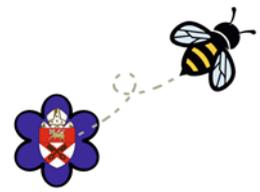




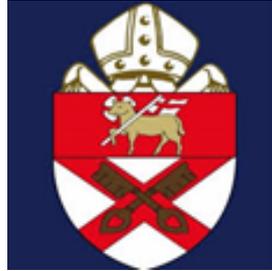
Celebrate



Collaborate



Pollinate



**Burneston Church of England Voluntary
Aided Primary School
Safeguarding Policy and Vision**

This policy has been developed to ensure that all adults in Burneston Church of England Primary School are working together to safeguard and promote the welfare of children and young people.

This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all our children, young people and staff. It identifies actions that should be taken to redress any concerns about child safety and welfare including protecting pupils and staff from extremist views, vocal or active, which are opposed to fundamental British values. All opinions or behaviours which are contrary to these fundamental values and the ethos of the school will be vigorously challenged.

The Headteacher has the ultimate responsibility for safeguarding and promoting the welfare of children and young people.

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities, functions, culture and ethos of Burneston Church of England Primary School. This policy complements and supports other relevant school and Local Authority policies.

Under the Education Act 2002 schools have a duty to safeguard and promote the welfare of their pupils and, in accordance with guidance set out in 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education', Burneston Church of England Primary School will work in partnership with other organisations where appropriate to identify any concerns about child welfare and take action to address them.

Ethos

Burneston Church of England Primary School aims to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. Our school is committed to the principles outlined in 'Working Together to Safeguard Children' and implements policies, practices and procedures that promote safeguarding and the emotional and physical well-being of children, young people and staff.

The school is committed to supporting the delivery of effective early help through multi-agency working, a consistent application of the thresholds and the use of a single agency assessment.

The children have access to appropriate curriculum opportunities, including emotional health and well-being, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and understand the responsibilities of adult life, particularly in regard to child care and parenting skills.

Access to cross-curricular activities will provide opportunities to develop self-esteem and self-motivation and to help pupils respect the rights of others, particularly those groups who may be considered a minority.

Burneston Church of England Primary School will exercise diligence and prevent any organisation or speaker from using the school's facilities to disseminate extremist views or radicalise pupils and staff.

The Curriculum

All children have access to an appropriate curriculum which is broad and balanced and differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.

Children and young people are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect, understanding and empathy for others. There is access to a range of extra-curricular activities, information and materials from a diversity of sources which not only promotes these values but supports the social, spiritual, moral well-being and physical and mental health of the pupils.

Personal Social Health Education and Religious Education lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, forced marriage, family patterns, religious beliefs and practices and human rights issues.

Burneston Church of England Primary School will take account of the latest advice and guidance provided to help address specific vulnerabilities and forms of exploitation eg CSE, Grooming, Forced Marriage, Radicalisation and Extremism.

All pupils will know that there are adults in the school whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

Attendance & Exclusions

Burneston Church of England Primary School views attendance as a safeguarding issue and in accordance with the school's Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care.

The Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important.

We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understand how important this practice is in safeguarding children and young people.

In the event of an exclusion leading to off-site education, we will only place children in another local school or referral unit which is a registered provider and has been quality assured. Children who require access to alternative provision will have a personalised learning plan designed to meet their needs. Their attendance will be monitored by Burneston Church of England Primary School in accordance with the school attendance policy.

The designated person will be informed when a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered. Where it is felt that a child or young person is likely to be permanently excluded a multi-agency assessment will be instigated to

ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

Keeping Records

Burneston Church of England Primary School will keep and maintain up to date information on children on the school roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The school record will also include a chronology of any other significant event in a child's life.

Roles And Responsibilities

The Headteacher of Burneston Church of England Primary School will ensure that:

- The policies and procedures adopted by the Governing Body to safeguard and promote the welfare of pupils are fully implemented and followed by all staff including volunteers.
- Safe recruitment and selection of staff and volunteers is practised.
- Designated Senior Members of staff for child protection are identified and receive appropriate on-going training. This responsibility is shared amongst the SLT to create opportunities for support as required.
- Sufficient time and resources are made available to enable the designated member of staff to discharge their responsibilities, including attending inter-agency meetings, contributing to the assessment of children and young people, supporting colleagues and delivering training as appropriate.
- All staff and volunteers receive appropriate training which is regularly updated.
- All temporary staff and volunteers are made aware of the school's safeguarding policy and arrangements.
- All staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively.
- Parents/carers are aware of and have an understanding of the school's responsibilities to promote the safety and welfare of its pupils by making its obligations clear in the school/setting prospectus.
- Ensure that the Safeguarding and Child Protection policy is available on the school's website.
- Ensure that the school is pro-active and co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities eg CSE and radicalization and extremism.

- Ensure that any referrals are actively followed up; and that the procedures for escalating a concern are followed if and where the Designated Persons feel it necessary, in consultation with each other.

The Governing Body of the school will ensure that:

- A member of the Governing Body is identified as the designated governor for Safeguarding and receives appropriate training.
- The identified governor will provide the governing body with appropriate information about safeguarding and will liaise with the designated member of staff.
- The identified governor will establish the level of understanding of safeguarding duties for Governors and the Headteacher to inform future necessary actions.
- Senior members of the school's leadership team are designated to take lead responsibility for safeguarding within the school.
- The school's safeguarding policy is regularly reviewed and updated and the school complies with local safeguarding procedures
- The school operates safe recruitment and selection practices including appropriate use of references and checks on new staff and volunteers.
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with DfE 'Keeping Children Safe in Education' and Local Authority procedures.
- All staff, including temporary staff, and volunteers who have regular contact with children and young people receive appropriate training and information about the school's safeguarding processes as part of induction.
- Ensure that the school co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities eg CSE and radicalization and extremism.

The Designated Senior Members of Staff for Child Protection are Suzy Smart and Lisa Oakeley and they have a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people registered in the school. The Governor with responsibility for Child Protection and Safeguarding is Claire Smith. The Designated Persons will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend up-dated training every two years.
- Provide relevant information to the LA on how the school carries out its safeguarding duties.

- Provide support and training for staff and volunteers.
- Ensure that the schools actions are in line with the NYCSB Safeguarding Inter-Agency Procedures.
- Support staff to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of a child.
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children.
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that any staff with specific responsibility for safeguarding children receive the appropriate training to undertake this role.
- Manage and keep secure the school's safeguarding records.
- Ensure that all staff and volunteers understand and are aware of the school's reporting and recording procedures and are clear about what to do if they have a concern about a child or an adult; including that they pass all concerns on to the DSPs central record, for consideration of patterns and themes.
- Liaise with the Headteacher about any safeguarding issues.
- Ensure that the Safeguarding Policy is regularly reviewed and updated.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding.
- Send a pupil's child protection or safeguarding file separately from the main file to a new establishment if a pupil leaves the school.

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Safe Recruitment And Selection Of Staff

The school's recruitment and selection policies and processes adhere to the DfE guidance "Keeping Children Safe in Education".

The following members of staff/Governors have completed NSPCC Safer Recruitment in Education Training:

Suzy Smart

Claire Smith (Chair of Governors)

Liz Wilson

Working With Other Agencies

Burneston Church of England Primary School has developed effective links with other relevant agencies, for example, the Local Authority, Children's Social Care, NHS, Early Help and co-operates as required with any enquiries regarding child protection issues. The school will notify the appropriate agency if:

A child subject to a child protection plan is about to be permanently excluded.

There is an unexplained absence of a pupil who is subject to a child protection of more than two days from school.

It has been agreed as part of any child protection plan or core group plan.

Confidentiality And Information Sharing

Staff ensure that confidentiality protocols are followed and information is shared appropriately. The Headteacher or Designated Members of Staff disclose any information about a pupil to other members of staff on a need to know basis only.

All staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff and volunteers must be clear with children that they cannot promise to keep secrets.

Training For Staff And Volunteers

All staff should be made aware of the school's safeguarding systems as part of their induction.

All staff should receive appropriate child protection training which includes the following:

- basic safeguarding information about the school's policies and procedures
- signs and symptoms of abuse (emotional and physical)
- indicators of vulnerability to radicalisation
- how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child

In accordance with "Keeping children safe in education" – all staff will receive training at induction.

The Designated Persons for Safeguarding will receive refresher training every two years.

All staff will receive appropriate child protection training which is regularly updated.

All staff will be supported to recognise warning signs and symptoms in relation to specific safeguarding issues and will receive training or briefings on for example, Forced Marriage, Female Genital Mutilation, Domestic Abuse, Child Sexual Exploitation and Preventing Violent Extremism through the Prevent programme.

Recording And Reporting Concerns

All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously. If a concern arises all staff, volunteers and visitors must:

- Speak to the Designated Persons or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- Record the concern using the school's safeguarding recording system

Informing Parents/Carers

Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/ carers. In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised.

Parents and carers will usually be informed if a referral is to be made to the Children's Social Care Service or any other agency.

Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Persons or Headteacher will seek advice from Children's Social Care.

Domestic Abuse

The school is aware that children and young people's development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and is a safeguarding issue.

Children and young people react to domestic abuse in similar ways to other types of abuse and trauma.

Information about Domestic Abuse and its effect upon children and young people will be incorporated into staff Safeguarding and Child Protection training and briefings and the school's Safeguarding and Child Protection's Policies and Procedures will be used to protect children and young people exposed to, and at risk from, domestic abuse.

Any child or young person thought to be at immediate risk will be reported without delay to the police service as a 999 emergency and the Duty Social Worker will be contacted as soon as possible.

Forced Marriage

Forced Marriage became a criminal offence in June 2014. It is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by this school. The school is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. Child abuse cannot be condoned for religious or cultural reasons.

Information about Forced Marriage will be incorporated into staff Safeguarding and Child Protection training and briefings and the school's Safeguarding and Child Protection Policies will be used to protect a victim or potential victim of forced marriage.

If a case of forced marriage is suspected it will be viewed as a safeguarding concern, parents and carers will not be approached or involved about a referral to any other agencies.

Female Genital Mutilation

Female Genital Mutilation (FGM) is an illegal in the United Kingdom and is a violation of human rights of girls and women. Information on FGM will be incorporated into staff Safeguarding and Child Protection training and briefings.

Any concerns that a young person may be at risk of FGM will be referred to the appropriate safeguarding agencies.

Preventing Radicalisation And Violent Extremism

Burneston Church of England Primary School values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others which are the core values of our democratic society. However, all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated. Burneston Church of England Primary School seeks to protect its students and staff from all messages and forms of violent extremism and ideologies including those linked to, but not restricted, to the following: Far Right/ Neo Nazi, White Supremacist ideology, extremist Islamic ideology, Irish Nationalist and Loyalist paramilitary groups and extremist Animal Rights groups.

Burneston Church of England Primary School is clear that exploitation and radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

All staff have received online training on what Prevent is about and how to deal with any issues they may see inside or outside school. The following members of staff have also completed Home Office WRAP (Workshop to raise awareness of prevent) training)

Suzy Smart

Burneston Church of England Primary School has an E-Learning Policy which recognises that E-safety is a safeguarding issue not an ICT issue and includes safety at home as well as in school. The purpose of internet use in school is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance the school's management information and business administration.

The internet is an essential element in 21st century life for education, business and social interaction and Burneston Church of England Primary School has a duty to provide children and young people with quality access as part of their learning experience.

It is the duty of Burneston Church of England Primary School to ensure that every child and young person in its care is safe and this applies equally to the 'virtual' or digital world.

Burneston Church of England Primary School will ensure that appropriate filtering methods are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

Child Protection Conferences And Core Group Meetings

Members of staff are likely to be asked to attend a child protection conference or other relevant core group meetings about an individual pupil and will need to have as much relevant updated information about the child as possible. The Headteacher or DDSL will attend Child protection conferences held for a child/children who are suffering or at risk of significant harm.

All reports for a child protection conference should be prepared in advance of the meeting and will include information about the child's physical, emotional, intellectual development and well-being as well as relevant family related issues. This information will be shared with the parents/ carers.

Managing Allegations and Concerns Against Staff and Volunteers

The school follows the government guidance 'Keeping children safe in education' as well as the NYSCB 'Managing Allegations Against Staff' when dealing with allegations made against staff and volunteers.

All allegations made against a member of staff and volunteers, including contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.

Complaints or Concerns by Pupils, Staff or Volunteers

Any concern or expression of disquiet made by a child will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.

We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint. We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.

Serious Case Reviews

The North Yorkshire Safeguarding Children Board will always undertake a serious case review when a child or young person dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the serious case review is to:

- Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people.
- Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.

- Improve inter-agency working to better safeguard and promote the welfare of children and young people.

If required Burneston Church of England Primary School will provide an individual management report for a serious case review and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

Visitors

All visitors, including visiting speakers, are subject to the school's safeguarding protocols while on site and will be supervised at all times.

First Aid

In school there are trained members of staff who volunteer to oversee first aid. When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged in the accident book.

Parents are notified by note or telephone depending on the nature of the incident. This includes a head injury form where appropriate.

If there is any doubt at all about the immediate health and safety of a child, their parents/carers and emergency services are contacted immediately.

Paediatric First Aid: Mrs Lisa Oakeley, Mrs Nicola Dollimore

Administration of Medicines

We have an 'Administration of Medicines' policy to make it clear to parents in what circumstances we are prepared to administer medicines to children at school, and what parental consent is required when we do so. This policy can be viewed via the link on the school website. A register is also retained showing expiry date of all medication held in school (i.e. inhalers, epi-pens)

Site security

Burneston Church of England Primary School site security is determined by the people who use it. Therefore, all people on the site have an obligation to adhere to the rules which govern it. Laxity can cause potential problems to safeguarding. Therefore:

Gates should be shut except at the start and end of each day.

Doors should be closed to prevent intrusion but to facilitate smooth exits.

Visitors and volunteers must only enter through the main entrance and after signing in at the office.

Children will only be allowed home with adults with parental responsibility or confirmed permission.

Empty classrooms should have closed windows.

Children should never be allowed to leave school alone during school hours, and if collected by an adult, must be 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. Then parents and police will be informed of the circumstances. Where it is evident that a child is more likely to leave the premises, e.g. due to special educational needs, then a specific named risk assessment will be completed and shared with all appropriate adults.

Anti Bullying Policy

The definition of bullying is: “The repeated use of any action with the intention of hurting another person.” Bullying is not tolerated at our school and we reiterate this message regularly in the curriculum (e.g. in PSHE., Anti-bullying week, during circle time, if appropriate to the year group and Collective Worship).

The Anti-bullying Policy is available to view via the link on the school website.

Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality.

The Whistleblowing Policy poster is on display in school.