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OLDBROOK FIRST SCHOOL
CHILD PROTECTION POLICY
AND SAFEGUARDING STATEMENT

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1. KEY CONTACTS in school

Headteacher
Kirk Hopkins
Contact details: 01908 604689

Designated safeguarding lead (DSL)
Kirk Hopkins (Headteacher)

Deputy DSLs
Sara Jarman (Assistant Head)
Kajal Tailor (KS1 Manager)
Debbie Bell (Nursery Teacher)
Maxine Bassett (Learning Mentor)
Contact details: 01908 604689

Members of safeguarding team:
DSL and Deputy DSLs above
Janet Haines Safeguarding Governor

Designated e-safety lead:
(Computing Subject Manager)
Contact details: 01908 604689

Designated prevent lead:
Kirk Hopkins/Sara Jarman
Contact details: 01908 604689

Designated Child Sexual Exploitation (CSE) lead:
Kirk Hopkins/Sara Jarman
Contact details: 01908 604689

Designated Looked After Children (LAC) lead:
Kirk Hopkins/Sara Jarman
Contact details: 01908 604689

Chair of Governing Board
Janet Haines
Contact details: 01908 604689

Designated Governor for Safeguarding:
Janet Haines
Contact details: 01908 604689

Designated Governor for Safer Recruitment:
Janet Haines / Colleen Kirkbride
Contact details: 01908 604689

Staff Support (Supervision)
Kirk Hopkins
Angela Merrington (School Business Manager)

All contacts can be accessed via the main school office:
Oldbrook First School
Illingworth Place
OldbrookMilton Keynes
MK6 2NH
Tel: 01908 604689
Email:office@oldbrookschool.co.uk

2. DEFINITIONS

Child protection: Child protection is the aspect of safeguarding that focuses on the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Safeguarding: Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of the health or development of children, ensuring that they grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

Staff: The term staff covers all individuals working for or on behalf of the school, full time or part time, temporary or permanent, in either a paid role, or as a student, or a volunteer.

Designated Safeguarding Lead (DSL): Refers to the designated safeguarding lead at the school

Child: Child refers to all young people under the age of 18. It applies to pupils in the school and extends to visiting children and students from other establishments

Parent: The term parent refers to birth parents and other adults who are in a parenting role, for example step-parents, special guardianship, foster carers and adoptive parents.

Abuse: The term abuse covers neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Additional information can be found in Working together to safeguard children and Keeping Children Safe in Education, 2016

3. OVERARCHING PRINCIPLES

- The welfare of the child is paramount.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- Pupils and staff involved in child protection issues will receive appropriate support.

The purpose of this Child Protection Policy and Safeguarding Statement is to:

- Inform staff, parents, volunteers and governors about the school's responsibilities for safeguarding children.

- Enable everyone to have a clear understanding of how these responsibilities should be carried out.

4. LEGISLATION, RELATED POLICIES AND PROCEDURES

Our Child Protection Policy and Safeguarding Statement functions in conjunction with a range of key policies and documents listed below.

These documents comprise a key range of relevant policies and procedures

- produced by the school itself
- other supporting documents produced by Milton Keynes Council
- national guidance from the Department for Education.

Whilst all our policies are important to read, understand and follow, those documents highlighted yellow in the list below are policies and guidance which **every** member of staff must **not only read, but for which they must provide their signature to confirm that they have read and understood.**

Keeping Children Safe in Education (KCSIE) Part 1 and Annex A (see below for link)
Child Protection Policy and Safeguarding Statement *(this document)*
Relationships Policy
- Pupil behaviour/discipline
- Anti-bullying policy
- Physical intervention/Use of restraint

E-Safety policy
- Online safety policy – all
- 'Think Before You Click' children's policy, also sent to parents

Photographic images of children
Health and Safety Policy This includes
- First aid and Paediatric first aid arrangements
- Risk Assessments

Daily Organisation
- Administration of medicines
- Arrangements regarding children's illness
- Toileting/intimate care

- Procedures for assessing and managing risk re school trips

Safer Recruitment Policy

Staff Induction Policy
Code of Conduct for Staff
Confidentiality Policy
Equality Policy
Whistleblowing Policy
Managing Allegations against Staff
Complaints Policy
PREVENT
Female Genital Mutilation (FGM) guidance and screening tool
Child Sexual Exploitation (CSE) guidance

The procedures contained in this policy are consistent with Milton Keynes Safeguarding Children Board (MKSCB) procedures. They apply to all staff, volunteers and governors.

- MK Safeguarding Children Board's multi-agency procedures http://www.mkscb.org/policy-procedures/

For clarification, this Child Protection Policy includes a summary of the MKSCB procedures see Section 6.

This Child Protection Policy has also been developed with reference to schools' statutory responsibilities, and takes account of national guidance as follows:

- Keeping Children Safe in Education (KCSIE), September 2016 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

The guidance *Keeping Children Safe in Education* (Part 1) is essential reading. It incorporates:

- What school and college staff should know and do
- The role of the school or college
- The role of school and college staff
- What school and college staff need to know
- What school and college staff should look out for
- What school and college staff should do if they have concerns about a child
- Types of abuse and neglect
- Specific safeguarding issues
- Managing allegations and concerns about teachers and other staff
- Further information on child sexual exploitation (CSE) and female genital mutilation (FGM)

All organisations who work with children and young people are bound by the overarching statutory inter-agency guidance Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (DfE March 2015):

- Working together to safeguard children: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

In order to safeguard and promote the welfare of children and young people Oldbrook First School will also act in accordance with the following legislation and guidance:

- Children Act, 1989
- Children Act, 2004
- Education Act, 2002 (Section 175/157) - outlines the responsibility of Local Authorities and School Governing Boards to*: "ensure that their functions relating to the conduct of school are exercised with a view to safeguarding and promoting the welfare of children who are its pupils".*
- Disqualification under the Childcare Act, 2006
- The Education (Pupil Information) (England) Regulations 2005
- Sexual Offences Act (2003)
- Counter Terrorism and Security Act 2015 (PREVENT duty) Section 26
- Female Genital Mutilation Act 2003 (Section 74, Serious Crime Act 2015)
- Inspection Framework: education, skills and early years and any accompanying or revised inspection evaluation schedules and handbooks
- School inspection handbooks for Section 5 and Section 8 inspections - Handbook for inspecting schools in England under section 5 of the Education Act 2005
- Serious Crime Act 2015

5. SAFEGUARDING STATEMENT

Safeguarding is everybody's business.

The staff of Oldbrook First School recognises that it has a moral and statutory responsibility to safeguard and promote the welfare of all pupils.

Oldbrook First School is committed to ensuring that all our children and young people are safe and feel safe; that children, parents/carers and staff are able to talk about any

safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement safeguarding procedures

and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of, harm.

Every member of our staff has a responsibility to provide a safe environment for children in which they can learn. We recognise that we are well placed to observe outward signs of abuse, changes in behaviour and failure to develop, because we have daily contact with children.

Therefore all our staff will receive appropriate safeguarding children training which is updated regularly, to ensure they are aware of their role in the early recognition of the indicators of abuse or neglect and of the appropriate procedures to follow. In addition all staff will receive safeguarding and child protection updates. Updates may be for example via email, staff newsletters or staff meetings as required, but will be at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

The Designated Safeguarding Lead will ensure that all temporary staff and volunteers are made aware of KCSIE and the school's safeguarding policies and procedures, including the Child Protection Policy and Safeguarding Statement, staff Code of Conduct, Relationships Policy, Confidentiality Policy and Whistleblowing Policy.

We will ensure there are appropriate systems in place for seeking and taking into account the child's wishes and feelings when making decisions, taking action and deciding what services to provide to protect individual children. In line with the Education Act 2002, we will ensure that arrangements are in place to safeguard and promote the welfare of children and young people by:

- Establishing a safe environment in which children can learn and develop, where they feel secure and are encouraged to talk and are listened to
- Providing children and young people with opportunities to discuss issues and report problems affecting their safety and welfare.
- Safeguarding their welfare, particularly those children and young people who are most disadvantaged
- Including opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse
- Ensuring safe recruitment practices
- Ensuring robust procedures for recognition and referral where there are welfare or child protection concerns
- Raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns and keep children safe
- Monitoring and supporting children and young people who are in care or subject to child protection plans and contributing to the implementation of their plan
- Promoting partnership working with parents and professionals

In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must make a referral directly to Milton Keynes Council Multi-Agency Safeguarding Hub (MASH) Tel: 01908 253169 or 253170 during office hours or
Emergency Social Work Team 01908 265545 out of office hours
email: children@milton-keynes.gov.uk

If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.

This policy applies to all adults, including volunteers, working in or on behalf of Oldbrook First School.

6. WHEN TO BE CONCERNED

The school operates a child-centred and coordinated approach to safeguarding:

Safeguarding and promoting the welfare of children is **everyone's responsibility.** In order to fulfil this responsibility effectively, all staff must make sure their approach is **child centred**. This means that we should consider, at all times, what is in the best interests of the child.

Our school and its staff form part of the wider safeguarding system for children. This system is based on the principle of providing help for families to stay together where it is safe for the children to do so, and looking at alternatives where it is not, whilst acting in the **best interests** of the child at all times**.**

Children who may require early help

All staff need to be aware of, and understand, their role in identifying emerging problems and sharing information with other professionals to support early identification and assessment of a child's needs. It is important for children to receive the right help, at the right time, to address risks and prevent issues escalating.

Staff should be active in monitoring and feeding back ongoing or escalating concerns to the Designated Safeguarding Lead, to ensure due consideration can be given to a referral if the child's situation does not appear to be improving.

Staff and volunteers working within the s

chool need to be alert to the potential need for early help for children also who are more vulnerable. For example:

- Children with a disability and/or specific additional needs.

- Children with special educational needs.
- Children who are acting as a young carer.
- Children who are showing signs of engaging in anti-social or criminal behaviour.
- Children whose family circumstances present challenges, such as substance abuse, adult mental health or learning disability, domestic violence.
- Children who are showing early signs of abuse and/or neglect.

All staff need to be aware of the main categories of maltreatment: physical abuse, emotional abuse, sexual abuse and neglect. They must also be aware of the indicators of maltreatment and specific safeguarding issues so that they are able to identify cases of children who may be in need of help or protection.

Children with special educational needs and disabilities

Additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's impairment, thus causing further exploration to be omitted when it should be pursued.

- Children with SEN and disabilities can be disproportionally affected by things like bullying, without outwardly showing any signs. This can cause appropriate support and action to be neglected if members of staff are insufficiently alert and make wrong assumptions.

- Communication barriers and difficulties.

- A reluctance to challenge carers, (professionals may over empathise with carers because of the perceived stress of caring for a disabled child).

- Disabled children often rely on a wide network of carers to meet their basic needs, therefore the potential risk of exposure to abusive behaviour can be increased.

- A disabled child's understanding of abuse.

- Lack of choice/participation

- Isolation

7. MILTON KEYNES SAFEGUARDING CHILDREN BOARD
Local child protection procedures

MKSCB procedures include detailed chapters on what to do if we have a concern and how to make a referral; safer recruitment guidance; and managing allegations against staff (LADO guidance). They also include a range of other information and guidance regarding more specialist safeguarding topics.

All designated teaching staff and governors must be aware of this guidance and its implications.

The school is not an investigating agency and it is essential that child protection issues are addressed through agreed procedures, however the school continues to play a role after referral, and needs to develop strong links with partner agencies, particularly Children's Social Care, via the MASH.

The school needs to ensure it understands that it will continue to play a role after any referral and will use the links it has developed with partner agencies, particularly Children's Social Care, via the MASH.

MKSCB inter-agency procedures include detailed chapters on:
http://www.mkscb.org/policy-procedures/

- What to do if you have a concern
- How to make a referral
- Safer recruitment guidance
- Managing allegations against staff (LADO guidance)
- Additional guidance on more specialist safeguarding topics.

MKSCB levels of need document provides guidance on procedures when identifying and acting on child safety and welfare concerns, including:
http://www.mkscb.org/wp-content/uploads/2016/04/MKSCB-Levels-of-Need-updated-July-2016-FINAL-DOCUMENT.pdf

- The four stages of intervention from early help to child protection and the criteria that define these.
- When and how to make a referral to Milton Keynes Multi Agency Safeguarding Hub (MASH).

Oldbrook First School recognises the importance of multi-agency working and will enable staff to attend / contribute appropriately to relevant meetings including Child Protection Strategy Meetings; Family Support (Child in Need) Meetings; Child Protection Conferences; Core Groups; Child Care Reviews.

8. ROLES AND RESPONSIBILITIES

All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed at the front of this document, see Section 1: Key Contacts in School.

The Designated Safeguarding Lead, staff and governors must be aware of MKSCB guidance, its implications, and the need to ensure that child protection issues are addressed using agreed procedures.

It is the role of the governing board and the school leadership team to ensure that the Designated Leads for Safeguarding have received the necessary training, have access to the resources needed to enable them to carry out their responsibilities and have regular professional supervision to support them in this role. They will be given time to effectively fulfil the duties that their role demands.

The Designated Safeguarding Lead (DSL)

The responsibilities of the Designated Safeguarding Lead are clearly defined.

There is an expectation that the DSL receives not just compliance, but active support from other staff. In particular, the DSL, and Deputy DSL's should receive appropriate supervision in respect of ensuring their wellbeing in order that they are able to carry out their duties to the best of their abilities. This supervision is available on an individual basis from the School Business Manager, and via group supervision from the school's Leadership Team.

The following description of those responsibilities here in Section 8 form the **DSL Job Description**. It is in line with Keeping Children Safe in Education, 2016.

The DSL has the authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

During term time, the Designated Safeguarding Lead and/ or one of the Deputy Designated Safeguarding Leads will always be available during school hours for staff and parents in the school to discuss any safeguarding concerns.

For out of hours/out of term safeguarding concerns and associated activity, the expectation is that **Milton Keynes Council Multi-Agency Safeguarding Hub (MASH)** Tel: 01908 253169 or 253170 during office hours, or MKC's Emergency Social Work Team 01908 265545 out of office hours will be responsible. However,

we recognize that in certain exceptional circumstances out of hours these agencies may need information from the school's DSL. The DSL's mobile phone number will therefore be made available to the MK MASH on request, with an agreement for this contact information to be held in confidence.

Designated Safeguarding Lead responsibilities

Full details of the DSL's responsibilities can be found in Keeping Children Safe in Education, 2016. In summary responsibilities include:

- Ensuring that child protection procedures are followed within the school and to make appropriate, timely referrals to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) in accordance with the Milton Keynes Safeguarding Children Board's multi-agency safeguarding procedures.

- Ensuring that all staff employed within the school, including temporary staff and volunteers, are aware of the school's internal procedures in addition to the government guidance Keeping Children Safe in Education, 2016.

- Advising other staff; and offering support to those requiring this.

- Undertaking specialist DSL briefing child protection training. This will be updated at a minimum of every two years.

- Receiving training on managing allegations, female genital mutilation, child sexual exploitation and Prevent, and being available to provide advice and support to staff on these issues.

- Linking with the Milton Keynes Safeguarding Children Board and ensuring that all staff are aware of relevant training opportunities, as well as updates in local policies on safeguarding.

DSL responsibilities in managing referrals and cases

- Seeking advice from the MK MASH in any circumstance where further clarity may be helpful. If unsure whether a referral is appropriate, always consult MASH.

- Referring all cases of suspected abuse or neglect to the Milton Keynes Multi-Agency Safeguarding Hub (MASH), Police (cases where a crime may have been committed) and to the Channel programme where there is a radicalisation concern.

- In the case of Deputy DSL's needing to act, liaising with the Headteacher (DSL) to inform him of issues at the earliest opportunity.

- Being the source of support, advice and expertise to staff on matters of safety and safeguarding, and when deciding whether to make a referral by liaising with relevant agencies.

- Supporting staff who make referrals.

- Sharing information with appropriate staff in relation to a child's looked after (CLA) legal status (whether they are looked after under voluntary arrangements with consent of parents or on an Interim Care Order or Care Order) and contact arrangements with birth parents or those with parental responsibility.

- Ensuring they have details of looked after children's social workers and the name of the virtual school Headteacher in the authority that is responsible for the child. Note that this may not necessarily be MKC. Current Virtual School Headteacher for MKC is Michelle Mellor.

DSL responsibilities in raising awareness

The Designated Safeguarding Lead needs to:

- Ensure the school's Child Protection Policy and procedures are known, understood and used appropriately.

- Ensure that this Child Protection Policy and Safeguarding Statement is reviewed annually and the procedures and implementation are updated and reviewed regularly, working with the school's Governing Board regarding this.

- Ensure a statement is published that informs parents and carers about the school's duties and responsibilities under child protection procedures.

- Ensure that the school publishes its Child Protection Policy online on the school website, and make copies available to parents on request.

- Ensure that parents are aware that referrals concerning suspected abuse or neglect may be made and what role the school plays in this.

- Link with Milton Keynes Safeguarding Children's Board to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

- When children leave the school, ensure the safeguarding file and any child protection information is sent to the new school /college as soon as possible but transferred separately from the main pupil file.

- Obtain proof that the new school/education setting has received the safeguarding file for any child transferring and then destroy any information held on the child in line with data protection guidelines

Governing Board responsibilities

The Governing Board must ensure that it complies with its duties under legislation. It must also have regard to this guidance to ensure that the policies, procedures and training in the school is effective and complies with the law at all times. (Additional information to support Governing Boards in carrying out their duties can be found in Keeping Children Safe in Education, 2016 - Annex C.)

In summary, responsibilities placed on the Governing Board include:

- Appointing an appropriate senior member of staff to act as the Designated Safeguarding Lead. (DSL)
- Ensuring that the DSL fulfils the role and upholds the school's statutory responsibilities.
- Prioritising the welfare of children and young people and creating a culture where the staff is confident to challenge senior leaders over any safeguarding concerns.
- Supporting inter-agency working, which includes providing a coordinated offer of early help when additional needs of children are identified.
- Ensuring that an effective Child Protection Policy and procedures are in place and that the policy and structures supporting safeguarding children are reviewed annually, together with a staff Code of Conduct.
- Ensuring all members of staff are provided with Part One of Keeping Children Safe in Education, 2016
- Ensuring that staff induction is in place with regards to child protection and safeguarding.
- Ensuring that all of the Designated Safeguarding Leads (including deputies) undergo formal child protection training every two years (in line with MKCSB guidance) and receive regular (annual) safeguarding refreshers (for example

via e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

- Ensuring that children are taught about safeguarding in an age appropriate way.

- Ensuring appropriate filters and monitoring systems are in place to safeguard children from potentially harmful and inappropriate online material.
- Ensuring that the school's Single Central Record regarding staff details is fully compliant and up to date.
- That there is a nominated governor for child protection on the Governing Board. This is currently .

NB. Governors must not be given details relating to individual child protection cases or situations, in order to ensure confidentiality is not breached.

All staff responsibilities

- Induction training: All staff members, will receive a mandatory induction to familiarise themselves with policy and procedure as listed below. Every member of staff is responsible for ensuring that they understand, asking the Headteacher (DSL) or a Deputy DSL for clarification if necessary:

    - Relevant policies and procedures, including Child Protection, Safeguarding Statement, Whistleblowing and acceptable use of technology
    - Oldbrook First School's 'Pink Card' (CP memory jogger summary card)
    - Staff Code of Conduct and safe working practices
    - Keeping Children Safe in Education, Part 1
    - What to Do If You Are Concerned About a Child: Advice for Practitioners (DfE, 2015)
    - Information about the signs and indicators of abuse and neglect
    - Information regarding child sexual exploitation, female genital mutilation and Prevent
    - Information on what to do if they have concerns about a child or young person
    - knowing where to get immediate access to the school's pro forma for logging concern so that records are timely, and therefore give accurate detail.

- To read and understand Part 1 and Annex A of Keeping Children Safe in Education, 2016.

- To attend Child Protection training, every three years as a minimum, and receive updates on safeguarding and child protection, as required, but at least annually.

- To be aware of the mandatory duty, introduced by the Serious Crime Act 2015 that requires teachers to report known cases of Female Genital Mutilation involving children under the age of 18 to the police.

Quality assurance of safeguarding in school

It is the Headteacher's responsibility, to complete an annual safeguarding audit, to be submitted electronically to the Milton Keynes Safeguarding Children Board (MKSCB) within the notified timeframe.

Audit outcomes are shared with the Governing Board and form the basis of the school's Annual Report to Governors which details key actions to be taken as a result of the audit - actions to be included in the school's SIP Action Plan for Nurture.

9. TRAINING

DSL

The DSL and any Deputy DSLs should undergo formal training every two years and should also undertake Prevent awareness training. In addition to this training, their knowledge and skills should be kept up-to-date, for example via e-bulletins, meeting other DSLs, and taking time to read and digest safeguarding developments.

On an annual basis they must ensure that they review procedures to ensure they:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments – also known as CAF.

- Have a working knowledge of how the Local Authority conducts a child protection conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.

- Ensure each member of staff has access to, and understands, the school's Child Protection Policy and Safeguarding Statement, and procedures, especially new and part time staff as part of their induction.

- Are alert to the specific needs of children in need, those with special educational needs and young carers.

- Understand and support the school in relation to the requirements of the PREVENT duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation.

- Are able to keep detailed, accurate, secure written records of concerns and referrals.

- Obtain access to resources and attend any relevant or refresher training courses.

- Put in place and encourage, among all staff, a culture of listening to children and taking account of their wishes and feelings.

All Staff

The school leadership team will ensure that Designated Leads for Safeguarding attend the required training and that they refresh their training every two years.

The Development Governor will ensure that the Safeguarding Governor receives information regarding appropriate Child Protection and Safeguarding governor training

All other staff must be offered an appropriate level of training, receive annual updates and an instruction to review the school's Child Protection Policy, and thy must undergo refresher training every three years, currently known in Milton Keynes as Single Agency Basic Safeguarding Awareness.

10. SAFER RECRUITMENT

The Governing Board and the school's Leadership Team are responsible for ensuring that the school follows safe recruitment processes in accordance with government requirements and MKSCB procedures. These include:

- Ensuring the Headteacher, School Business Manager and other staff responsible for recruitment, and members of the Governing Board (as appropriate) complete safer recruitment training.
- Ensuring the upkeep of a Single Central Record of all staff, governors and regular volunteers.
- Ensuring recruitment and selection policies and procedures are in place.
- Adhering to statutory responsibilities to check staff who work with children.
- Ensuring all governors have enhanced DBS checks.
- Taking proportionate decisions on whether to ask for any checks beyond what is required.

- Ensuring that volunteers are appropriately supervised.
- Ensuring that at least one person on any appointment panel is safer recruitment trained.

Ensure the school, is compliant with guidance contained in Keeping Children Safe in Education,2016 - Part 3 and in local procedures for managing safer recruitment

processes, set out in Milton Keynes Safeguarding Children Board procedures - Chapter 2.

Safe Working Practice

Loughton Manor First School has developed a clear Code of Practice that staff understand and have agreed to. (*Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, 2009* can be downloaded from the DFE archive site; whilst old, it does give some further useful guidance). Safer Working Practices 2009

The Code of Practice offers guidance to staff on the way they should behave when working with children.

11. INFORMATION SHARING and CONFIDENTIALITY

Child Protection and Safeguarding children raises issues of confidentiality that must be understood by staff and volunteers.

National guidance can be found in: Information sharing advice for safeguarding practitioners - Publications - GOV.UK
https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice

Local procedures for information sharing and confidentiality, can be found in: Milton Keynes Safeguarding Children Board procedures - Chapter 2.4
http://mkscb.procedures.org.uk/

In summary:

- All staff must be aware that they must not promise to keep 'secrets' with children and that if children disclose abuse, this must be passed on to the Designated Safeguarding Lead as soon as possible and the child should be told who their disclosure will be shared with.

- Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only.

If a child has made a disclosure, the member of staff/volunteer should:

- Make a record of the date, time and place of the conversation, as soon as possible. Record the child's own words, along with any observations on what has been seen and any noticeable non-verbal behaviour. Use the school's documentation, where possible. Date and sign the record.

- Not destroy the original notes in case they are needed by a court.

- Record factual statements and observations rather than interpretations or assumptions.

Ensure the school's procedures are guided by national guidance and adhere to local procedures.

12. RECORD KEEPING

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

- Child protection records are stored centrally and securely by the Designated Safeguarding Lead.
    - electronic records are 'protected' and are accessible only by nominated individuals
    - written records are stored in a locked cabinet.

- Child protection records are not kept with a child's academic record.

- Staff are aware that they must make a record of child protection concerns and that records must be signed and dated.

All records need to be given to the Designated Safeguarding Lead promptly. No copies should be retained by the member of staff or volunteer.

The Designated Safeguarding Lead will ensure that all safeguarding records are managed in accordance with the Education (Pupil Information) (England) Regulations 2005.

If a pupil who is/or has been the subject of a child protection plan changes school, the Designated Safeguarding Lead will inform the social worker responsible for the case and transfer the appropriate records to the Designated Safeguarding Lead at the receiving school, in a secure manner, and separate from the child's academic file.

If a pupil is admitted to Oldbrook First School having previously attended another school, a written request will be sent by the Headteacher to ask if there are any Safeguarding records that need to be forwarded.

13. ALLEGATIONS AGAINST MEMBERS OF STAFF and VOLUNTEERS (LADO procedures)

Oldbrook First School recognises that it is possible for staff and volunteers to behave in a manner that causes harm to children and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult.

Keeping Children Safe in Education Part 4: Allegations of abuse made against teachers and other staff sets out the duties of employers and employees in handling allegations and also in caring for their employees. This section covers a range of relevant processes, incorporating **the role of the LADO.**

Oldbrook First School is guided by local procedures for managing allegations against staff, carers and volunteers, which are set out in Milton Keynes Safeguarding Children Board procedures - Chapter 1.1.6: ***http://mkscb.procedures.org.uk***

14. ALLEGATIONS AGAINST PUPILS AND PEER ON PEER ABUSE

Whilst Oldbrook First School is an Infant School, where the oldest pupils are aged 7, we nonetheless need to be aware of the wider issues of peer abuse, and be aware that our pupils may be vulnerable in their contacts with older children and young people.

Children and young people can be perpetrators of abuse. This can manifest itself in many ways and may include gender issues. It may include children and young people being sexually touched/assaulted or subjected to initiation-type violence. Peer-on-peer abuse may also involve sexting - the taking and sharing of self-generated sexual imagery.

Other relevant policies to consider are our Behaviour Policy, in particular with regard to Anti Bullying, and our online safety policy.

Where there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm from peer abuse, the DSL must be informed. Advice will be sought

from the Milton Keynes Multi Agency Safeguarding Hub (MASH) and a referral may be made. The police may also be informed.

The school will take action to ensure the safety and welfare of all pupils, including the victim, the accused and others who are directly or indirectly involved. Parents and carers will be informed at the earliest opportunity.

15. THE USE OF SCHOOL PREMISES BY OTHER ORGANISATIONS

Where services or activities are provided separately by another body using the school premises, the Governing Board will seek assurance that the organisation concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

The school's visitor policy and lettings policy are adhered to when decisions are made as to whether to grant access to visitors and other organisations.

16. POLICY REVIEW

The Governing Board is responsible for reviewing this policy annually and ensuring that it is compliant with current legislation and good practice. Also for ensuring that the school maintains an up to date list of key contacts, and that related policy and procedures are kept up to date.

17. CONTACTS AND FURTHER INFORMATION

To make a referral or consult regarding concerns about a child:

Milton Keynes Council Multi-Agency Safeguarding Hub (MASH):
Tel: 01908 253169 or 253170 during office hours or
Emergency Social Work Team 01908 265545 out of office hours
email: children@milton-keynes.gov.uk

For allegations about people who work with children

Contact the MILTON KEYNES COUNCIL MASH as above
or:
Local Authority Designated Office (LADO)

Tel: 01908 254306
email: lado@Milton-keynes.gov.uk

If in doubt – consult.

In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must make a referral directly to Milton Keynes Council Multi Agency Safeguarding Hub (MASH):

Tel: 01908 253169 or 253170 during office hours or
Emergency Social Work Team 01908 265545 out of office hours
email: children@milton-keynes.gov.uk

If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.

For information about safeguarding training for schools and education settings contact Penny Giraudeau - Leadership and Governance Services Tel: 01908 253787 or email: penny,giraudeau@ milton-keynes.gov.uk

For general queries regarding safeguarding, please feel free to contact the MKC Children & Families Head of Safeguarding: **Tel: 01908 254307 or email: jo.hooper@milton-keynes.gov.uk**

More information and guidance about safeguarding children and inter-agency training opportunities can be found on: **Milton Keynes Safeguarding Children Board website: www.mkscb.org**

APPENDIX 1

(From Keeping Children Safe in Education - Reference: DfE-00140-2016)

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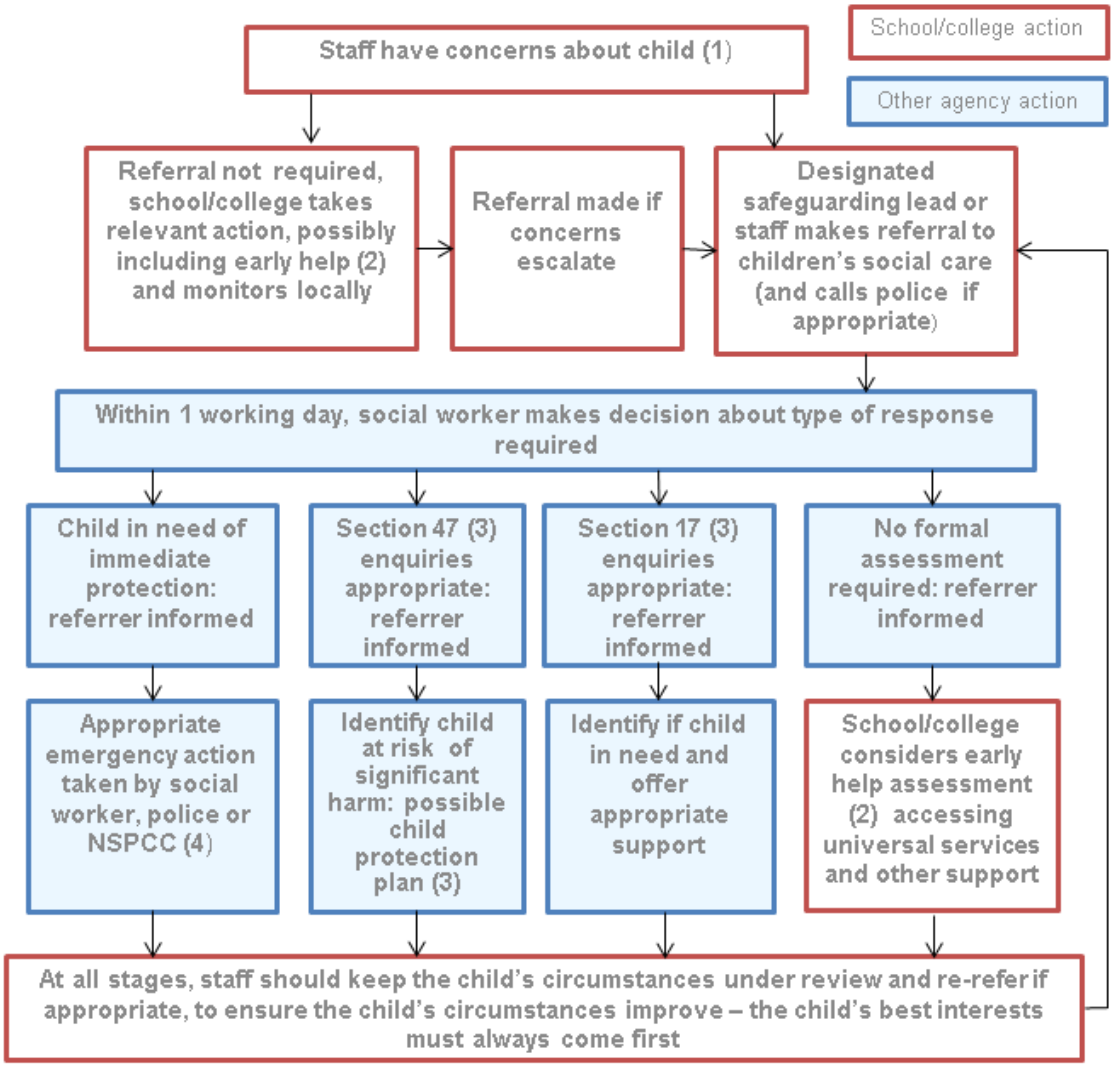
Actions where there are concerns about a child