



## Maryland Primary School and Children's Centre

### Whole School Policy for Early Help, Safeguarding and Child Protection

This policy is available on our school website and also on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

We recognise the expertise our staff builds by undertaking safeguarding training and managing safeguarding concerns on a daily basis. We therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance ['Keeping Children Safe in Education'](#), DfE (2016).

This policy will be reviewed in full by the Governing Body on an annual basis. This policy was last reviewed and agreed by the Governing Body in Nov 2016.

Signature

Headteacher

Date: April 2017

Signature

Chair of Governors

Date:

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## 1. PURPOSE & AIMS

- 1.1 The purpose of Maryland Primary School and Children Centre's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:
- Protect children and young people at our school from maltreatment;
  - Prevent impairment of our children's and young people's health or development;
  - Identify children and young people who may be in need of extra help;
  - Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
  - Undertake that role so as to enable children and young people at our school to have the best outcomes.
- 1.2 This policy gives clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.
- 1.3 Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.
- 1.4. [Child Missing Education](#)-We recognise the appropriate safeguarding responses that needs to be in place for children who are absent from school or who go missing from education, particularly on repeated occasions. Therefore the Attendance Lead will regularly liaise with the Designated Safeguarding Lead to discuss all persistently absent pupils and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.
- 1.5 This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

## 2. OUR ETHOS

- 2.1. The child's welfare is of paramount importance. Our school will established and will maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe
- 2.2. [Early Help](#) -All staff are regularly advised to maintain an attitude of '**it could happen here**' where safeguarding is concerned. Staff will ensure that concerns are identified early and help is provided to prevent concerns from escalating. Staff members will act in the **best interests** of the child.
- 2.3 .Maryland School will train all staff and regular visitors on how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.
- 2.4. Our foundation subjects especially CPSHE will provide opportunities for children to acquire the necessary life and social skills to identify risks and know how to be safe.
- 2.5 We will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with [Working Together to Safeguard Children \(2015, updated in 2017\)](#) and [Newham Safeguarding Children Board procedures](#)

### 3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Lorna Jackson (HT)	Maryland Primary School, Gurney Road Stratford E15 1SL
Deputy DSL	Olasimbo Simisaiye	Maryland Primary School, Gurney Road Stratford E15 1SL
Headteacher	Lorna Jackson	Maryland Primary School, Gurney Road Stratford E15 1SL
Named Safeguarding Governor	Annette Gordon	c/o Maryland Primary School, Gurney Road Stratford E15 1SL
Chair of Governors	Graham Plant	c/o Maryland Primary School, Gurney Road Stratford E15 1SL

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.

3.2 **The Governing Body** of Maryland Primary School is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor, **Annette Gordon** who champions safeguarding within the school.

3.3 The Governing Body will ensure that:

- The safeguarding policy is in place, is reviewed annually and is available publicly via our school website. Also that it has been written in line with Local Authority guidance and the requirements of the Newham Safeguarding Children Board policies and procedures
- The school contributes to inter-agency working in line with in line with [Working Together to Safeguard Children](#) (2015, updated in 2017)
- A senior member of staff from leadership team is designated to take the lead responsibility for safeguarding and child protection and there are deputy DSL who is appropriately trained to deal with any issues in the absence of the Designated Safeguarding Lead (DSL) to ensure there will always be cover for this role.
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;
- All staff undertake appropriate child protection training that is updated annually and on-line safety training.
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance.

- Safer recruitment practices are followed in accordance with the requirements of [‘Keeping Children Safe in Education’](#) DfE (2016);
- The Governing Body remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 Annual Safeguarding report to governors will include a record of training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

3.5 At Maryland School **the Headteacher** is responsible for:

- Identifying a senior member of staff from leadership team to be the Designated Safeguarding Lead (DSL);
- Identifying additional members of staff to act as the Designated Safeguarding Leads (DSL) in her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.

**3.6** The **Designated Safeguarding Lead** is a senior member of staff, from the leadership team who takes lead responsibility for safeguarding and child protection in our school. The DSL will carry out their role in accordance with the responsibilities outlined in Annex B of [‘Keeping Children Safe in Education’-2016](#).

**DSL will**

- Consider if **early help** can be offered to support and prevent the child or young person’s needs escalating.
- Assess any urgent medical needs of the child.
- Consider whether the child has suffered, or is likely to suffer significant harm.
- Check whether the child is currently subject to a Child Protection Plan or has been previously subject to a Plan.
- Confirm whether any previous concerns have been raised by staff.
- Consider whether the matter should be discussed with the child’s parents or carers or whether to do so may put the child at further risk of harm because of delay or the parent’s possible actions or reactions
- Seek advice if unsure that a child protection referral should be made.

3.7 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child’s safety or welfare will be recorded in writing and given to the DSL.

3.8 During term time the designated safeguarding lead and or a deputy will always be available for staff in the school to discuss any safeguarding concerns. If in *exceptional* circumstances, a DSL is not available on the school site in person, we will ensure that they are available via telephone and any other relevant media.

3.9 The DSL at Maryland School will represent our school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience, our DSL will liaise with Children’s Services and other agencies where necessary, and make referrals of suspected abuse to Children’s Services, take part in strategy discussions and other interagency meetings and contribute

to the assessment of children.

3.10 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.11 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and that appropriate training needs are identified.

#### **4. TRAINING & INDUCTION**

4.1 New staff or volunteer will receive safeguarding training during their induction period. They will be informed of the safeguarding arrangements in place and also be given a copy of our school's safeguarding policy along with the staff code of conduct, Part one and Annex A of ['Keeping Children Safe in Education' 2016](#) and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. All staff are expected to read these key documents. They will also be provided with the recording form, given information on how to complete it and who to pass it to.

4.2 Maryland's induction programme will include making new staff members aware of the remit of the role of the Designated Safeguarding Lead (DSL). It will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child and how to record. The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and their suitability to work with children.

4.3 We will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of ['Keeping Children Safe in Education' 2016](#). In order to achieve this we will ensure that:

- all members of staff undertake appropriate safeguarding training on an annual basis in accordance with Newham Safeguarding Children Board advice and we will evaluate the impact of this training;
- all staff members receive regular safeguarding and child protection updates, via staff meetings, emails and in service training -*INSET*, as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

4.4 All regular visitors, temporary staff and volunteers to our school will be given our safeguarding protocol; they will be informed of whom our DSL and deputy DSLs are and what the recording and reporting system is.

4.5 The DSL, and the alternate designated member(s) of staff will attend one of the multi-agency training courses organised by Newham Safeguarding Children's Board at least once every three years. The DSLs will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, DSLs will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role.

4.6 Our governing body will also undertake appropriate training to ensure governors are able to carry out their duty to safeguard all of the children at our school. Training for Governors to support them in their safeguarding role is available from [Newham Partnership Working](#).

4.7 We encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance, Annex A of ['Keeping Children Safe in Education'](#) (2016) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via [Newham Safeguarding Children Board](#).

## 5. PROCEDURES FOR MANAGING CONCERNS

- 5.1 Maryland Primary School adheres to child protection procedures that have been agreed locally through the Newham Children's Safeguarding Board (NSCB). Where we identify children and families in need of support, we will carry out our responsibilities in accordance with [NSCB Threshold Guidance 2014](#).
- 5.3 It is *not* the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy. All recorded incident may and can help build up a picture of emotional abuse for example. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.
- 5.4 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from [Newham Children's Triage](#) as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.
- 5.5 The DSL will decide whether to consider offering Early Help to support the family or to make a referral to [Newham Children's Triage](#) when there are complex needs or child protection concerns. The school will use the [NSCB Threshold Guidance 2014](#) to inform our decision making.
- 5.6 If a referral to Children's Triage has not met the threshold for targeted support or statutory intervention, the Designated Safeguarding Lead will make full written record of the decision and outcome. The school will continue to offer early help and interventions, supported by the use of the Early Help Record and Plan.
- 5.7 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to [Newham Children's Triage](#) immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Headteacher. Concerns should always lead to help for the child at some point.
- 5.8 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with [Newham Children's Triage](#), or the police if:
- the situation is an emergency and the designated senior person, their deputy and the Headteacher are all unavailable;
  - they are convinced that a direct report is the only way to ensure the pupil's safety.
- 5.9 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Headteacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact Children's Services directly with their concerns.
- 5.10 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same [NSCB Threshold Guidance](#) will apply in respect of any child who is suffering or likely to suffer significant harm.
- 5.11 We recognise that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:
- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to

- the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

5.12 At Maryland Primary School, our staff are well placed to identify concerns and take action to prevent children from becoming victims **of Female Genital Mutilation** (FGM) and other forms of so-called 'honour-based' violence (HBV). Guidance will be provided on these issues through our safeguarding training. DSL will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

5.13 Where FGM has taken place, there is a mandatory reporting duty placed on teachers (since 31 October 2015). Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: '[Mandatory Reporting of Female Genital Mutilation - procedural information](#)' (October 2015).

5.14 We recognise that safeguarding against **radicalisation and extremism** is no different to safeguarding against any other form of vulnerability in today's society. At Maryland School, we will ensure that:

- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise.
- There are systems in place for keeping pupils safe from extremist material when accessing the internet in our school by using effective filtering and usage policies.
- The DSL has received Prevent training and will act as the point of contact within our school for any concerns relating to radicalisation and extremism.
- The DSL will make referrals to [Newham Children's Triage](#) and will represent our school at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

## 6. RECORDS AND INFORMATION SHARING

6.1 If staff are concerned about the welfare or safety of any child at our school they will record their concern on the agreed reporting form (see appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

6.2 Any information recorded will be kept in a separate named file, in a secure cabinet or electronically and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

6.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our early help and safeguarding files will include; a chronology, contents front cover and record of significant events in the child's life.

6.4 When a child leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the



form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the school roll to home educate, the school will make arrangements to pass any safeguarding concerns to the **Newham Elective Home Education Team**.

## **7. WORKING WITH PARENTS & CARERS**

7.1 Maryland Primary School is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

7.2 Parents/carer will be informed of our safeguarding policy as well as our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

7.3 We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

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7.4 We will seek to work together with parents to support any worries or concerns we may have about their child *unless* to do so may place a child at increased risk of harm.

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

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above).

The school will retain this information on the pupil file. Information about pupils will only be shared with adults who have parental responsibility for a pupil or with those for whom a parent has given permission and the school has been supplied with the adult's full details in writing.

## **8. CHILD PROTECTION CONFERENCES**

8.1 Children's Services will convene an Initial Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

8.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the school in respect of individual children. Usually the person representing the school at these meetings will be the Headteacher or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

8.3 All reports for child protection conferences will be prepared in advance using the school record profoma. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.

8.4 We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## **9. SAFER RECRUITMENT**

9.1 We will ensure that the Headteacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Headteacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education'](#), DfE (2016).

9.2 We will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials nor insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them. We will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

9.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

## **10. SAFER WORKING PRACTICE**

10.1 All staff will be provided with a copy of our school's code of conduct at induction, for compliance with Expectations. We recognise that there will be occasions when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint will be adhered to.

10.2 Visitors, parents or volunteers working on a 1-1 with children will be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Our doors have a clear glass panel in them and are left open.

10.4 All staff and volunteers are expected according to the advice in ['Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings'](#) (October 2015). They will be made aware that failure to do so could lead to disciplinary action.

## **11. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS**

11.2 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in [Newham Safeguarding Children Board](#) and Part 4 of ['Keeping Children Safe in Education'](#), DfE (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted to request a [consultation or to make a referral](#) via e-mail: [LADO@newham.gov.uk](mailto:LADO@newham.gov.uk) or contact the LADO team on 020 3373 3803.

11.2 Staff must report to the HT or DSL concerns around the unsuitability of an adult to work with a child/ren immediately. This includes concerns relating to agency and supply staff and volunteers. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that neither the Headteacher nor Chair of Governors is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors.

11.3 The Headteacher or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

11.4 Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact the LADO directly on 020 3373 3803. Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

11.7 The School has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

## 12. RELEVANT POLICIES

12.1 To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Preventing Extremism & Radicalisation risk assessment
- Anti-Bullying
- Positive handling and managing behaviour
- Recruitment & Selection
- Whistleblowing
- Attendance
- Online Safety
- Health and Safety including site security
- Harassment and discrimination including racial abuse
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays

## 13. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- [‘Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children’](#), DfE (2015 updated in 2017)
- [‘Keeping Children Safe in Education’](#), DfE (September 2016)
- [Newham Safeguarding Children Board](#) procedures
- [Newham Safeguarding Children Board](#) : Allegations Against Persons who Work with Children
- [‘Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings’](#) (October 2015).
- [‘What to do if you're worried a child is being abused’](#), DfE (March 2015)
- [‘Information Sharing: Advice for practitioners’](#), DfE (March 2015)
- [‘The Prevent duty: Departmental advice for schools and childcare providers’](#), DfE (2015)
- [‘Mandatory Reporting of Female Genital Mutilation - procedural information’](#), Home Office (October 2015)

Reviewed and ratified, November 2016  
Reviewed April 2017 in light of LA audit

Date of Next review April 2018