



## **SAFEGUARDING POLICY**

Learning at Charville is underpinned by our Core Values, which are as follows:

Respect  
Independence  
Self-belief  
Honesty  
Caring  
Determination

## **INTRODUCTION**

This School Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the school and is an overarching document which demonstrates how everyone working in or for our school service, shares an objective to help keep children safe from harm and abuse.

We aim:

- to ensure that children within our school feel safe at all times
- to ensure that all stakeholders are safe and feel that they are able to put the welfare of the children first without concern that there will be any negative consequences attached to their actions
- to ensure that all adults who have contact with children in school have been properly vetted and cleared as suitable to work and support children in our care/charge.
- to ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively.

## **SCHOOL COMMITMENT**

Charville Primary School is committed to safeguarding and promoting the welfare of all its pupils. We recognise that some children may be especially vulnerable to abuse and that children who are abused or neglected may find it difficult to develop a sense of worth and to view the world in a positive way. Whilst at school their behaviour may be challenging and 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 our pupils and recognise that each pupil's welfare is of paramount importance.

All staff are required to read and understand part 1 of "Keeping Children Safe in Education Sept 2016" and "Safer Working Practices Oct 2015".

## **PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT**

### **Safer Recruitment and Selection**

The school pays full regard to current DCSF (??) guidance “Safeguarding Children and Safer Recruitment in Education” January 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job. It also includes undertaking interviews and where appropriate, undertaking ISA Children’s List checks (formerly List 99 and POCA), Criminal Records Bureau checks and providing honest and accurate references when individuals move on.

In line with statutory changes, underpinned by regulations, the following will apply:

- a DBS Enhanced Disclosure will be obtained for all new appointments to our school workplace (including volunteers, where appropriate). The trust advisory board has agreed that these will be renewed every three years.
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff, volunteers and governors.
- all new appointments to our school workforce from overseas or who have lived outside the UK will be subject to additional checks as appropriate.
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy.
- identify checks will be carried out on all appointments to our school workforce before the appointment is made.

The following staff have undertaken and completed the National College for School Leadership Safer Recruitment training and one of these staff members will be in attendance at interview for all staff and volunteer appointments:

Headteacher:	Mrs N Kelly
School governor:	Mr D Coleshill / Mr M Charlton
Other staff:	Mrs R Madar / Miss L Innes

## **Safer Working Practice**

Our school will comply with the Government Offices "Guidance for Safer Working Practice for Adults Who Work With Children and Young People.

Safe working practice ensures that pupils are safe and that all staff, volunteers and governors:

- 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.
- work with other colleagues where possible in situations open to question.
- discuss and/or take advice from school management over any incident which may give rise to concern.
- record any incident or decisions made.
- apply the same professional standards regardless of gender, race, disability or sexuality.
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## **Safeguarding Information for Pupils**

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff 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 Senior Designated Person for child protection in our school is:

Mrs N Kelly (Headteacher)

The deputy Senior Designated Person for child protection in our school is:

Mrs R Madar (Deputy Headteacher)

And Miss L Innes (Assistant Headteacher) in the absence of the above

## **Partnership with Parents**

The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted.

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 until we have permission or it is necessary to do so to protect a child.

Charville Primary 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.

We encourage parents to discuss any concerns they may have with Charville Primary School. We make parents aware of our Safeguarding and Child Protection Policies and parents are aware that they can view these policies on request.

## **School Training and Staff Induction**

The school's Senior Designated Person with responsibility for Child Protection and any named deputies undertake specific child protection training which includes how to undertake their role. They also undertake inter-agency Child Protection training provided by the Local Authority. Refresher training is undertaken at two yearly intervals.

All other school staff, including non-teaching staff, volunteers and governors undertake appropriate in house training to equip them to carry out their responsibilities for child protection effectively. This is kept up to date by refresher training at three yearly intervals as a minimum requirement.

## **Health and Safety Policy**

The school has a health and safety policy, which is monitored each year by the relevant committee of the School Governing Body.

The Headteacher, Health and Safety advisor, the site manager and a governor with responsibility for Health and Safety oversee the policy and its implementation. Any concerns from staff, volunteers, governors or pupils are reported to any of the above and the site manager carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual fire risk assessment.

There is a critical incidents plan that details what staff and parents should do in the case of emergencies.

## **First Aid**

In school the following members of staff are trained to oversee first aid:

Ms S Amass  
Mrs T Dias  
Mrs D Bird  
Mrs A Trotter

Mrs P Ditchburn  
Mr N Smith  
Mrs N Smith

First aid kits are situated around the school in the following locations:

Medical Room  
Staff Room  
Learning and Development Room  
Nursery  
Year 6 block (Science Room)  
School Dining Room

When a child is unwell or has suffered an accident in school or on the school grounds, the following steps are followed:

**Step 1: A trained first aider is immediately called to provide assistance and advice.**

**Step 2: The incident/accident is logged in the incident/accident register.**

**Step 3: The parent is notified of the incident/accident as soon as necessary.**

**Step 4: The Health and Safety Executive are notified of the incident/accident where there is a statutory duty to do so.**

### **Site Security**

Charville Primary School aims to provide a secure school site but recognises that the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules, which govern it. It is recognised that laxity can cause potential problems to safeguarding. Therefore, the school ensures that:

- pupil entry and exit gates are locked except at the start and end of each day.
- doors are kept closed to prevent intrusion.
- all visitors and volunteers only enter through the main entrance and must sign in at reception. The Receptionist will brief them regarding emergency evacuations and the school mobile phone policy.
- children are only allowed home with adults/carers with parental responsibility or confirmed permission has been received in advance.
- children are not allowed to leave school alone during school working hours and if collected by an adult, signed out.
- should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Parents and Police will then be immediately informed of the circumstances.

### **Welcoming other Professionals**

Visitors with a professional role, such as the school nurse or members of the police should have been vetted to work with children through their own organisation. When there is a planned visit to the school, the Headteacher will ensure that written confirmation is received from the employing organisation that the said individual has been vetted through the CRB (**Disclosure and Barring Services DBS is now the name for the checks**), within the last three years and cleared to work with children.

When the said individuals make adhoc or unplanned visits to the school, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to the children until confirmation of their vetting status has been confirmed. No examination/medical treatment of any child will be allowed unless the professional has suitable clearance prior to their visit.

It is recognised that in emergency situations when the police are called, perhaps to deal with an unruly pupil/adult, it may not be possible to confirm their identity before access to the school site is allowed. The Headteacher will use their professional judgement to effectively manage these situations.

### **Child Protection Policy**

The Senior Designated Person for Child Protection is Mrs N Kelly. The deputy Senior Designated Person for child protection is Mrs R Madar and the Designated Governor for Child Protection is Mr M Charlton. There is a detailed Child Protection Policy operating within the school, which is available from the school office. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All allegations of abuse by or complaints about a teacher, other member of staff or volunteer, will be managed in accordance with the London Borough of Hillingdon Child Protection Procedures. A copy of these procedures can be found at [www.hillingdon.gov.uk/article/18399/Safeguarding-in-Hillingdons-schools](http://www.hillingdon.gov.uk/article/18399/Safeguarding-in-Hillingdons-schools). The Chair/Vice Chair of Governors should be contacted directly where there are allegations/complaints against the Headteacher.

The Local Authority Designated Officer for Child Protection oversees all allegations made against those who work with children and can be contacted at anytime for advice on 01895 250975. Similarly, advice and guidance can be obtained from the Social Care Advice and Assessment Team on 01895 556633 or the Police Child Abuse Investigation Unit on 020 8246 1903.

### **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education relevant discussions around related issues take place with the children. Topics include such themes as Drugs, Alcohol, Sex and Relationships, Stranger Danger, and e-safety issues. Children are encouraged to explore and discuss these issues.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PE and Design and Technology. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate and agreed pupil/adult ratios are always maintained. The Head Teacher (School Educational Visits Co-ordinator) always risk assesses visits and trips to ensure children are safeguarded and protected from harm.

Visiting speakers, with correct clearance and/or constant supervision are always welcome into school so that they can give specialist knowledge to the children.

## **Internet / E-Safety**

Children are encouraged to use the internet as much as is possible for learning but at all times in a safe way. Parents are asked to give permission for their children to use the internet on entry to the school. Parents, pupils, staff and the Governing Body must sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. If staff know of misuse, either by a teacher, staff member, governor, volunteer or child, the issue must be reported to the Headteacher without delay.

The Headteacher and Governing Body have overall responsibility for internet safety and will have access to all email addresses and passwords provided. This is managed by Turn It On (provider for ICT).

The school will ensure that:

- software is in place to minimise access and to highlight any person accessing inappropriate sites or information.
- pupils will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (If this results in child protection concerns, the Senior Designated Person for child protection should be informed immediately).
- every effort is made to encourage pupils not to give out their personal details, phone numbers, school, home addresses, computer passwords etc.
- pupils adhere to the school policy on mobile phones.
- training is provided to pupils, staff and volunteers on e-safety matters where necessary.

## **Inclusion Opportunities**

Within the School Prospectus there is a statement around “Inclusion Opportunities” which asserts:

“At Charville Primary School we welcome all children. Where a child has a recognised disability we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site. We will make every effort to ensure that children with Special Educational Needs maintain their entitlement when they enter the school”.

## **Behaviour Policy**

Good behaviour is essential in any community and at Charville Primary School we have high expectation in this area. The school has a Behaviour Policy and a Code of Behaviour that must be adhered to by all children and a copy is available from the school office. This is shared with parents and is available on the school website and from the school office. Although the emphasis is always on the positive, there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children including:

- stickers
- showing another teacher good work
- commendations

- certificates / Pupil of the week
- headteacher's tea party

But the sanctions range from:

- having to discuss their behaviour
- being removed from the class
- loss of playtime
- reporting to a senior member of staff
- a letter home
- detention
- seclusion
- exclusion
- Red Cards

Staff are discouraged from handling children but where they deem it the safest thing to do, guidance and training has been given on safe methods of restraining a child so that they do not harm either themselves or others.

### **Anti-Bullying Policy**

The school's response to this is unequivocal

**Adults must be informed immediately and action will take place.**

Children are told that silence is the bully's best friend. Although bullying in this school is rare, the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

There is a more detailed Anti-bullying Policy available on the school website and from the school office.

### **Equalities and Racial Tolerance**

Within the School Prospectus there is a statement around "equalities/equal opportunities" which asserts that:

The school has a single "Equality Policy" that has a section on racial tolerance. This includes information about what the school, through education, challenge and discussion, will do to ensure incidents do not happen.

Racism is tackled in both the RE and in the PSHE curricula. The children will take part in discussions designed to raise awareness and address prejudices. This work ensures that racial tolerance is at the forefront of everything we do.

### **Female Genital Mutilation**

Female Genital Mutilation (FGM): professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. In the event of concerns or disclosure we will inform the local police and MASH.

Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines referred to above. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

### **Child Sexual Exploitation and Trafficking:**

#### Definition of Child Sexual Exploitation- Government Consultation Response- 16th February 2016

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

SEXUAL EXPLOITATION IS – “THE RECRUITMENT, TRANSPORTATION, TRANSFER, HARBOURING OR RECEIPT OF A CHILD, FOR THE PURPOSE OF EXPLOITATION.”

The trafficking process has several distinct phases. This includes the following aspects; recruitment or grooming, travel/transportation, arrival, exploitation, rescue/escape, return and rehabilitation.

STOP- CSE Awareness day is the 18th March 2017.

In the event of concerns or disclosures with regards to CSE or trafficking the following steps will be taken:

- Concern Form completed
  - Discussion with one of the CP Leads
  - CP lead to have a discussion with Pastoral Manager
  - Follow up with Social Care if immediate risk of harm is likely.
  - Further consultation with Child Sexual Exploitation Prevention Manager- Debbie Weisang - Tel: 01895 556904. Email [dweissang@hillingdon.gov.uk](mailto:dweissang@hillingdon.gov.uk)
- Staff at Charville can also access information about CSE and Child Trafficking from the following documents: Child Sexual Exploitation- Definition and Guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (Feb 2017)

### **Preventing Radicalisation**

The Counter-Terrorism and Security Act, which received Royal Assent on 12 February 2015, places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism (“the Prevent duty”).

The Counter-Terrorism and Security Act 2015 also places a duty on local authorities to ensure Channel panels are in place. The panel must include the local authority and chief officer of the local police. Panels will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, following a referral from the police and where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. The Act requires partners of Channel panels to cooperate with the panel in the carrying out of its functions and with the police in undertaking the initial assessment as to whether a referral is appropriate. Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the Act as partners of the panel. The relevant provisions of the Act has come into force on 12 April 2015 but many local authorities already have Channel panels set up in their area.

In Charville Primary School if a concern arises around possible radicalisation, then the following steps are taken:

- Concern form completed
- Discussion with one of the CP Leads
- CP Lead to have a discussion with Pastoral Manager
- Follow up with Social Care if immediate risk of harm is likely.
- A further consultation with Prevent Lead- Fiona Gibbs at London Borough of Hillingdon. Her details are as follows: [fgibbs@hillingdon.gov.uk](mailto:fgibbs@hillingdon.gov.uk) (01895 277035)

Prevent awareness training is included in Safeguarding training at induction for all new staff and governors and is refreshed annually. Appropriate filters on internet access and vigilance on pupil use and understanding of e-safety, protects exposure to extremist materials. Charville Primary School is committed to working with parents to understand the risk of online safety and effective monitoring of their children's use of technologies.

### **Photographing and Videoing of Children in School**

At Charville Primary School we have taken a sensible and balanced approach to photographing and videoing children on the school site. We have a policy (E-Safety Policy) which incorporates this.

- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children.
- Mobile phones should not be used in any area where children are changing, toilets or in the welfare room.
- Photographs will only be taken with school digital cameras, **never with camera phones/mobile phones.**

Taking pictures and video images of children's achievements and activities is a wonderful way of capturing a memory and promoting successes. The policy document explains in detail the school's requirement to obtain parental permission while taking such images and the safeguards in place to ensure anonymity (wherever possible) in their usage.

*(for further information please refer to the Mobile Phone Policy)*

### **Whistleblowing**

If members of staff, volunteers or governors have any concerns about people working in a paid or unpaid capacity with children, they have a duty of care (and in some cases a professional duty) to inform management accordingly. This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence.

The school follows the H.R's policy on whistleblowing and a copy of the "School Whistleblowing Policy" is available on the school website or from the school office. Policy review this policy document will be reviewed by the School Governing Body on an annual basis to ensure it is up to date with current legislation and best practice.

Approved by Governing Body: Spring Term 2016

Review Date: Spring Term 2017