Greenway Primary & Nursery School

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Safeguarding Policy

Policy Review

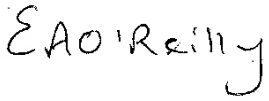
This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body on 14 October 2026

It is due for review in Autumn 2027 (up to 12 months from the above date).

Signature …  Date 14 October 2026

Head Teacher

Signature  Date 14 October 2026

Chair of Governors

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1. INTRODUCTION & AIMS

One of the most important duties that we have is to ensure the safety of all pupils within our care. To this end Greenway Primary & Nursery School ('the school') has developed a suite of policies and procedures, which support the safety and well-being of all.

The purpose of this statement is to collect in one place all of the school's arrangements for ensuring the safeguarding of pupils and staff. In doing so, there is a risk of duplicating information produced and held in other places. To avoid this risk, while this document is intended to be comprehensive in dealing with all matters relating to safeguarding, it should merely signpost relevant policies and procedures available elsewhere.

Safeguarding is 'everyone's responsibility'. This policy sets out the school's responsibilities under the Children Act 2004 to ensure children, young people and adults at risk are kept safe from harm.

2. TERMINOLOGY

Terminology:

Safeguarding as defined in Keeping Children Safe in Education means:

• providing help and support to meet the needs of children as soon as problems emerge
• protecting children from maltreatment, whether that is within or outside the home, including online
• preventing the impairment of children's mental and physical health or development
• ensuring that children grow up in circumstances consistent with the provision of safe and effective care
• taking action to enable all children to have the best outcomes.

Working Together to Safeguard Children further extends this definition to include:

- *promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children*
- *taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.*

The aim of **safeguarding** is to enable children to have optimum life chances and to enter adulthood successfully.

What's the difference between Safeguarding and Child Protection?
Safeguarding is an 'umbrella' term that incorporates child protection. **Child Protection** is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm. All agencies and individuals should proactively **safeguard and promote** the welfare of children so that the need for action to protect children from harm is reduced.

This policy is available on the school website and is included in the staff code of conduct.

3. PRINCIPLES

Our Principles:

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carrying out school activities;
- All children will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture;
- All staff and volunteers have a professional role to identify and respond to the needs of children and report any concerns immediately.

We aim:

- To provide all staff (employed, contracted and visiting) and volunteers with the necessary information/training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children;
- To provide parents, carers and children with information about the school's arrangements to keep children safe;
- To ensure safe and consistent best practice across the school;

- To demonstrate the school's commitment with regard to safeguarding children.

4. FRAMEWORK

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

- **Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust, Hertfordshire Safeguarding Children Partnership Interagency Procedures Manual** http://hertsscb.proceduresonline.com/chapters/p_manage_alleg.html

- **Disqualification under the Childcare Act 2006**
  Statutory guidance for local authorities, maintained schools, independent schools,
  academies and free schools, DfE (February 2015)
  www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

- **Education Act 2002**
  Section 175 – requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children.

- **Guidance for Safer Working Practice,** Safer Recruitment Consortium (May 2019)

- **Information Sharing: Advice for practitioners**, DfE (July 2018)

- **Keeping Children Safe in Education**, DfE (September 2026)
- **Sexual Offences Act** , HM Government (2003)
- **Sexual Violence and Sexual Harassment between Children in Schools and Colleges** (DfE 2021)
- **Teachers' Standards 2012**, DfE (July 2011)
  These standards set the minimum requirements for teachers' practice and conduct. Teachers, including Headteachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- **What to do if you're worried a child is being abused**, DfE (March 2015)
  Non statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action
  https://www.gov.uk/government/publications/what-to-do-it-youre-worried-a-child-is-being-abused--2
- **Working Together to Safeguard Children:** DfE (2026)

RELEVENT ASSOCIATED POLICIES
In order to safeguard and promote the welfare of children, this policy should also be read in conjunction with other associated school policies and procedures to ensure the safety and wellbeing of children to include.

- Anti-Bullying

- Attendance
- Child Protection including managing allegations against staff and volunteers
- Children Looked After, Children Previously Looked After, Children with a Social Worker and those in Kinship care
- Complaints Policy and Complaints Procedure
- Equality Scheme
- Health and Safety including site security, first aid, intimate care & safe working practice
- Off Site Visits and Learning Outside the Classroom
- Online Safety and Data Security
- Pupil Behaviour
- Supporting Pupils with Medical Conditions (to include Allergies and Anaphylaxis)
- Safer Recruitment
- SEND
- Staff Code of Conduct
- Whistle-blowing

5. SAFEGUARDING THEMES

Anti-Bullying

The school recognises the right of our children and young people to develop with confidence in an environment that is safe and free from the emotional and physical distress that can be seen as a result of bullying. It is the responsibility of the school to ensure that procedures are in place that monitor and address anti-bullying issues. There is a detailed **Anti-Bullying Policy** available on the school website and a hard copy is available from the school office.

Attendance

In accordance with the school's **Attendance Policy**, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care. We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understand how important this practice is in safeguarding children and young people as referred to within the school's detailed Child Protection Policy (see below).

Child Protection

There is a detailed **Child Protection Policy** operating within the school. A copy is available on the school website, and a hard copy is available from the school office. It is the Governing Body's duty to ensure the policy is reviewed annually and that any deficiencies within the policy are addressed immediately.

All Child Protection concerns are managed in accordance with the **Hertfordshire Safeguarding Children Partnership** Procedures **Manual** (Electronic). A copy of these procedures can be found on the Hertfordshire Safeguarding Children Partnership website.

Children's Services telephone number is **0300 1234043 (including out of hours**).

The school is part of Operation Encompass which is a police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Abuse. Details are set out within the school's Child Protection Policy.

Child Sexual Exploitation and Child Criminal Exploitation

The school recognises that child sexual exploitation (CSE) and child criminal exploitation (CCE) are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

It is the responsibility of the school to ensure that procedures are in place that will monitor and address any instances of child sexual exploitation as referred to within the school's Child Protection Policy (see above).

Complaints

The school has a **Complaints Policy and Procedure** available to parents, pupils and staff who wish to report concerns. This can be found on the school website. All reported concerns are taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer is dealt with under the specific procedures for Allegations/Concerns involving School Staff/Volunteers detailed in section 11 of the Child Protection Policy (see above).

Confidentiality

All staff understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information is stored and handled in line with the Data Protection Act 2018. The Designated Safeguarding Lead (DSL) will normally obtain consent from the child/parent to share sensitive information with outside agencies. Where there is good reason to do so (e.g. to help to protect a child), the DSL may share information without consent and will make clear records of the reason for the information being shared. Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. The school retains this information on the pupil file and transfers to the next school/archive the information in line with The Information and Records Management Society. The school only shares information about children with adults who have parental responsibility for a pupil.
Please see Hertfordshire's Pupil Safeguarding Records Guidance at http://www.thegrid.org.uk/info/welfare/child_protection/proformas/index.shtml for further information.

Curriculum

Children are taught to understand and manage risk through our Personal, Social and Health Education (PSHE) programme and through the school's relationships, sex and health education lessons as well as through all aspects of school life.

The school is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children know that the school has senior members of staff with responsibility for child protection and they are made aware of whom these persons are. The school informs pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Subjects such as PSHE and Computing ensure that relevant safeguarding issues are discussed with pupils. Please see the online-safety section of this policy for further details on this topic.

Early Help

The school recognises that there may be pupils who, whilst not suffering harm or at immediate risk of harm, require additional support from one or more external agencies. Where appropriate, the DSL may consult with the pupil concerned and his/her parents/carers regarding a referral to one or more external agency. Once this has been determined for a pupil, the DSL will support the member(s) of staff involved in liaising with the agencies and setting up an inter-agency assessment as appropriate. This may lead to a written plan to support the pupil in need being drawn up or an early help assessment, such as the Early Help Module (EHM), being carried out. Such cases should be kept under constant review and consideration given to refer the case to Children's Services if the pupil's situation does not appear to be improving.

Health and Safety

The school has a **Health & Safety Policy** which demonstrates the consideration given to minimising any risk to pupils when on the school premises and an **Offsite Visits and Learning Outside the Classroom Policy** when undertaking activities out of school under the supervision of school staff. At all times there have to be appropriate staffing levels and when off-site, appropriate and agreed pupil / adult ratios are maintained. The lead adult always assesses visits/trips as to the level of risk and all trips are finally authorised by the Headteacher.

Our school has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

Copies of the Health and Safety Policy and Offsite Visits and Learning Outside the Classroom Policy are available on the school website and hard copies are available from the school office.

Honour Based Violence (HBV) and Female Genital Mutilation (FGM)

So called HBV can include forced marriage and FGM. All staff are alert to possible indicators of HBV. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such.

Guidance on the warning indicators of forced marriage or FGM may be about to take place or may have already taken place are given in Multi-agency guidelines: Handling cases of forced marriage is referred to at pages 13 to 14 (https://www.gov.uk/guidance/forced-marriage) and also in the Multi-agency statutory guidance on FGM pages 38 to 41 (https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation). Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a pupil being at risk of HBV, or having already suffered HBV.

From October 2015, all teachers (along with social workers and healthcare professionals) have a statutory duty to report to the Police where they discover (either though disclosure by the victim or visual evidence) that FGM appears to have been carried out in a girl under 18 years of age. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with Police and children's social care. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils.

Teachers must personally report to the Police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should also still consider and discuss any such case with the DSL.

Inclusion and Diversity

Some children may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Our school ethos promotes and accepts the differences between all children and adults. In practice this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both teachers and pupils. The aim is to create a classroom environment where all pupils can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

In line with Keeping Children Safe in Education (DfE 2026), to ensure that all of our pupils receive equal protection, we also give special consideration to additionally vulnerable groups (as outlined in the school's Child Protection Policy), for example children with disabilities or special educational needs. Special consideration is also given in the provision of safeguarding information and resources in accessible formats for children and adults with communication needs.

Managing Allegations Against Staff & Volunteers

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the pupils at our school. We do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We take all possible steps to safeguard our pupils and to ensure that the adults in our school are safe to work with children. We always ensure that the procedures outlined in **Hertfordshire Safeguarding Children Partnership** Procedures **Manual** (Electronic) and Part 4 of 'Keeping Children Safe in Education', DfE (2026) are adhered to and seek appropriate advice from the Local Authority Designated Officer (LADO) and as set out within Section 11 of the school's Child Protection Policy. The Hertfordshire LADO Service can be contacted on **0300 123 4043.**

Online Safety

We have an **Online Safety Policy** which is available on the school website and a hard copy is available from the school office.

Our policy includes how we teach pupils to stay safe when using the internet in and out of school including the risks of sharing content and images online and tackling bullying, including cyber bullying. Cyber-bullying by children, via texts and emails, is treated as seriously as any other type of bullying and is managed through our anti-bullying procedures.

The school ensures that appropriate filtering and monitoring methods are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

Digital images:
The use of digital images in schools is a complex area. The school has a clear and sufficiently detailed policy which covers the taking and use of digital images and video of pupils and takes steps to ensure that it is understood and enforced.

The school recognises the importance and usefulness of including pupils use of technology within the classroom, such as an iPad. With this brings lots of opportunities for pupils across all age ranges to explore and learn in an explorative and creative way. The use of a technology item, such as an iPad, is likely to have a camera and pupils will be using the camera as part of their learning experience. However, the use of iPad's and other tablet equipment can also present risks if pupils are left to use the equipment in an unsupervised environment. It is therefore understood that the school ensures that all usage of iPad's within the school is supervised by an adult at all times.

Staff and governors sign our ICT Acceptable Use Agreements. This includes a section for staff on the use of digital images and clarification about the position regarding the use of

personal mobile phones/cameras for taking pictures. Where volunteers are supporting school staff, they abide by the same rules as school staff as far as is reasonable.

Partnership with Other Services

The school recognises that it is essential to establish positive and effective working relationships with other agencies who are part of the Hertfordshire Safeguarding Children Partnership. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Partnership with Parents/Carers

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

The school shares a purpose with parents/carers to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents/carers positively, openly and honestly. The school shares with parents/carers any concerns it may have about their child unless to do so may place a child at risk of harm. The school encourages parents/carers to discuss any concerns they may have with staff.

Preventing Extremism and Radicalisation

From 1 July 2015 all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty for Schools.

As part of the school's ongoing safeguarding and child protection duties we are fully behind the Government's Prevent Strategy and compliant with the statutory guidance, paragraphs 57-76 of which are specifically concerned with schools.

The school builds pupil's resilience to radicalisation by promoting fundamental British values and enabling our pupils to challenge extremist views. The statutory guidance refers to the importance of Prevent awareness training to equip staff to identify pupils at risk being drawn into terrorism and to challenge extremist ideas. Key staff and Governors in our schools attended the Home Office training 'Workshop to Raise Awareness of Prevent' (WRAP) which outlines what Prevent is about and how to deal with any issues they may see inside or outside school. All staff members (and all governors) have attended updating on-line workshops delivered by WRAP trained staff. All new staff members receive WRAP training as part of their initial Child Protection induction. The training outlines an individual's responsibility to Notice, Check and Share information in line with the school's safeguarding procedures.

Safer Recruitment and Selection

Our recruitment process selects, screens, trains and supervises staff and volunteers so that the appointment of unsuitable people can be deterred and rejected from working with children.

A copy of the School's **Safer Recruitment Policy** is available on the school website, and a hard copy is available from the school office.

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

The school also adheres to the guidance issued by The Department for Education in 2015 regarding persons who are disqualified under the Childcare Act 2006.

Safer Working Practice

All adults who come into contact with our pupils have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of pupils are competent, confident and safe to do so.

The Teachers' Standards (DfE, 2011) are augmented by standards of personal and professional conduct e.g., ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability'.

All staff are provided with a copy of our school's code of conduct at induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action/their no longer being able to volunteer at the school.

The link below is to the current government guidance on safer working practice which is shared with staff:

https://oliver-uploads.s3.amazonaws.com/2019/05/24/08/07/50/36/Guidance%20to%20Safer%20Working%20Practices.pdf

Abuse of Position of Trust:
All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff and volunteers should understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behavior is consensual.

Security

The security measures put into place at the school have taken into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our children and staff. A security risk assessment is completed and reviewed annually (or earlier if deemed necessary). The findings are used in the review of this Safeguarding Policy and shared with staff.

Access to buildings:

The school will take all reasonable efforts to control access to the buildings and grounds of the school to prevent unauthorised access to pupils and ensure the personal safety of staff. The access control procedures for the buildings are set out within the school's Health & Safety Policy.

Visitors, contractors and maintenance personnel:
The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

Where the Governing Body transfers control or otherwise allows the use of school premises to external bodies (such as sports clubs) or service providers during or out of school hours, we ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in place to co-ordinate with the school on such matters. Such considerations are made explicit in any contract or service level agreement with the bodies or providers.

Appropriate checks are undertaken in respect of visitors and volunteers coming into school. Visitors are expected to sign in and out via the electronic signing in system and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The school does not accept the behaviour of any individual (parent or other) that threatens school security or leads others (pupil or adult) to feel unsafe. Such behaviour is treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

Sexual Violence and Sexual Harassment between Pupils in School

The school follows the DfE Guidance **Sexual Violence and Sexual Harassment between Children in Schools and Colleges** as well as the advice in **Part 5 of Keeping Children Safe in Education (DfE 2026)** which sets out what sexual violence and sexual harassment are, how to minimise the risk of it occurring and what to do when it does occur or is alleged to have occurred as set out within the school's Child Protection Policy.

6. PUPIL INFORMATION

The school will keep up to date and accurate information in order to keep pupils safe and provide appropriate care for them. This information includes:

- The names and contact details of persons with whom the pupil normally lives, including emergency contact details;
- The names and contact details of all persons with parental responsibility (if different from above);
- The details of any persons authorised to collect the pupil from school (if different from above);
- Any relevant court orders in place including those which affect any person's access to the child (eg Residence Order, Contact Order, Care Order, Injunctions etc);
- If the pupil is or has been on the Child Protection register or subject to a Care Plan the name and contact details of the pupil's GP;
- Any other factors which may impact on the safety and welfare of the pupil.

The school will collate, store and agree access to this information in line with the school Online Safety Policy

7. SCHOOL TRAINING AND STAFF INDUCTION

- The school's Designated Safeguarding Lead undertakes Level 2 child protection training and training in inter agency working (that is provided by Hertfordshire County Council) and refresher training at two yearly intervals.
- All other school staff, including non-teaching staff, undertake appropriate Level 1 child protection training to equip them to carry out their responsibilities for child protection effectively, and refresher training at 3 yearly intervals with annual refreshers given by schools to keep staff up to date.
- The Governing Body undergo Level 1 Child Protection training (or the equivalent) at 3 yearly intervals.