

NUTGROVE METHODIST AIDED PRIMARY SCHOOL



SAFEGUARDING POLICY

This policy applies to all staff, volunteers, students or anyone working on behalf of our school. It is based upon a template advocated for use in schools by NSPCC.

The purpose of this policy is to:

- Protect children who attend our school
- Provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection

Nutgrove Methodist Aided Primary School believes that a child should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe at all times. We are committed to practise in a way that protects them.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) Code of Practice: 0-25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities: HM Government 2014
- Information-Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers: HM Government 2015
- Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children: HM Government 2015
- Working Together to Safeguard Children: Updated 2017

This policy should be read and understood alongside our school's policies and procedures on the following:

- Recruitment, induction and continuing professional development
- Role of the Designated Safeguarding Officer
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording and information-sharing
- Code of conduct for staff and volunteers
- Safeguarding the dismissal of learners'

- Safer recruitment
- E-Safety
- Anti-bullying
- Complaints
- Whistleblowing
- Health and Safety
- Continuing professional development policy, supervision and support
- Lone-working policy
- Performance Improvement

This policy should be read alongside these key documents produced by St Helens Local Authority:

- Continuum of Need
- Thresholds of Need

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, or abuse are vulnerable
- Some children are additionally-vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare

We will seek to keep children safe by doing the following:

- Valuing them, listening to and respecting them
- Appointing a Designated Safeguarding Officer (DSO) and Deputy Designated Safeguarding Officer (DDSO) for children and a governor for safeguarding
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers
- Developing and implementing an effective e-safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, continuing professional development and monitoring measures
- Recruiting all staff and volunteers safely ensuring all necessary checks are made
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one-to-one discussions and the school website.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy to help us deal effectively with any bullying that arises
- Ensuring that we have effective complaints and whistleblowing policies in place
- Ensuring that we provide a safe physical environment for our children, staff and volunteers by applying health and safety measures in accordance with the law and regulations

Contact Details

Designated Safeguarding Officer (DSO) Mr I Rimmer Headteacher c/o nutgrove@sthelens.org.uk

Deputy Designated Safeguarding Officer (DDSO) Mrs R Bottell Deputy Headteacher c/o nutgrove@sthelens.org.uk

Local Safeguarding Children's Board Atlas House Corporation Street St Helens WA9 1LD

safeguardingchildrenboard@sthelens.gov.uk

LSCB Team Members:

Jan Higgins: LSCB Business Manager janethiggins@sthelens.gov.uk

Niccie Jones: Learning and Development Officer nicciejones@sthelens.gov.uk

Lorna Lees-Grossmann: Quality Assurance Co-ordinator lornalees-grossmann@sthelens.gov.uk

Bernadette Pitchford: LSCB Business Administrator bernadettepitchford@sthelens.gov.uk

Other Useful Documents (to be found in the Safeguarding Folder on school server)

Continuum of Need by St Helens Council

Thresholds of Need by St Helens Council

NSPCC email help@nspcc.org.uk

Useful Websites

Keeping Children Safe

- [Childline The Hide Out](#)
- [Dot.com Womens Aid](#)
- [Antibullyingalliance MerseysidePolice](#)
- [Kidscape](#)
- [NSPCC](#)
- [Department of Education](#)

Internet Safety

- [The Child Exploitation & Online Protection Centre](#)
- [Childnet](#)
- [Barnardos](#)

We are committed to reviewing our policy annually. This policy was last reviewed on 27 September 2017

APPENDICES

Insert Our School's Safeguarding Information Leaflet Here



SAFEGUARDING AND WELFARE CONCERN FORM

Child's Name: _____ Class: _____

Day and Date: _____ Time: _____

1. Nature of Concern:

(Please see reverse for recording any visible signs/marks)

Name of person recording this concern: _____ Signed: _____ Date: _____

(Please hand this concern form in person to either Mr Rimmer or Mrs Bottell and they will sign when received.)

Receipt signature of either Mr Rimmer or Mrs Bottell: _____ Date: _____ Time: _____

2. Action to be taken:

3. Action taken:

4. Decision from points 2 and 3 shared with person who recorded the concern: Yes/No Signatures from either Mr Rimmer or Mrs Bottell and person who recorded concern:

_____ Date: _____ Time: _____

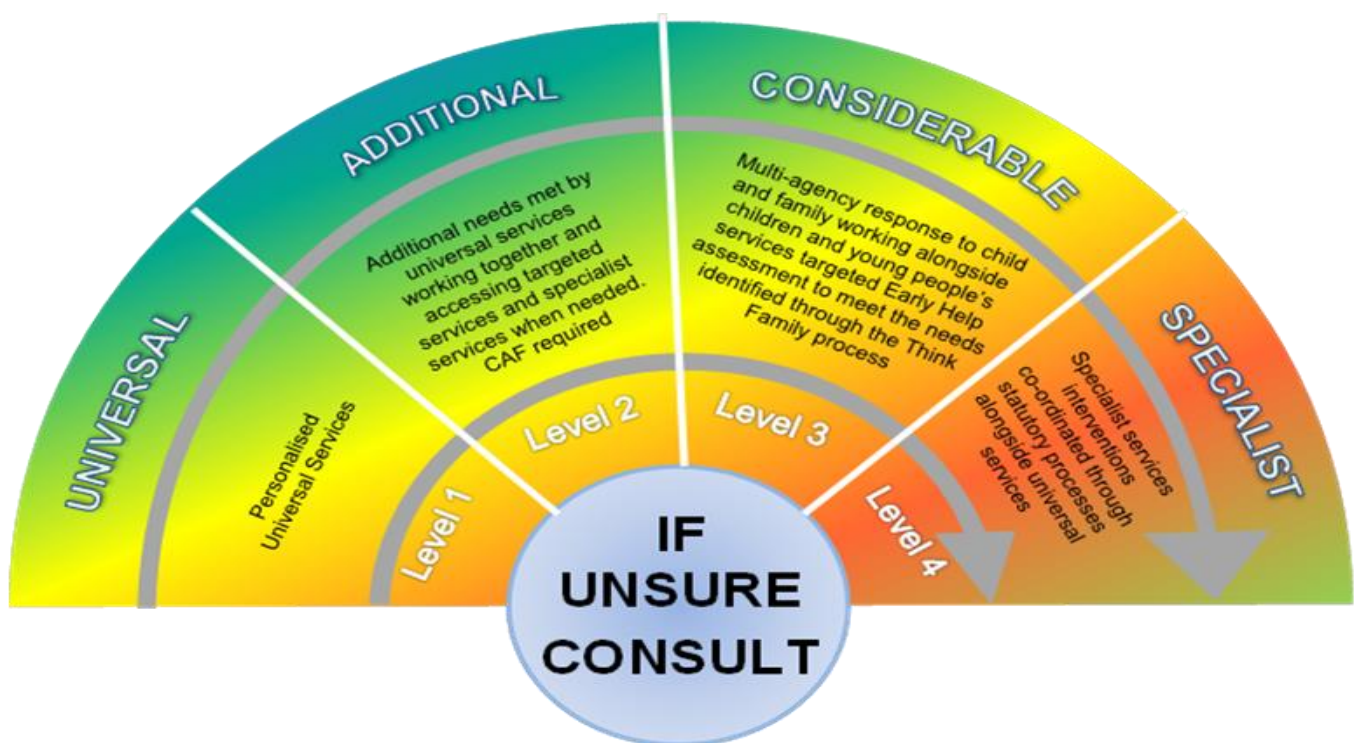
5. Next steps:

This paper is stored in Safeguarding File in locked filing cabinet in relevant section relating to this particular pupil.

Extract taken from St Helens Safeguarding Children's Board Continuum of Need 2014

The Four Levels of Needs

1. **Children with no additional needs** – these are children with no additional needs; all of their health and developmental needs will be met by universal services. The majority of children living in each local authority area require support from universal services alone;
2. **Children with additional needs showing early signs of vulnerability** - these are children with additional needs or health/educational needs, who may be vulnerable and showing early signs of abuse and/or neglect; their needs are not clear, not known or not being met. This is the threshold for a multi-agency early help assessment to begin (this is also sometimes known as a common assessment, CAF or a Family CAF); note the requirement for consent in such cases.
3. **Children in need who require statutory or specialist services** – these are children who are unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services; or children who are disabled. They may require longer term intervention from statutory and specialist services. This is the threshold for an assessment led by Children's social care services/practitioners under S17 Children Act 1989.
4. **Children who are suffering or likely to suffer significant harm** – these children are suffering or are likely to suffer significant harm. They will require intensive support under S47 Children Act 1989. This is the threshold for child protection.



The Role of the Designated Safeguarding Officer

Choosing a Designated Safeguarding Officer

It is recommended that at least one person in your organisation is a “designated safeguarding officer/lead”. This person will take the lead on safeguarding for your organisation.

The person chosen should:

- be someone with authority in the group such as a manager or team leader
- a paid member of staff if possible
- have a Disclosure and Barring Service (DBS) check.
- have at least two references which are followed up.
- You may wish to consider appointing a deputy in case of sickness or leave.

Responsibilities

1. The Designated Safeguarding Officer is the first point of contact for all staff and volunteers to go to for advice if they are concerned about a child (this may also need to be out of hours so staff and volunteers should always know how to contact them or you
2. They have a higher level of safeguarding training and knowledge than the rest of the staff and should have completed Working Together to Safeguard Children and Young People
3. They are responsible for ensuring that their organisation’s safeguarding policy is kept up to date and complete the Section 11 audit tool every 2 years
4. They ensure that they comply with safe recruitment procedures for new staff members and their induction.
5. They support staff to assist in information regarding concerns and support decision making about whether staff concerns are sufficient enough to notify Children’s Social Work Services or whether other courses of action are more appropriate, for example the completion of an Early Help Approach. (EHAT)
6. They make formal referrals to the Duty and Advice Team
7. They ensure that concerns are logged and stored securely
8. They have joint responsibility with the Governing Body to ensure that the organisation’s safeguarding policy and related policies and procedures are followed and regularly updated;
9. They are responsible for promoting a safe environment for children and young people
10. They know the contact details of relevant statutory agencies e.g. Children’s Services, Police, Local Safeguarding Children’s Board, and the Local Authority Designated Officer (LADO) for allegations against staff.

It is not the responsibility of the designated safeguarding officer to decide whether a child has been abused or not- that is the responsibility of investigative statutory agencies such as Children’s Social Work Services or the police. However keeping children safe is everybody’s business and all staff should know who to go to and how to report any concerns they may have about a child being harmed or at risk of being harmed.

It is recommended that the Designated Safeguarding Officer registers with the LSCB to ensure that they are kept up to date with all the latest safeguarding information from the Board and details of events and training.

