



Greenway Primary & Nursery School

Child Protection Policy

In the current COVID-19 pandemic, Greenway Primary & Nursery School are taking into account and following closely all advice and guidance received from the Department for Education (and in particular that dated 27 March 2020); Public Health England and the police noting that the same is being updated on a daily basis.

Policy Review

This policy will be reviewed in full by the Governing Body no less than annually

The policy was last reviewed and agreed by the Governing Body on 7.5.20.

It is due for review in Autumn 2020

Signature K. McManus

Date 7.5.20

Head Teacher

Signature E. O'Rielly

Date 7.5.20

Chair of Governors

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1. INTRODUCTION

Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best life chances (Working Together to Safeguard Children, DfE, 2018, pg.6)

This Child Protection Policy forms part of a suite of documents and policies which relate to the safeguarding responsibilities of the school and is provided to staff at induction.

In particular, this policy should be read in conjunction with the Anti-Bullying Policy, Behaviour Policy, the Disciplinary Policy and Procedure, On Line Safety and Data Security Policy, Safer Recruitment Policy, Mobile Phone Usage (see Staff Code of Conduct) and Whistleblowing Policy.

Purpose of a Child Protection Policy To inform staff, parents, volunteers and governors about the school's responsibilities for safeguarding children. To enable everyone to have a clear understanding of how these responsibilities should be carried out.

Hertfordshire Safeguarding Children Partnership Procedures The school follows the procedures established by the Hertfordshire Safeguarding Children Partnership (HSCP); a guide to procedure and practice for all agencies in Hertfordshire working with children and their families. <https://hertsscb.proceduresonline.com/index.htm>

School Staff & Volunteers All school staff have a responsibility to provide a safe environment in which children can learn.

School staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children – see Appendices.

All school staff receive appropriate safeguarding children training (which is updated regularly – Hertfordshire Safeguarding Children Partnership advises every 3 years), so that they are knowledgeable and 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 members receive safeguarding and child protection updates (for example, via email e-bulletins and staff meetings), as required but at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively

Temporary staff and volunteers are made aware of the safeguarding policies and procedures by the Designated Safeguarding Lead including this Child Protection Policy and/or Staff Code of Conduct.

**Mission Statement
Greenway Primary
Nursery School**

of & Establish and maintain an ethos and culture where children feel secure, are encouraged to talk, and are listened and responded to when they have a worry or concern.

Establish and maintain an ethos and culture where school staff and volunteers feel safe, are encouraged to talk and are listened and responded to when they have concerns about the safety and well being of a child.

Ensure children know that there are adults in the school whom they can approach if they are worried.

Ensure that children who have additional/unmet needs are supported appropriately. This could include referral to early help services or Child Protection Contact to specialist services if they are a child in need or have been/ are at risk of being abused and neglected.

Ensure that children who have been abused will be supported in line with a child protection plan, where deemed necessary.

Include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse.

Contribute to the six outcomes which are key to children's wellbeing:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

- achieve economic wellbeing
- have a sense of belonging

Consider how children may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. Refer to KCSiE 2019 Part 2 Paragraph 89

Staff members working with children are advised to maintain an attitude of 'it could happen here' and 'it could be happening to this child' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.

Implementation, Monitoring and Review of the Child Protection Policy

The policy is reviewed at least annually by the Governing Body. It is implemented through the school's induction and training programme, and as part of day to day practice. Compliance with the policy is monitored by the Designated Safeguarding Lead and through staff performance measures.

2. STATUTORY FRAMEWORK

In order to safeguard and promote the welfare of children, the school acts in accordance with the following legislation and guidance:

- The Children Act 1989
- The Children Act 2004
- Children and Social Work Act 2017
- Education Act 2002 (section 175/157)
- Hertfordshire Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures (Electronic)
- Keeping Children Safe in Education (DFE 2019)
- Working Together to Safeguard Children (DfE 2018)
- The Education (Pupil Information) (England) Regulations 2005
- Sexual Offences Act (2003)
- Section 26 Counter Terrorism and Security Act 2015 (PREVENT Duty)
- Female Genital Mutilation Act 2003 (Section 74, Serious Crime Act 2015)
- Serious Violence Strategy 2018

Keeping Children Safe in Education (DfE 2019) states that governing bodies should ensure that the school contributes to multi-agency working in line with statutory guidance - Working together to Safeguard Children.

Furthermore it also states that governing bodies of all schools should ensure that their safeguarding arrangements take into account the procedures and practice of

the local authority as part of inter-agency safeguarding procedures set up by the HSCP.

3. THE DESIGNATED SENIOR PERSON (NB Keeping Children Safe in Education DFE 2019 refers to this role as DESIGNATED SAFEGUARDING LEAD - DSL)

The governing body ensures that an appropriate **senior member** of staff, from the school **leadership team**, is appointed to the role of DSL.

During term time the DSL and/or a deputy are always available (during school hours) for staff in the school to discuss any safeguarding concerns and individual arrangements. For out of hours/out of term activities there is always a member of the Senior Leadership team available.

The **Designated Safeguarding Lead for Child Protection (DSL)** (formerly known as the Designated Senior Person for Child Protection) in this school is:

NAME: KATHARINE ELLWOOD

A Deputy Designated Safeguarding Lead is appointed to act in the absence/unavailability of the DSL.

The Deputy Designated Safeguarding Leads for Child Protection in this school are:

NAME: AMY CROCKETT, BEVERLEY MURPHY and DANI ROE

The broad areas of responsibility for the Designated Safeguarding Lead (DSL) are:

Ensuring that the school operates within the legislative framework and recommended guidance

Managing Child Protection Contacts and cases

Contacting the Child Protection Consultation Hub when advice is needed regarding child protection concerns which possibly meet the threshold for statutory intervention.

Completing Child Protection Contacts for all cases of suspected abuse or neglect where there is a significant risk of harm to the child/young person; contacting Police where a crime may have been committed; and contacting the Channel programme where there is a radicalisation concern

Where the DSL is unavailable DDSL's then liaise with the DSL to inform her of any concerns or issues (especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations).

Developing effective working relationships with other agencies and acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and also when deciding whether to make a Child Protection Contact by liaising with relevant agencies

Supporting staff who make Child Protection Contacts and other service 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 an Interim Care Order or Care Order) and contact arrangements with birth parents or those with parental responsibility.

Ensuring they have details of the CLA's social worker and the name of the virtual school Head Teacher in the authority that looks after the child

Training

The DSL should undergo formal training every two years. The DSL should also undertake Prevent awareness training. In addition to this training, their knowledge and skills should be refreshed (for example via e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments) at least annually in order to:

1. 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;
2. Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
3. Ensure each member of staff has access to and understands the school's Safeguarding and Child Protection Policies and procedures, especially new and part time staff and that they undertake appropriate training to equip them to carry out their responsibilities for safeguarding children effectively and that this is kept up to date by refresher training at three yearly intervals.
4. Ensure that new staff receive a safeguarding children induction within 7 working days of commencement of their contract – the local practise is for this to be delivered to newly appointed staff of the local consortium of schools as directed by Hertfordshire County Council.
5. Ensure that temporary staff and volunteers are made aware of the school's arrangements for safeguarding children within 7 working days of their commencement of work.

6. Be able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school
7. Be alert to the specific needs of children in need, those with special educational needs and young carers and be able to recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online
8. Understand and support the school with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation
9. Be able to keep detailed, accurate, secure written records of concerns, Child Protection Contacts and other referrals which are kept separate from the academic file in a secure place, marked "Strictly Confidential" and are passed securely and separately should the child transfer to a new provision.
10. Provide appropriate reports to, and ensure the school's attendance at, child protection conferences and contribute to decision making and delivery of actions planned to safeguard the child.
11. Ensure that the school effectively monitors children about whom there are concerns, including notifying the Local Authority's Social Care team when there is an unexplained absence of more than two days for a child who is the subject of a child protection plan.
12. Provide guidance to parents, children and staff about obtaining suitable support.
13. Effectively discuss with new parents the role of the DSL and the role of safeguarding in the school. Make parents aware of the safeguarding procedures used and how to access the Child Protection Policy.
14. Obtain access to resources and attend any relevant or refresher training courses
15. Encourage a culture of listening and responding to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them

Raising Awareness

The DSL should ensure the school's policies are known and used appropriately:

- Ensure the school's Safeguarding and Child Protection Policies are reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with Governing Body regarding this
- Ensure the Safeguarding and Child Protection Policies are available publicly and parents are aware that advice regarding Child Protection concerns could be sought from the Child Protection Consultation Hub and that Child Protection Contacts about suspected abuse or neglect may be made and the role of the school in this
- Link with Hertfordshire Safeguarding Children's Partnership (HSCP) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Where pupils leave the school, ensure the file for safeguarding and any child protection information is sent to any new school as soon as possible but transferred separately from the main pupil file. The file should not be sent until the child is physically attending the new school.
- Schools should 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 (see Record Keeping Guidance on Hertfordshire Grid for Learning for further information).
- Consider if it would be appropriate to share any information with the new school in advance of a pupil leaving. For example, information that would allow the new school to continue supporting victims of abuse and have that support in place for when the pupil arrives.

4. THE GOVERNING BODY

The Governing Body has overall responsibility for ensuring that there are sufficient measures in place to safeguard the children in the school. They must also have regard to this guidance to ensure that the policies, procedures and training in the school are effective and comply with the law at all times:-

Governing bodies should have a senior board level (or equivalent) lead to take **leadership** responsibility for their schools safeguarding arrangements.

The nominated governor for child protection is:

NAME: ELIZABETH O'REILLY

In particular, the Governing Body must ensure that:

- Child Protection Policy and procedures are in place and adhered to;

- Safer recruitment procedures are in place and adhered to;
- A Staff Code of Conduct is in place and adhered to;
- Safeguarding policies and procedures are reviewed annually and information provided to the Local Authority about them and about how duties have been discharged;
- Staff are provided with Part One of Keeping Children Safe In education (DfE 2019) – Appendix 1 and are aware of specific safeguarding issues;
- Staff Induction is in place with regards child protection and safeguarding;
- Monitoring of the prioritisation of the welfare of children within the school and review of the culture within the school so that the staff are confident to challenge senior leaders over any safeguarding concerns and that the staff are confident to raise any issues with them;
- Monitoring of the delivery of how children are taught about safeguarding including online safety in an age appropriate way as part of providing a broad and balanced curriculum;
- Ensuring that appropriate filters and appropriate monitoring systems are in place to safeguard children from potentially harmful and inappropriate online material. Additional information to support governing bodies and proprietors is provided in Annex C of Keeping Children Safe in Education (DfE 2019) – available at http://www.thegrid.org.uk/info/welfare/child_protection/policy/national.shtml
- Appointment takes place of a DSL (and deputies) who is a senior member of the school leadership team who undertakes safeguarding training every two years (in line with HSCP guidance) and receive regular (annual) safeguarding refreshers (for example via e-bulletins, meeting other DSPs, or taking time to read and digest safeguarding developments)
- Relevant safeguarding children training for school staff/volunteers is attended;
- Safe management of allegations;
- Deficiencies or weaknesses in safeguarding arrangements are remedied without delay;
- A member of the Governing Body (usually the Chair) is nominated to be responsible in the event of an allegation of abuse being made against the Head Teacher;
- Inter-agency working, which includes providing a coordinated offer of early help when additional needs of children are identified.

5. WHEN TO BE CONCERNED

If staff have any concerns about a child's welfare, they should act on them immediately. If staff have a concern, they should follow this policy and speak to the Designated Senior Person/DSL(or deputy). The DSL (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.

Any staff member should be able to make a Child Protection Contact to Children's Services if necessary.- where child protection contacts are not made by the DSL, the DSL should be informed as soon as possible that a contact has been made.

All staff should be aware of the process for making contacts and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm - from abuse or neglect) that may follow a contact, along with the role they might be expected to play in such assessments.

Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe. They should be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision.

Options will then include:

- managing any support for the child internally via the school's own pastoral support processes;
- completing a Families First Assessment or a Request for Support referral.;
or
- a Child Protection Contact for statutory services, for example as the child might be in need, is in need or suffering or likely to suffer significant harm from abuse or neglect.

5.1 Contextual Safeguarding

Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside the school. All staff, but especially the DSL (or deputy) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

5.2 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, each professional should make sure their approach is **child centred**. This means that they should consider, at all times, what is in the best interests of the child.

Schools and their 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 (known as Families First in Hertfordshire)

Families First is Hertfordshire's programme of early help services for families. A directory of early help services is available at www.hertfordshire.gov.uk/familiesfirst and will help practitioners and families find information and support to prevent escalation of needs and crisis.

All staff should be aware of the **early help process**, and understand their role in identifying emerging problems, 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. This also includes staff monitoring the situation and feeding back to the DSL any ongoing/escalating concerns so that consideration can be given to a Child Protection Contact to Children's Services (Safeguarding and Specialist Services) if the child's situation doesn't appear to be improving.

If early help is appropriate, the DSL (or deputy) will generally lead on liaising with other agencies and setting up a Families First Assessment as appropriate.

5.3 Any child may benefit from early help, but all school staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- Is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.

School staff members should be aware of the main categories of maltreatment: **physical abuse, emotional abuse, sexual abuse and neglect**. They should 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.

See Appendix 4 of this policy for information on indicators of abuse and Appendix A of KCSiE 2019 for specific safeguarding issues.

5.4 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 without further exploration;
- ❖ Assumptions that children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs;
- ❖ Communication barriers and difficulties
- ❖ 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 and therefore the potential risk of exposure to abusive behaviour can be increased.
- ❖ A disabled child's understanding of abuse.
- ❖ Lack of choice/participation
- ❖ Isolation

5.5 Peer on peer abuse

Education settings are an important part of the inter-agency framework not only in terms of identifying, evaluating and referring concerns to Children's Services and the Police, but also in the assessment and management of risk that the child or young person may pose to themselves and others in the education setting.

If one child or young person causes harm to another, this should not necessarily be dealt with as abuse. When considering whether behaviour is abusive, it is important to consider:

- Whether there is a large difference in power (for example age, size, ability, development) between the young people concerned; or

- Whether the perpetrator has repeatedly tried to harm one or more other children; or
- Whether there are concerns about the intention of the alleged perpetrator.

All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (also known as youth produced sexual imagery); and
- initiation/hazing type violence and rituals.

All staff should be aware that abuse is abuse and peer on peer abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”. Furthermore they should *recognise the gendered nature of peer on peer abuse (i.e. that it is more likely that girls will be victims and boys perpetrators), but that all peer on peer abuse is unacceptable and will be taken seriously*

Hertfordshire County Council recommends that education settings use The Sexual Behaviours Traffic Light Tool by the Brook Advisory Service to help professionals; assess and respond appropriately to sexualised behaviour. The traffic light tool can be found at www.brook.org.uk/our-work/the-sexual-behaviours-traffic-light-tool.

Guidance on responding to and managing sexting incidents can be found at:

http://www.thegrid.org.uk/info/welfare/child_protection/reference/index.shtml#sex

Staff should recognise that children are capable of abusing their peers and should not be tolerated or passed off as “banter” or “part of growing up”.

In order to minimise the risk of peer on peer abuse the school has developed its' pupil behaviour policy to cover the situations referred to below to ensure that it:

- Provides a developmentally appropriate PSHE curriculum which develops pupils understanding of acceptable behaviour and keeping themselves safe;

- Has systems in place for any pupil to raise concerns with staff, knowing that they will be listened to, believed and valued;
- Provides for victims, perpetrators and any other child affected by peer on peer abuse to be supported;
- Has developed robust risk assessments where appropriate (e.g. Using the Risk Assessment Management Plan and Safety and Support Plan tools);
- Has all relevant policies in place (e.g. pupil behaviour policy).

Where there is an allegation or concern that a child has abused others reference should be made to Section 4.4 of the Hertfordshire Safeguarding Children Partnership Procedures manual, ‘Children Who Abuse Others’:

http://hertsscb.proceduresonline.com/chapters/p_chil_abuse.html

Staff should also refer to Part 5 of Keeping Children Safe in Education (DfE 2019) – ‘Child on child sexual violence and sexual harassment’:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Generally, in an abusive relationship a child may:

- Appear frightened of the parent/s or other household members e.g. siblings or others outside of the home
- Act in a way that is inappropriate to her/his age and development (full account needs to be taken of different patterns of development and different ethnic groups)
- Display insufficient sense of ‘boundaries’, lack stranger awareness
- Appear wary of adults and display ‘frozen watchfulness’

Serious violence

All staff should be aware of indicators, which may signal that a child is at risk from, or is involved with serious violent crime. Also refer to Schools Toolkit the characteristics of young peoples vulnerability to CSE and CCE on the HFGL. For example,

- Increased absence from school
- Change in friendships or relationships with older individuals or groups
- Significant decline in performance
- Signs of self harm or significant change in wellbeing
- Signs of assault or unexplained injuries
- Unexplained gifts/new possessions

6. DEALING WITH A DISCLOSURE

If a child discloses that he or she has been abused in some way or makes a comment that causes concern to the member of staff/volunteer, the member of staff / volunteer should:

- Listen to what is being said without displaying shock or disbelief
- Look at the child directly
- Accept what is being said
- Be aware that the child may have been threatened
- Allow the child to talk freely – do not press for information
- Reassure the child, but not make promises which it might not be possible to keep
- Not promise confidentiality – it might be necessary to refer to Children's Services: Safeguarding and Specialist Services
- Reassure him or her that what has happened is not his or her fault
- Stress that it was the right thing to tell
- Listen, only asking questions when necessary to clarify
- Not criticise the alleged perpetrator
- Explain what has to be done next and who has to be told
- Make a written record (see Record Keeping)
- Pass the information to the DSL without delay

Support

Dealing with a disclosure from a child, and safeguarding issues can be stressful. The member of staff/volunteer should, therefore, consider seeking support for him/herself and discuss this with the DSL.

If a school staff member receives a disclosure about potential harm caused by another staff member, they should see section 11 of this policy – School Procedures relating to Concerns/Allegations involving School Staff/Volunteers.

7. RECORD KEEPING

All practitioners should be confident of the processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data'.

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing via CPOMS or the school record of concern sheet

(see below). If in doubt about recording requirements staff should discuss with the DSL.

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

- Record as soon as possible after the conversation. Use CPOMs or the school record of concern sheet wherever possible (pro-forma available on the Hertfordshire Grid for Learning)
- Not destroy the original records in case they are needed by a court
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
Use the CPOMS diagram/use the body map on HGFL to indicate the position of any injuries
- Record statements and observations rather than interpretations or assumptions

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

The DSL ensures that all safeguarding records are managed in accordance with the Education (Pupil Information) (England) Regulations 2005.

Where children leave the school, the DSL ensures that their child protection file is transferred to the new school as soon as possible, ensuring secure transit, and confirmation of receipt should be obtained. For schools, this should be transferred separately from the main pupil file. Receiving schools should ensure key staff such as DSLs and SENCOs are aware as required. If the child has an allocated social worker, they will also inform them of the change of school.

In addition to the child protection file, the DSL should also consider if it would be appropriate to share any information with the new school in advance of a child leaving. For example, information that would allow the new school to continue supporting victims of abuse and have that support in place for when the child arrives.

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

8. CONFIDENTIALITY

Safeguarding children raises issues of confidentiality that must be clearly understood by all staff/volunteers in schools.

- All staff in schools, both teaching and non-teaching staff, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children's Services: Safeguarding and Specialist Services and the Police).

- If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tell the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe. This will ultimately be in the best interests of the child.
- Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

9. SCHOOL PROCEDURES RELATING TO CONCERNS ABOUT A CHILD - STAFF RESPONSIBILITIES

Please see Appendix 3: What to do if you are worried a child is being abused: flowchart

If any member of staff is concerned about a child, he or she must inform the DSL.

If concerns are not taken seriously by an organisation or, action to safeguard the child is not taken by professionals and the child is considered to be at continuing risk of harm, then staff should speak to the DSL in their school or contact Hertfordshire's Children's Services (including out of hours) on 0300 123 4043.

If, at any point, there is a risk of immediate harm to a child a Child Protection Contact should be made to children's social care immediately. Anybody can make a contact. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

While it is the DSLs role to make Child Protection Contacts, any staff member can make a Child Protection Contact to Children's Services. If a child is in immediate danger or is at risk of harm (e.g. concern that a family might have plans to carry out FGM), a Child Protection Contact should be made to Children's Services and/or the Police immediately. Where Child Protection Contacts are made by another member of staff and are not made by the DSL, the DSL should be informed as soon as possible.

If a **teacher** (persons employed or engaged to carry out teaching work at schools and other institutions in England) in the course of their work in the profession, discovers that an act of Female Genital Mutilation (FGM) appears to have been carried out on a girl under the age of 18 the **teacher** must report this to the police. **This is a mandatory reporting duty.** See Appendix 1- Keeping Children Safe in Education (DfE 2019): Annex A for further information.

If the allegations raised by the staff member are against other children the school should follow section 4.4 of the Hertfordshire Safeguarding Children Partnership Procedures Manual - Children Who Abuse Others Please see the school's Anti Bullying Policy for more details on procedures to minimise the risk of peer on peer abuse.

The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations – see section 7 above. (Pro-forma is also available on the Hertfordshire Grid for Learning).

The DSL will decide whether the concerns should be raised to Children’s Services by completing a Child Protection Contact: Safeguarding and Specialist Services. If it is decided to make a Child Protection Contact to Children’s Services: Safeguarding and Specialist Services this will be discussed with the parents, unless to do so would place the child at further risk of harm.

Particular attention will be paid to the attendance and development of any child about whom the school has concerns, or who has been identified as being the subject of a child protection plan and a written record will be kept.

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

The DSL is responsible for making the senior leadership team aware of trends in behaviour that may affect pupil welfare. If necessary, training will be arranged.

10. COMMUNICATION WITH PARENTS

Greenway Primary & Nursery School:

- Ensures that the Child Protection Policy is available publicly either via the website or by other means.
- Undertakes appropriate discussions with parents prior to involvement of another agency unless to do so would place the child at further risk of harm by the behavioural response it prompts eg a child being subjected to abuse, maltreatment or threats/forced to remain silent if alleged abuser informed; or could impede any investigation by external authorities by leading to an unreasonable delay; the risk of loss of evidential material, and/or placing a member of staff from any agency at risk
- Considers not informing parents(s) where this would place a member of staff at risk.
- Ensures that parents have an understanding of the responsibilities placed on the school and staff for safeguarding children
- Where reasonably possible school holds more than one emergency contact number for all pupils.

11. SCHOOL PROCEDURES RELATING TO CONCERNS/ALLEGATIONS

INVOLVING SCHOOL STAFF/VOLUNTEERS

An allegation is any information which indicates that a member of staff/volunteer may have:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child
- Behaved towards a child or children in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children

This applies to any child the member of staff/volunteer has contact within their personal, professional or community life.

What school staff should do if they have concerns about safeguarding practices within the school

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding arrangements. Appropriate whistleblowing procedures, which are suitably reflected in staff training and the staff code of conduct, are in place for such concerns to be raised with the school's senior leadership team.

To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the staff handbook, school code of conduct or Government document '*Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings*'.

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification; it is important not to make assumptions. Confidentiality should not be promised and the person should be advised that the concern will be shared on a 'need to know' basis only.

Actions to be taken include making an immediate written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the DSL who is also the Head Teacher.

If staff members have concerns about another staff member then this should be referred to the DSL who is also the Head Teacher. If the concerns are about the Head Teacher, then the Chair of Governors should be contacted. The Chair of Governors in this school is:

NAME:

CONTACT NUMBER:

ELIZABETH O'REILLY

07979 428910

In the absence of the Chair of Governors, another named governor should be contacted. The named governor to contact in this school is:

NAME:

CONTACT NUMBER:

FIONA DUCK

07527 674847

The recipient of an allegation must **not** unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

The Head Teacher/Chair of Governors will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Local Authority Designated Officer:

Children's Services – 03001234043

SOOHS (Out of Hours Service-Children's Services) - 03001234043

If the concern or allegation meets any of the three criteria set out at the start of this section, contact should always be made with the Local Authority Designated Officer without delay (within one working day).

If it is decided that the concern or allegation meets the threshold for safeguarding and that it requires a child protection strategy meeting or joint evaluation meeting, this will take place in accordance with section 4.1 of the Hertfordshire Safeguarding Children Partnership Procedures Manual.

If it is decided that the concern or allegation does not meet the threshold for safeguarding, and that it does not require a child protection strategy meeting or joint evaluation meeting, the LADO will provide the employer with advice and support on how allegations should be managed and it will be handed back to the employer for consideration via the school's internal procedures.

The Head Teacher should, as soon as possible, **following briefing** from the Local Authority Designated Officer inform the subject of the allegation.

For further information see:

Hertfordshire Safeguarding Children Procedures Manual Section 4.1 Managing Allegations Against Adults who work with Children and Young People.

Where a staff member feels unable to raise an issue with their employer/through the whistleblowing procedure or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- Children's Services 0300 123 4043
- NSPCC whistleblowing helpline is 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 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk

Safer working practice

To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the staff code of

conduct and Safer Recruitment Consortium document **Guidance for safer working practice for those working with children and young people in education settings (May 2019)** available at <https://www.saferrecruitmentconsortium.org/>

The document seeks to ensure that the responsibilities of school leaders towards children and staff are discharged by raising awareness of illegal, unsafe, unprofessional and unwise behaviour. This includes guidelines for staff on positive behaviour management in line with the ban on corporal punishment (School Standards and Framework Act 1998). Please see the school behaviour policy for more information.

APPENDIX 1 : KEEPING CHILDREN SAFE IN EDUCATION (DfE 2019)
Part One: Information for all school and college staff
Annex A: Further information

All staff should have access and have read Part 1 and Annex A (which provides further information specific forms of abuse and safeguarding issues). of this statutory guidance. They should also have the opportunity to seek clarity from designated staff for any content.

This is to assist staff to understand and discharge their role and responsibilities as set out in this guidance.

We highly recommend that staff are asked to sign to say they have read these sections (please see Appendix 2) and should subsequently be re-directed to these online documents again should any changes occur.

Link to Keeping Children Safe in Education:
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

APPENDIX 3: WHAT TO DO IF YOU ARE WORRIED A CHILD IS BEING ABUSED: ADVICE FOR PRACTITIONERS (DfE 2015)
Flowchart

Be alert

- Be aware of the signs of abuse and neglect
- Identify concerns early to prevent escalation.
- Know what systems the school have in place regarding support for safeguarding e.g. induction training , staff behaviour policy / code of conduct and the role of the Designated Safeguarding Lead (DSP) .

Question behaviours

- Talk and listen to the views of children, be non - judgemental.
- Observe any change in behaviours and question any unexplained marks / injuries
- To raise concerns about poor or unsafe practice , refer to the HT or principal, if the concerns is about the HT or Principal, report to Chair of Governors. Utilise whistleblowing procedure.

Ask for help

- Record and share information appropriately with regard to confidentiality
- If staff members have concerns, raise these with the school's or college's Designated Safeguarding Lead (DSP)
- Responsibility to take appropriate action, do not delay.

Refer

- DSP will make referrals to children services but in an emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to Children's Services on 03001234043 .

APPENDIX 4: INDICATORS OF ABUSE AND NEGLECT

The framework for understanding children's needs:



Working Together to Safeguard Children (DFE, 2015)

Physical abuse	
A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.	
Child	
Bruises – shape, grouping, site, repeat or multiple	Withdrawal from physical contact
Bite-marks – site and size Burns and Scalds – shape, definition, size, depth, scars	Aggression towards others, emotional and behaviour problems
Improbable, conflicting explanations for injuries or unexplained injuries	Frequently absent from school
Untreated injuries	Admission of punishment which appears excessive
Injuries on parts of body where accidental injury is unlikely	Fractures
Repeated or multiple injurie	Fabricated or induced illness -
Parent	Family/environment
Parent with injuries	History of mental health, alcohol or drug misuse or domestic violence.

Evasive or aggressive towards child or others	Past history in the family of childhood abuse, self-harm, somatising disorder or false allegations of physical or sexual assault
Explanation inconsistent with injury	Marginalised or isolated by the community.
Fear of medical help / parents not seeking medical help	Physical or sexual assault or a culture of physical chastisement.
Over chastisement of child	

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Child

Self-harm	Over-reaction to mistakes / Inappropriate emotional responses
Chronic running away	Abnormal or indiscriminate attachment
Drug/solvent abuse	Low self-esteem
Compulsive stealing	Extremes of passivity or aggression
Makes a disclosure	Social isolation – withdrawn, a 'loner' Frozen watchfulness particularly pre school
Developmental delay	Depression
Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)	Desperate attention-seeking behaviour
	Insufficient sense of boundaries; lack of stranger awareness
Parent	Family/environment
Observed to be aggressive towards child or others	Marginalised or isolated by the community.
Intensely involved with their children, never allowing anyone else to	History of mental health, alcohol or drug misuse or domestic violence.

undertake their child's care.	
Previous domestic violence	History of unexplained death, illness or multiple surgery in parents and/or siblings of the family
History of abuse or mental health problems	Past history in the care of childhood abuse, self harm, somatising disorder or false allegations of physical or sexual assault
Mental health, drug or alcohol difficulties	Wider parenting difficulties
Cold and unresponsive to the child's emotional needs	Physical or sexual assault or a culture of physical chastisement.
Overly critical of the child	Lack of support from family or social network.

Neglect	
<p>The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • provide adequate food, clothing and shelter (including exclusion from home or abandonment); • protect a child from physical and emotional harm or danger; • ensure adequate supervision (including the use of inadequate care-givers); or • ensure access to appropriate medical care or treatment. <p>It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>	
Child	
Failure to thrive - underweight, small stature	Low self-esteem
Dirty and unkempt condition	Inadequate social skills and poor socialisation
Inadequately clothed	Frequent lateness or non-attendance at school
Dry sparse hair	Abnormal voracious appetite at school or nursery
Untreated medical problems	Self-harming behaviour
Red/purple mottled skin, particularly on the hands and feet, seen in the winter due to cold	Constant tiredness
Swollen limbs with sores that are slow to heal, usually associated with cold injury	Disturbed peer relationships
	Insufficient sense of boundaries; lack of stranger awareness
Parent	Family/environment
Failure to meet the child's basic essential needs including health needs	Marginalised or isolated by the community.

Leaving a child alone	History of mental health, alcohol or drug misuse or domestic violence.
Failure to provide adequate caretakers	History of unexplained death, illness or multiple surgery in parents and/or siblings of the family
Keeping an unhygienic dangerous or hazardous home environment	Past history in the family of childhood abuse, self harm, somatising disorder or false allegations of physical or sexual assault
Unkempt presentation	Lack of opportunities for child to play and learn
Unable to meet child's emotional needs	Dangerous or hazardous home environment including failure to use home safety equipment; risk from animals
Mental health, alcohol or drug difficulties	

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child

Self-harm - eating disorders, self-mutilation and suicide attempts	Poor self-image, self-harm, self-hatred
Running away from home	Inappropriate sexualised conduct
Reluctant to undress for PE	Withdrawal, isolation or excessive worrying
Pregnancy	Sexual knowledge or behaviour inappropriate to age/stage of development, or that is unusually explicit
Inexplicable changes in behaviour, such as becoming aggressive or withdrawn	Poor attention / concentration (world of their own)
Pain, bleeding, bruising or itching in genital and /or anal area	Sudden changes in school work habits, become truant
Sexually exploited or indiscriminate choice of sexual partners	
Parent	Family/environment
History of sexual abuse	Marginalised or isolated by the community.
Excessively interested in the child.	History of mental health, alcohol or drug

	misuse or domestic violence.
Parent displays inappropriate behaviour towards the child or other children	History of unexplained death, illness or multiple surgery in parents and/or siblings of the family
Conviction for sexual offences	Past history in the care of childhood abuse, self harm, somatising disorder or false allegations of physical or sexual assault
Comments made by the parent/carer about the child.	Grooming behaviour
Lack of sexual boundaries	Physical or sexual assault or a culture of physical chastisement.

APPENDIX 5: Coronavirus (COVID-19): safeguarding in schools

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Key contacts at Greenway Primary & Nursery School

Role	Name	Contact number	Email
Designated Safeguarding Lead	Katharine Ellwood	01442 866249	admin@greenway.herts.sch.uk
Deputy Designated Safeguarding Lead (s)	Amy Crockett, Beverley Murphy, Dani Roe	01442 866249	admin@greenway.herts.sch.uk
Headteacher / Principal	Katharine Ellwood	01442 866249	admin@greenway.herts.sch.uk

Chair of Governors	Elizabeth O'Reilly	07979 428910	
Vice Chair of Governors	Fiona Duck	07527 674847	
Safeguarding Governor	Elizabeth O'Reilly	07979 428910	

2. Role of the local authority

The Department for Education (DfE) is working very closely with all local authorities to ensure that children of critical workers and vulnerable children can, where required, attend a school or college. The department will, via regional school commissioners, continue to support local authorities' crucial responsibilities in maintaining effective safeguarding and child protection services in this challenging time to ensure schools and colleges can access the support they need.

3. Safeguarding and clusters

Where schools collaborate and children and/or staff from multiple settings are clustered in one place, the principles in [Keeping children safe in education \(KCSIE\)](#) and this guidance continue to apply. In particular, the school that is acting as the hub in the cluster should continue to provide a safe environment, keep children safe and ensure staff and volunteers have been appropriately checked and risk assessments carried out as required.

4. Keeping children safe in schools and colleges

KCSIE is statutory safeguarding guidance that schools should continue to have regard to as per their legislative duty and/or funding agreement requirements.

Whilst acknowledging the pressure that schools are under, it remains essential that as far as possible they continue to be safe places for children. This guidance supports governing bodies, senior leadership teams and designated safeguarding leads (DSLs) so they can continue to have appropriate regard to KCSIE and keep their children safe. It suggests where schools might consider safeguarding policy and process differently when compared with business as usual.

The way schools are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- ✓ with regard to safeguarding, the best interests of children must always continue to come first

- ✓ if anyone in a school has a safeguarding concern about any child they should continue to act and act immediately
- ✓ a DSL or deputy should be available
- ✓ it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- ✓ children should continue to be protected when they are online

Schools should, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow them to satisfy themselves that any new policies and processes in response to COVID-19 are not weakening their approach to safeguarding or undermining their child protection policy.

5. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection Policy - this includes making a report via CPOMS which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead who is also the Headteacher. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report this to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher. Staff can also use Greenway Primary & Nursery School's Whistleblowing Policy or report concerns to the Local Authority on 03001234043.

Concerns around the Headteacher should be directed to the Chair of Governors:

6. Child Protection Policy

Greenway Primary & Nursery School has an effective Child Protection Policy in place reflecting business as usual. This appendix helps Greenway Primary & Nursery School comply with the new arrangements in response to COVID-19. It is important that the DSL, whenever possible, reviews and revises the Child Protection Policy and keeps it under review as circumstances continue to evolve. This Child Protection Policy reflects:

- any updated advice received from *Hertfordshire Safeguarding Children Partnership (HSCP;)*
<https://www.hertfordshire.gov.uk/about-the-council/news/coronavirus-service-updates.aspx>
- any updated advice received from local authorities regarding children with education, **health** and care (EHC) plans, the local authority designated officer and

- children's social care, reporting mechanisms, referral thresholds and children in need;
- what staff and volunteers should do if they have any concerns about a child;
 - the continued importance of all staff and volunteers acting and acting immediately on any safeguarding concerns;
 - DSL (and deputy) arrangements;
 - the continued importance for school staff to work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children
 - peer on peer abuse - given the very different circumstances schools are operating in a revised process may be required for managing any report of such abuse and supporting victims (the principles as set out in part 5 of KCSIE should continue to inform any revised approach)
 - what staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of KCSIE will continue to support how a school responds to any such concerns)
 - any arrangements to support children the school are concerned about who do not meet the 'vulnerable' definition
 - what arrangements are in place to keep children not physically attending the school safe, especially online and how concerns about these children should be progressed

It is important that all staff and volunteers are aware of the new policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.

7. Designated Safeguarding Leads (DSLs)

The optimal scenario for any school providing care for children is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case these are the options to consider:

- a trained DSL or deputy from the school can be available to be contacted via phone - for example working from home
- Everyone is responsible for keeping children / young people safe and anyone can make a safeguarding referral - in this event any employee or volunteer if faced with an emergency must call 999. If not an emergency a call must be made to **Children Services on 03001234043 or the Police 101**

Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

It is acknowledged that DSL training is very unlikely to take place during this period (although the option of online training can be explored). For the period COVID-19

measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

Every school including Greenway Primary & Nursery School faces unique challenges at this time. Where reasonably possible, the DSL (or deputy) should consider these in a child protection context and reflect them in the Child Protection Policy as appropriate.

8. Vulnerable children

Ensuring that vulnerable children remain protected is a top priority for the government. Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans. (Read more in the [guidance on vulnerable children and young people](#) for further information).

Local authorities have the key day-to-day responsibility for delivery of children's social care. Social workers and VSHs will continue to work with vulnerable children in this difficult period and should support these children to access this provision. There is an expectation that children with a social worker will attend provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child.

Senior leaders, especially DSLs (and deputies) know who their most vulnerable children are and have the flexibility to offer a place to those on the edges of receiving children's social care support.

School staff should continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

9. Attendance

Local authorities and Greenway Primary & Nursery School do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. Greenway Primary & Nursery School and social workers must agree with families whether children in need should be attending education provision – and Greenway Primary & Nursery School must follow up on any child that they were expecting to attend, who does not. Greenway Primary & Nursery School must also follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend. To support the above, Greenway Primary & Nursery School must take the opportunity when communicating with parents and carers to confirm **emergency contact numbers** are correct and ask for any **additional emergency contact numbers** where they are available. In all circumstances where a vulnerable child does not take up their place at, or discontinues, Greenway Primary & Nursery School must notify their social worker.

The DfE has introduced a **daily online attendance form** to keep a record of children of critical workers and vulnerable children who are attending school. This allows for a record of attendance for safeguarding purposes and allows schools to provide accurate, up-to-date data to the department on the number of children taking up places.

10. Staff training and safeguarding induction

All existing school staff will already have had safeguarding training and have read part 1 of KCSIE. The important thing for staff at Greenway Primary & Nursery School is that they have an awareness of any new local arrangements so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Greenway Primary & Nursery School, they must continue to be provided with a safeguarding induction. An up to date Child Protection Policy (as amended at Appendix 5) supports this process as does part 1 of KCSIE.

11. Children moving schools

It is important for any school whose children are attending another setting to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information. This is especially important where children are vulnerable. For looked-after children, any change in school will be led and managed by the VSH with responsibility for the child. The receiving institution will be made aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution will, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). This will ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs coordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders will take responsibility.

Whilst schools must continue to have appropriate regard to data protection and GDPR they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

12. Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. If Greenway Primary & Nursery School recruits

new staff, they must continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of KCSIE. In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its [guidance on standard and enhanced DBS ID checking](#) to minimise the need for face-to-face contact.

Where Greenway Primary & Nursery School utilises volunteers, they must continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Regarding members of Greenway Primary & Nursery School workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check be obtained where that member of the workforce temporarily moves to another school to support the care of children. The type of setting on the DBS check, for example a specific category of school, is not a barrier. The same principle applies if childcare workers move to work temporarily in a school setting. The receiving institution must risk assess as they would for a volunteer (see above). Whilst the onus remains on schools to satisfy themselves that someone in their setting has had the required checks, including as required those set out in part 3 of KCSIE, in the above scenario this can be achieved, if the receiving institution chooses to, via seeking assurance from the current employer rather than requiring new checks.

Schools must continue to follow their legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

Greenway Primary & Nursery School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's '[Teacher misconduct advice for making a referral](#)'. During the COVID-19 period all referrals must be made by emailing Misconduct.Teacher@education.gov.uk. All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, schools must

continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE. The SCR can, if a school chooses, provide the means to log everyone that will be working or volunteering in Greenway Primary & Nursery School on any given day, including any staff who may be on loan from other institutions. The SCR can also, if a school chooses, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

13. Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers should be aware of this in setting expectations of pupils' work where they are at home. The department is providing separate guidance on providing education remotely.

Where they are providing for children of critical workers and vulnerable children on site, Greenway Primary & Nursery School should ensure appropriate support is in place for them. HfL guidance on mental health and behaviour in schools sets out how mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that can be an indication of an underlying problem. Support for pupils and students in the current circumstances can include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services. See the guidance on [mental health and behaviour in schools](#).

14. Online safety in schools

It will be more important than ever that schools provide a safe environment, including online. Schools should continue to ensure that appropriate filters and monitoring systems (see [guidance on what "appropriate" looks like](#)) are in place to protect children when they are online on the school IT systems or recommended resources. Schools should consider who in their institution has the technical knowledge to maintain safe IT arrangements. The [UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves](#) that any new arrangements continue to effectively safeguard children online.

The [UK Safer Internet Centre's professional online safety helpline](#) also provides support for the children's workforce with any online safety issues they face. Local authorities may also be able to provide support.

15. Children and online safety away from school

Greenway Primary & Nursery School must be doing what they reasonably can to keep all of their children safe. In most cases, the majority of children will not be physically

attending the school. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required the police.

The DfE is providing separate guidance on providing education remotely. It will set out 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology. Recently published [guidance from the UK Safer Internet Centre on safe remote learning](#) and from the [London Grid for Learning on the use of videos and livestreaming](#) could help plan online lessons and/or activities and plan them safely.

Greenway Primary & Nursery School must consider the safety of their children when they are asked to work online. The starting point for online teaching should be that the same principles as set out in the school's staff code of conduct. This policy should amongst other things include acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. The policy should apply equally to any existing or new online and distance learning arrangements which are introduced.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Any online teaching must follow the same principles as set out in the staff code of conduct. Greenway Primary & Nursery School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider if it is determined that virtual lessons are appropriate, especially where webcams are involved:

- ✓ No 1:1s, groups only
- ✓ Staff and children must wear suitable clothing, as should anyone else in the household.
- ✓ Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- ✓ The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- ✓ Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- ✓ Language must be professional and appropriate, including any family members in the background.
- ✓ Staff must only use platforms provided by Greenway Primary & Nursery School to communicate with pupils
- ✓ Staff should record, the length, time, date and attendance of any sessions held.

The principles set out in the [guidance for safer working practice for those working with children and young people in education settings published by the Safer Recruitment Consortium](#) may help Greenway Primary & Nursery School satisfy themselves that their staff code of conduct is robust and effective. Schools may be able to seek support from their local authority / Herts for Learning when planning online lessons/activities and considering online safety.

Greenway Primary & Nursery School should ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school this should also signpost children to age appropriate practical support from the likes of:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Greenway Primary & Nursery School is likely to be in regular contact with parents and carers. Those communications should be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school (if anyone) their child is going to be interacting with online.

Parents and carers may choose to supplement Greenway Primary & Nursery School online offer with support from online companies and in some cases individual tutors. In their communications with parents and carers, Greenway Primary & Nursery School should emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

The DfE encourages schools to share this support with parents and careers

16. Help and support

[Advice for the education sector](#) is being updated daily.

The Department for Education COVID-19 helpline, is available to answer questions.

DfE coronavirus helpline Telephone 0800 046 8687

If you have a query about coronavirus (COVID-19), relating to schools and other educational establishments in England contact our helpline.

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

If working in a school, please have your unique reference number (URN or UK PRN) available when calling the hotline.

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Review date

APPENDIX 6 Interim DfE Safeguarding Guidance: Actions required.

- Ensure that someone is responsible for ensuring these actions are completed
- Ensure governors are aware of the Government's interim safeguarding guidance
- Ensure that someone is responsible for continuity in safeguarding leadership
- If you are a hub understand that you have the responsibility for safeguarding all children and staff
- Ensure DSL is available, in-person, by phone or video link
- Nominate a senior leader to be the onsite safeguarding lead
- Create a Coronavirus Outbreak addendum to your child protection policy to include the specific issues for these circumstances
- Ensure staff know the new arrangements for DSLs and reporting concerns
- Understand what changes there may be for contacting the Local Authority Designated Officer LADO
- Understand what changes there may be for contacting the MASH team or other 'front door' services
- Understand what changes there may be for contacting social workers
- Know which children have social workers and how to contact them
- Know which children are LAC/PLAC, who their Virtual School Head is and how to contact them
- Know which children should be in school and follow up where they do not attend
- Ensure that emergency numbers and alternatives are kept up to date
- Ensure that there are safeguarding induction processes for new staff and volunteers
- Ensure that new staff, staff relocated to the school, and volunteers understand the

- staff code of conduct
- Ensure that any volunteers have been individually risk-assessed
 - Ensure that each vulnerable child has an easily transferable record of why they are vulnerable,
 - a copy of the EHCP and/or CIN or CP Plan,
 - the name of their social worker and contact details, for LAC children
 - the name of the relevant Virtual School Head
 - Ensure there is a record of which staff are onsite daily
 - Ensure that the SCR is up to date with any relocated staff or volunteers and the checks that have been made
 - Ensure that your safer recruitment processes are clear and adhered to, for example, be aware of anyone unknown to the school offering themselves as a volunteer
 - Ensure that staff are aware that there may be an impact of the mental health of pupils, parents and staff or volunteers; and what support may be available
 - Consider what to do if there are no IT staff available
 - Ensure that the school has an online teaching and learning policy which considers safeguarding risks
 - Ensure that pupils, parents and staff know how to raise any safeguarding issues that may arise during any online learning
 - Ensure that SLT has a plan for how any bereavements may be handled, including obtaining any support services (not otherwise shared) See charity websites, for example, Winston's Wish, Grief Encounter, or Childhood Bereavement Network or Hope Encounter