

## **WHITCHURCH PRIMARY SCHOOL**

### **SAFEGUARDING PUPILS POLICY**

#### **1. Supporting Material from Oxfordshire County Council**

1.1 The OCC website provides a large amount of documentation relating to policies on the subject of child protection and safeguarding.

1.2 This document is based on the template provided by OCC at:  
[http://portal.oxfordshire.gov.uk/content/public/LandC/EES/governor\\_services/govering\\_body\\_work/Policies/Template\\_Safeguarding\\_Pupils\\_Policy.doc](http://portal.oxfordshire.gov.uk/content/public/LandC/EES/governor_services/govering_body_work/Policies/Template_Safeguarding_Pupils_Policy.doc)

1.3 A longer document defining the wider Oxfordshire County Council Policy on Safeguarding Pupils is also available at:  
[http://portal.oxfordshire.gov.uk/content/public/CYPF/schools/behaviour\\_attendance/safeguarding\\_child\\_protection/DfES-Safeguarding\\_Children.pdf](http://portal.oxfordshire.gov.uk/content/public/CYPF/schools/behaviour_attendance/safeguarding_child_protection/DfES-Safeguarding_Children.pdf)

1.4 This second document includes sections on the following that are all dealt with through the present policy::

- Template Schools Safeguarding Pupils Policy (which forms the basis of this policy)
- Definitions of abuse
- Dealing with disclosure; the 6 Rs (reproduced here as Annex III)
- Outline Roles in Safeguarding Pupils Of Learning & Culture, School Staff And Governors
- Brief Guide To The Sexual Offences Act 2003
- Missing Pupils Procedures
- A Code of Practice for Adults Working with Children and Young People: A Child Protection Pocket Guide

1.5 The document also contains sections on the following which are dealt with under other Whitchurch School policies and OCC guidance:

- Guidance on Videos And The Taking of Photographs (used in development of our policy on photographing and videoing pupils)
- Child Protection Procedures: Allegations Against Employees, Volunteers And Contractors Working in Education together with supplementary Information on Disciplinary Procedures for School Employees in the Appendices to the policy (dealt with in our policy on Allegations of Abuse Against Staff)
- Guidance on Safer Recruitment

1.6 There is also Guidance for Those Co-ordinating Extended Work Experience though this is not applicable to Whitchurch Primary School.

1.7 Ofsted's Briefing for section 5 inspectors on safeguarding children is available from the OCC website at:

[http://portal.oxfordshire.gov.uk/content/public/LandC/EES/governor\\_services/News/OFSTED\\_Safeguarding\\_Briefing.pdf](http://portal.oxfordshire.gov.uk/content/public/LandC/EES/governor_services/News/OFSTED_Safeguarding_Briefing.pdf)

## **2. Scope of this Policy**

2.1 Whitchurch Primary School recognises its responsibility for Safeguarding and Child Protection. This policy applies to all staff, governors and volunteers working in school and focuses on 5 main elements;

- Staff recruitment and selection – ensuring that all staff (including volunteers) who have unsupervised access to children, have been appropriately checked for their suitability through the CRB procedure.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse.
- Supporting children who have been abused in accordance with their child protection plan.
- Establishing a safe and nurturing environment free from discrimination or bullying where children can learn and develop happily.

2.2 We recognise that because of the day-to-day contact with children, school staff are ideally placed to observe the outward signs of abuse and staff in school will therefore:

- Report any inappropriate behaviour / activities to designated staff member.
- Establish and maintain an environment where children feel secure, encouraged to talk and are listened to.
- Ensure that children know that they can approach any of the adults in school if they are worried and they will receive a consistent supportive response.
- Include in the curriculum opportunities for children to develop the skills they need to recognise and stay safe from abuse.

## **3. Requirements**

3.1 Staff in Whitchurch Primary School will follow the Oxfordshire Safeguarding Children Board Procedures in all cases of abuse, or suspected abuse, (these can be found at [www.oscb.org.uk](http://www.oscb.org.uk)). We will therefore observe the following requirements:

3.2 Ensure that we have a designated teacher for child protection (and inform the Safeguarding Team Administrator when this changes, on 01865 810515). In Whitchurch Primary School the designated teacher is Mrs Dawn Chesters, the Headteacher.

3.3 Ensure that the designated teacher receives appropriate training and that this training is disseminated to all others in the school, (contact the oscb for more details on training: 01865 815843)

3.4 Ensure that the governors of Whitchurch Primary School are aware of their responsibility to safeguard the welfare of pupils in the school.

- 3.5 Ensure that every member of staff, (including volunteers and governors) knows who the designated teacher is and where to find them to pass on information.
- 3.6 Ensure that all staff and volunteers understand their responsibilities in being alert to, and acting appropriately in, cases of abuse or suspected abuse.
- 3.7 Ensure that parents understand the school's responsibilities in relation to child protection by setting out these obligations in the school prospectus.
- 3.8 Inform the duty social worker at the Assessment Team if a pupil, who is subject to a Child Protection Plan, has unexplained absence of more than 2 days.
- 3.9 Establish and maintain links with relevant agencies and co-operate as required with enquiries of a child protection nature.
- 3.10 Ensure that where possible appropriate staff attend case conferences on children in the school.
- 3.11 Keep accurate written records of concerns on children even where referral is not appropriate immediately.
- 3.12 Ensure that all child protection records are kept secure and confidential and separate from the main pupil file.
- 3.13 Ensure that all staff/volunteers are selected and recruited by going through appropriate checks. Safer Recruitment Training can be accessed at: <http://www.cwdcouncil.org.uk/safeguarding/safer-recruitment>.
- 3.14 Ensure that all staff, governors and volunteers understand that there is a procedure to be followed in dealing with child protection allegations made against teaching and non-teaching staff. This procedure must be followed on all occasions. All staff should be made aware of this process.
- 3.15 Ensure that all school staff, volunteers and governors are aware of the 6Rs (see Annex III) for dealing with disclosures. It is not sufficient that people know where to look up the 6Rs as the opportunity to do so may not be available when a pupil or other concerned individual comes forward to disclose information.
- 3.16 Ensure all records are kept securely; separate from the main pupil file, in locked locations.
- 3.17 Follow the county guidance on reporting and tracking lost pupils.
- 3.18 Ensure safe recruitment practices are always followed. For most staff responsibility for ensuring that CRB and other checks have been completed satisfactorily will rest with the Head Teacher who should complete a checklist

(see appendices) annually to demonstrate compliance to the governing body. However, when a new Head Teacher is appointed it is the responsibility of the Chair of Governors to ensure that necessary checks have been satisfactorily completed.

#### **4. Supporting Children**

4.1 We recognise that children who are abused, or witness violence, may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school, their behaviour may be challenging and defiant or they may be withdrawn. In addition to following the 6Rs at the time of disclosure (Annex III), the school will endeavour to support the pupil through the following:

4.2 The content of the curriculum.

4.3 The school ethos, which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.

4.4 The School Behaviour Policy, which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

4.5 Liaison with other agencies that support the pupil such as Social and Health Care, Education Social Work Service and Educational Psychology Service.

4.6 Ensuring that, when a pupil subject to a Child Protection Plan leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

#### **5. Links to other policies**

5.1 It is noted that the provisions of the Education Act place a general duty on our school to provide for the welfare of children in our care and, as such, staff will adhere to other related school policies, i.e. Attendance, Behaviour and Discipline Policy, Anti-Bullying Policy, SEN Policy etc.

#### **6. Monitoring this Policy**

6.1 This policy will be monitored via the following:

- Annual Report to the Governing Body on Safeguarding Children (see Annex I)
- Safeguarding Children Checklist for Governing Bodies (Annex II)

6.2 Checklists will be completed for the policies listed in the Annual Report identified at paragraph 6.1 to demonstrate that they are being properly implemented: These checklists will be developed by the committee responsible for each policy and assessed annually. It is, however, stressed that safeguarding requirements are ongoing and should not be delayed until such time as checklists are required for review.

## **7. Review**

7.1 This policy is to be reviewed annually, when it should be ensured that it remains in line with Oxfordshire County Council's Policy.

Status of this Policy: APPROVED

Date approved by Governing Body: 26 April 2010

Lead contributions from:

Staff: Dawn Chesters

Governors: SF&P Committee

**Annex I: Annual Report to Governing Body on Safeguarding Children**

Name of School:

.....

Date:

This report is for the period ..... to .....

Author.....

**N.B. Details of this information are confidential – names and specific circumstances cannot be discussed.**

Name of Designated Senior Person:.....

Deputy Designated Person:.....

Name of Nominated Governor:.....

### Summary of Safeguarding Training

\*Designated persons must undertake training in accordance with the Oxfordshire Safeguarding Children’s Board guidelines. Training must be updated biennially.

**Teaching and other staff should have training updated every 3 years**

Staff	Total number of staff to be trained In each category	Number of staff who received initial training	Provider	Number of staff who received refresher training in target time*	Provider
Designated officer(s)					
Headteacher					
Nominated governor					
Governing body					
Teaching staff					
Teaching assistants					
Mid day supervisors					
Administrative staff					
Care taking / cleaning					
Technicians					
Volunteers					

Names of those who have undertaken training in safe recruitment (NCSL online training):

Staff - Name	Role

Additional training undertaken by Designated Senior Person (e.g. Local ACPC / OSCB courses):

Staff - Name	Training / Date

Report on induction of new staff in safeguarding policy and procedures

Staff	Numbers	Safeguarding induction given Y/N	Initial training Y/N
Teachers			
Governors			
Support			

Policies and other documents relating to safeguarding

Policies and/or procedures for Safeguarding	Written/reviewed	Next review date	Checklist completed?
Anti-bullying			
Behaviour management			
Confidentiality			
Departmental statements on safeguarding	N/A	N/A	N/A
Drugs and Substance Misuse			
Equal Opportunities			
First Aid (including management of medical conditions, intimate care)	In Health and Safety Policy		
Health and Safety (including school security)			
Management of allegations against staff			
PSHE curriculum			
Racial Equality			
Recruitment and selection			
Safeguarding pupils			
Safeguarding statement in school prospectus			N/A
Sex Education	In PSHE Policy		
Staff Handbook - guidance on conduct			
Use of Force and Restraint (Physical Intervention)	In Health and Safety Policy		
Use of photographs/video			
Whistle blowing			

N/A = Not Applicable

Number of referrals made to local Assessment Team:

Section 17 ..... Section 47 .....

Categories:

	Number	No. Case conferences	No. attended	No. reports submitted
Physical				
Sexual				
Emotional				
Neglect				

Number of pupils on Child Protection Register: .....

Number of Looked After Children: .....

Number of allegations made against staff:.....

Other Comments on safeguarding issues and actions to be taken:

## Annex II: SAFEGUARDING CHILDREN CHECKLIST FOR GOVERNING BODIES

All governors have a responsibility for safeguarding children and you will wish to ensure that your governing body is doing all that it should. Detailed guidance prepared by the DfES and agencies has been circulated to schools. This checklist based on *A Self-Review Tool for Safeguarding and Child Protection in Schools* aims to help governing bodies check their compliance with new regulations. See the Self-Review Tool and other guidance referred to in this paper for further details.

- We have a senior member of the school's leadership team designated for Safeguarding Children – the **Designated Person**.
  - We have ensured that the Designated Person (and other staff) have **sufficient resources** to do their job.
  - The **Designated Person has received training** – covering basic awareness *and* inter-agency work - which is updated every 2 years.
  - The **Designated Person** ensures that all staff have received **Safeguarding Children training** which is updated every 3 years.
  - We have a named **Safeguarding Children governor** (usually the Chair) who is responsible for Child Protection action in relation to the headteacher(see *Guidance for Chairs of Governors in Maintained Schools: Dealing with Allegations of Child Abuse against the Headteacher.*)
  - We have considered whether to **act collectively or to delegate responsibility** to an individual governor to champion child protection issues.
  - The headteacher, Chair and at least one other governor have received **training** on Child Protection/Safeguarding Children.
  - We have considered and adopted a **Safeguarding Children policy** in line with LA guidance.
  - We ensure that the **Safeguarding Children policy is given to all school personnel** including temporary staff and volunteers.
  - We have reviewed school security – covering public access both to the grounds and building.
  - We receive a clear **report annually** on Safeguarding Children which ensures that the school is complying with all requirements and/or identifies areas for improvement. (For standard format see *Annual Report to Governing Body on Safeguarding Children*)
-

We have **demonstrated to the Local Authority** that we have carried out our responsibilities in relation to Safeguarding Children. (Copying your governing body's Annual Report on Safeguarding Children to the local authority is sufficient.)

We have ensured that all staff and volunteers (including contract staff) have been **CRB checked** prior to having unsupervised access to children.

We have sufficient staff and governors trained in **Safer Recruitment** to ensure that every staff appointment panel contains at least one trained person, and we ensure that all qualifications are checked, gaps in employment history accounted for, and references followed up.

## **Annex III: DEALING WITH DISCLOSURES**

If someone tells you that they or another child or young person is being abused:  
(the 6 R's)

### **1. Receive**

- Listen to what is being said, without displaying shock or disbelief.
- Take what is said seriously.
- Note down what has been said.

### **2. Reassure**

- Reassure the pupil, as far as is possible.
- Don't promise confidentiality: you have a duty to refer.
- Reassure and alleviate guilt, if the pupil refers to it e.g. "you're not to blame". "You're not the only one this sort of thing has happened to".
- Reassure child that information will only be shared with those who need to know.

### **3. React**

- React to the pupil only as far as is necessary for you to establish whether or not you need to refer this matter, but don't 'interrogate' for full details.
- **Do not ask 'leading' questions, for example**, "Did he/she .....", Such questions may invalidate your evidence (and the child's) in any later prosecution.
- Ask open questions, like "Anything else you want to say?".
- Do not criticise the perpetrator; the pupil may have an affection for him/her.
- **Do not ask the pupil to repeat it all for another member of staff.**
- Explain what you have to do next and who you have to talk to.

### **4. Record**

- Make some brief notes at the time on any paper, which comes to hand, and write them up as soon as possible.
- Do not destroy your original notes.
- Record the date, time, place any noticeable non-verbal behaviour, and the words used by the child. Record the actual words used by the child.
- Record statements and observable things, rather than your 'interpretations' or assumptions.

### **5. Remember**

- Follow your establishment's guidelines and consult as appropriate
- Procedures require the designated teacher (staff) to make appropriate records to Social & Health Care.

### **6. Relax**

- Try to get some support for yourself if you need it. This support should be available through your designated teacher.

## **Annex IV Policy checklists**

Note: these checklists are to be updated whenever the policies to which they refer are reviewed.

Checklists have been kept as simple as possible. It may be necessary to expand on some issues from time to time, but that should be done when there is a clear need, rather than as a matter of routine.

Completed checklists should not contain personal or otherwise confidential detail.

**CHECKLIST FOR THE POLICY REGARDING ALLEGATIONS OF ABUSE  
BY STAFF**

This checklist should be completed annually.

Completed by:

Date:

Note: This policy contains much detail necessary for the fair and proper handling of allegations made against staff. This checklist does not provide a line by line assessment of performance against the policy in the event that it is needed, but is focused on the essential elements of whether allegations were properly addressed and lessons learned.

The purpose of the checklist is simply to improve understanding of the way that the policy works at Whitchurch. The completed checklist should not contain personal or otherwise confidential detail.

	<b>Comments</b>
1. Are staff aware of the policy regarding allegations of abuse by staff?	
2. Are records of restraint properly kept in a bound, page numbered book, open to inspection by the Chair of Governors	
3. Have allegations been raised during the reporting period?	
4. How well was the policy process applied in dealing with any concerns raised?	
5. Have allegations made been resolved satisfactorily, with those involved been informed in writing? [Note that this does not necessarily mean that all stakeholders have to be content with the outcome]	
6. Were rules on confidentiality fully respected?	
7. What lessons have been learned for the future? For example, has it been necessary to introduce change to the way that the school manages its operations or handles such allegations in the future?	

## CHECKLIST FOR THE BEHAVIOUR & DISCIPLINE POLICY

This checklist should be completed annually.

Completed by:

Date:

Note: comments should state if the school is currently compliant, and also if it has been out of compliance at any time in the reporting period.

The purpose of the checklist is simply to improve understanding of the way that the policy works at Whitchurch. The completed checklist should not contain personal or otherwise confidential detail.

	<b>Comments</b>
1. Is there consistency across the School in the use of Rewards and Sanctions, reflecting the policy?	
2. Are staff aware of DfES Circular 10/98, relating to section 550A of the Education Act 1996: <i>The Use of Force to Control or Restrain Pupils</i> ?	
3. Are incidents of threatening, bullying, hurtful or other bad behaviour properly recorded?	
4. Are children aware of the School Rules?	
5. Does the School Prospectus clearly explain the School Rules?	
6. Has the Head Teacher maintained a record of reported serious incidents?	
7. Have any suspensions or exclusions been given or considered?	
<ul style="list-style-type: none"><li>• If so, have the requirements of the Exclusion Policy been followed?</li></ul>	
<ul style="list-style-type: none"><li>• Also, have governors monitored the rate of suspensions/exclusions and ensured that the policy is implemented fairly and consistently?</li></ul>	
8. Has the effectiveness of the policy been reviewed, and with it the policy itself?	

## CHECKLIST FOR THE CONFIDENTIALITY POLICY

This checklist should be completed annually.

Completed by:

Date:

Note: comments should state if the school is currently compliant, and also if it has been out of compliance at any time in the reporting period.

The purpose of the checklist is simply to improve understanding of the way that the policy works at Whitchurch. The completed checklist should not contain personal or otherwise confidential detail.

	<b>Comments</b>
1. Has information about the policy been disseminated to all stakeholders? (e.g. via the School Council, website, prospectus, staff handbook)	
2. Have those working in the school in an employed or voluntary capacity signed the declaration of confidentiality?	
3. Have there been any cases where confidentiality has not been observed? If so:	
<ul style="list-style-type: none"><li>• Were any of these of a significant nature?</li></ul>	
<ul style="list-style-type: none"><li>• Have those breaking confidentiality been reminded of their obligations under the policy?</li></ul>	

## CHECKLIST FOR THE DRUGS POLICY

This checklist should be completed annually.

Completed by:

Date:

Note: comments should state if the school is currently compliant, and also if it has been out of compliance at any time in the reporting period.

The purpose of the checklist is simply to improve understanding of the way that the policy works at Whitchurch. The completed checklist should not contain personal or otherwise confidential detail.

	<b>Comments</b>
1. Have staff been informed of the Drugs Policy?	
2. Are staffed adequately trained to teach effectively about drugs and to handle difficult issues sensitively?	
3. Are parents aware of the rules on prescribed medication?	
4. Are solvents and other hazardous materials properly stored?	
5. Does the school operate an effective anti-smoking policy?	
6. For community evenings and Parents evenings where alcohol is sold, has the school explained the need for obtaining temporary event notices and to store alcohol securely whilst on school premises?	
7. Have there been any incidents of children being found in possession of drugs or alcohol, or under the influence of either?	
8. Have such incidents been dealt with effectively and has a full record been made and properly stored?	
9. Have staff had issues with discharging children into the care of an intoxicated adult? If so, have staff been supported appropriately by the Head Teacher and, if appropriate, Governors?	
10. Have Governors inspected the Head Teacher's written record detailing the content and delivery of the drugs education programme taught in the school?	
11. Has the effectiveness of the policy been reviewed, and with it the policy itself?	

## **CHECKLIST FOR THE HEALTH AND SAFETY POLICY**

The Health and Safety checklist is available from OCC's website at:

[http://portal.oxfordshire.gov.uk/content/public/LandC/EES/governor\\_services/governing\\_body\\_work/Health\\_Safety\\_Governors\\_Schedule.doc](http://portal.oxfordshire.gov.uk/content/public/LandC/EES/governor_services/governing_body_work/Health_Safety_Governors_Schedule.doc)

The version current at the time the policy was written is appended below.