact 101)
 - We will use the GCC Protocol on Partnership working when children and young people run away and go missing from home or care

- We will contact the LA if a pupil does not attend school after 10 consecutive days and we have concerns of their wellbeing.
 - The school administrator will contact the parents/carers by 9:30am, if we have an unexplained absence
3. Bullying including cyber bullying
- We will listen to the voice of the child
 - Being a School where children understand that it is right to ask for help if they are in trouble or worried about bullying, abuse or any other concern. We are a "TELLING" school.
 - We will be proactive in dealing with any accusations or incidents of bullying
 - We will respond to non-verbal communication such as anti-social behaviour
 - We will use sections of the CEOP resources as part of the teaching resources to raise awareness of on-line bullying
 - Parents are invited to parent awareness session led by CEOP trained representatives
 - CPO visits in all classes to discuss all forms of bullying (age appropriate to the year groups)
 - NSPCC delivers workshops to year Y5/6 pupils
 - Pupils raised awareness of Child Line 0800 1111
4. Domestic violence
- We will listen to the voice of the child
 - We will contact the Contact Early Help 01452 328048
 - They will then refer to safeguarding professionals working within the Gloucestershire Multi-agency Safeguarding Hub (MASH). MASH coordinator Claire.Connolly@gloucestershire.gov.uk
 - Gloucestershire Domestic Abuse support Service www.gdass.org.uk 0845 602 9035
 - DARF was developed in order to provide a multi-agency response to referrals of domestic abuse where children are involved.
 - Contact Strategic County Domestic abuse and Sexual Violence Co-ordinator faye.kamara@gloucestershire.pnn.police.uk 01242 247933
 - Monitor attendance
 - Attend TAC meetings
 - Understanding of MARAC (Multi-agency risk assessment conference)
5. Drugs
- Contact Early Help 01452 328048 for the Social Care Team
6. Fabricated or induced illness
- Contact Early Help 01452 328048
7. Faith abuse
- Contact Early Help 01452 328048
8. Female genital mutilation (FGM)
- DSL's and other members of staff will complete the on-line Home Office training - e modules

- Staff aware of FGM – it is **mandatory** that the person who has concerns call the police if they think a child has had this procedure or about to undergo the procedure
- We have a legal duty to refer any concerns to the LA
- We will raise awareness through the GHLL Pink Curriculum
- We will contact Children's Helpdesk or the LADO - Jane Bee
- Attendance of pupils is monitored

9. Forced marriage

- We are all aware that it is illegal and a form of abuse
- Staff will report concerns
- Attendance of pupils will be monitored
- We refer to the LA Forced Marriage leaflet
- If we have concerns we will call the Children's Help desk 01452 426565, who will make a referral to the MASH

10. Gangs and youth violence

- Pupils will complete the GHLL online pupil survey which will inform the school of any issues
- Contact Early Help 01452 328048
- DSL will inform GSB if concerned

11. Mental health

- Our values each term will promote respect, emotional intelligence, resilience, perseverance, trust and compassion
- The pupils will complete the GHLL biannual on-line pupil survey so that we are informed of any worries or concerns our pupils have.
- We will discuss concerns through the GHLL Pink Curriculum
- Our SMSC policy will promote health and wellbeing
- We receive alerts from GCSB and GHLL
- Staff will attend GHLL training
- Our Family Support Worker Supports our vulnerable pupils
- Referrals to relevant professionals e.g. CYPS/Social Care/School Nurse

12. Private fostering

- www.gloucestershire.gov.uk/fostering 01242 532613
- [private.fostering@gloucestershire.gov.uk/privatefostering](mailto:private.fostering@gloucestershire.gov.uk)

13. Preventing Radicalisation

- From 1st July 2015 we are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, to have a due regard to the need to prevent people from being drawn into terrorism.
- DFE Advice for schools on the Prevent Duty: all staff will read
- SLT have completed the on-line prevent training to raise awareness
- HT has attended training from Channel/DFE
- Teaching of British values and our school ethos and values will raise awareness in pupils
- We would contact the Prevent Lead for GCC, social care or the police.
- Prevent: Notice, Check, Share
- Channel Panel: Alison Williams chairs the panel

- Prevent refers: Adam.large@gloucestershire.pnn.police.uk

14. Sexting

- Included as part of the safeguarding policies for staff and pupils
- Juniors are made aware of this through PHSE and IT safety teaching

15. Trafficking

- We will contact the LADO, Jane Bee, to discuss any concerns.

We also liaise and work closely with Social Care, other professionals and attend TAC meetings (team around the child). We signpost and offer advice to parents, if needed through the HT, SENco and the FSW. Both parents and pupils have access to our family support worker. Staff are aware of the escalation policy and would use this if they felt the need.

All staff can refer to Ellwood Primary School's Safeguarding Policy for a list of signs or risk indicators to help them recognise the signs of child abuse:

- Physical abuse
- Emotional abuse (including Domestic abuse)
- Sexual abuse
- Neglect

This policy is to be reviewed annually.

Approved on :

Signed : *D. Milford*

Head Teacher

Due for review : March 2018

Appendix 2;

Drugs

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug-adviceforschools.pdf

Fabricated or induced illness

<https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced>

Faith abuse

<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>

Forced marriage

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

Gangs and youth violence

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/226293/Advice_to_Schools_and_Colleges_on_Gangs.pdf

Gender-based violence/violence against women and girls [VAWG]

<https://www.gov.uk/government/policies/ending-violence-against-women-and-girls-in-the-uk>

Mental health

<https://www.gov.uk/government/publications/the-mental-health-strategy-for-england>

Private fostering

<https://www.gov.uk/government/publications/children-act-1989-private-fostering>

Sexting

<http://ceop.police.uk/>

Teenage relationship abuse

<https://www.gov.uk/government/collections/this-is-abuse-campaign>

Trafficking

<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>

www.nspcc.org.uk

www.GOV.UK

<http://www.gscb.org.uk/article/113294/Gloucestershire-procedures-and-protocols>