

# Portway – Early Help, Safeguarding and Child Protection Policy

<b>Date reviewed:</b>	May 2017
<b>Reviewed by:</b>	Leadership team
<b>Next review planned for:</b>	October 2018
<b>Policy ratified by Trustees (as per Scheme of Delegation):</b>	July 2017



**Leading  
Learning Trust**

Portway Primary School is part of the Leading Learning Trust



## Contents

<b>1 - OVERVIEW OF THE POLICY MANAGEMENT PROCESS</b>	<b>3</b>
1.1 Document history	3
1.2 Review and approval	3
<b>2 - THE POLICY</b>	<b>4</b>
2.1 Introduction	4
2.2 Aims	4
2.3 Roles and responsibilities	5
2.3.1 Leading Learning Trust Board	6
2.3.2 Head teacher	6
2.3.3 Designated Safeguarding Leads (DSLs)	7
2.4 Induction and training	8
2.5 Procedures for managing concerns	9
2.6 Records and information sharing	12
2.7 Working with parents and carers	12
2.8 Child Protection conferences	13
2.9 Safer recruitment	14
2.10 Safer working practices	14
2.11 Managing allegations against adults (staff and volunteers)	15
2.12 Links to other school policies	16
2.13 Statutory framework	16
2.14 Appendix 1 - Cause for Concern Report	17
2.15 Appendix 2 - Copy of leaflet given out to all temporary staff and volunteers	20



## 1 - OVERVIEW OF THE POLICY MANAGEMENT PROCESS

### 1.1 Document history

Date	Document title	Version
1/11/16	Initial release as a Leading Learning Trust (Portway) document	1.0
1/07/17	Second version of policy produced and reviewed by the trustees. Minor changes made in May 2017 (not highlighted) Section 2.4 - Induction and training: Safeguard Software in place for all safeguarding cases from September 2017	2.0
10/01/18	Removal of Marsha Constable as one of the Designated Safeguarding Leads due to her departure.	2.0
April 2018	Minor changes, reviewed by the Executive Head teacher but not by the Trust Board:  <ol style="list-style-type: none"><li>1) Mansoor Siddique appointed as Safeguarding Trustee</li><li>2) In the light of GDPR, a paragraph from the <a href="#">DfE's GDPR Toolkit for Schools</a> has been added to the introduction to the Policy.</li></ol>	3.0

### 1.2 Review and approval

The Leading Learning Trust trustees have overall responsibility for the policy.

The Executive Head teacher is responsible for the operation of the policy within the school, as well as for the maintenance of a record of concerns raised in accordance with this policy and the outcomes.

This policy is reviewed annually by the School Leadership Team, and is then ratified by the Leading Learning Trust Board of trustees.



## 2 - THE POLICY

### 2.1 Introduction

At Portway Primary School, we believe that the welfare of every child is of paramount importance. Our school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. Portway's broad and balanced curriculum provides children with opportunities to learn about how to stay safe. A particular focus is through the use of whole school 'Big' questions in assemblies and reflection lessons in PSCE.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2015) and [Newham Safeguarding Children Board procedures](#).

With the arrival of GDPR (General Data Protection Regulation), this Policy has been updated to include advice from the [DfE's GDPR Toolkit for Schools](#) which is as follows:



**Safeguarding:** GDPR does not prevent, or limit, the sharing of information for the purposes of keeping children safe. Legal and secure information sharing between schools, Children's Social Care, and other local agencies, is essential for keeping children safe and ensuring they get the support they need. Information can be shared without consent if to gain consent would place a child at risk. Fears about sharing information **must not be allowed** to stand in the way of promoting the welfare and protecting the safety of children. As with all data sharing, appropriate organisational and technical safeguards should still be in place.

All our staff have received a GDPR Briefing, in which this link to Safeguarding is highlighted, and staff with Safeguarding responsibilities understand their roles in the context of the GDPR.

## 2.2 Aims

The aim of Portway Primary School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- protect children and young people at our school from maltreatment;
- prevent impairment of our children's and young people's health or development;
- identify children and young people who may be in need of extra help;
- ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care; and
- undertake that role so as to enable children and young people at our school to have the best outcomes.

This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeated occasions. The Attendance Lead will regularly liaise with the Designated Safeguarding Lead to discuss all persistently absent pupils and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.



This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

## 2.3 Roles and responsibilities

Role	Name	Contact details
Designated Safeguarding Leads (DSLs)	Scott Chudley	Scott.chudley@leadinglearningtrust.org
Head teacher	Jacqui Waine	Jacqui.waine@leadinglearningtrust.org
Named Leading Learning Trust Safeguarding Trustee	Mansoor Siddique	mansoor@seoconsultancytld.com
Chair of Local Governors	Jenni Rhodes	jmh@pertelote.org

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

### 2.3.1 Leading Learning Trust Board

The Trust Board of the Leading Learning Trust is accountable for ensuring the effectiveness of this policy and our compliance with it. Although the Trust Board takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named trustee, Mansoor Siddique, who champions safeguarding within the school.

The Trust Board will ensure that:

- the safeguarding policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the Newham Safeguarding Children Board policies and procedures;



- the school contributes to inter-agency working in line with in line with [Working Together to Safeguard Children \(2015\)](#);
- a senior member of staff from leadership team is designated to take the lead responsibility for safeguarding and child protection who are appropriately trained to deal with any issues in the absence of the Designated Safeguarding Leads (DSLs) to ensure there will always be cover for this role;
- all staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;
- all staff undertake appropriate child protection training that is updated annually and on-line safety training;
- procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education'](#) DfE (2016); and that
- the Trust Board remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

At each meeting the Trust Board will receive a safeguarding report that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

### **2.3.2 Head teacher**

At Portway Primary School, the Head teacher is responsible for:

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

### **2.3.3 Designated Safeguarding Leads (DSLs)**

The Designated Safeguarding Leads are senior members of staff, from the



leadership team who takes lead responsibility for safeguarding and child protection in our school. The DSLs will carry out their role in accordance with the responsibilities outlined in Annex B of '[Keeping Children Safe in Education](#)'.

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

During term time the DSLs and or a member of School Leadership Team will always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. If in *exceptional* circumstances, a DSL is not available on the school site in person, we will ensure that they are available via telephone and any other relevant media.

The DSLs at Portway Primary School will represent our school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSLs will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

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

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

## **2.4 Induction and training**

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

Every new member of staff or volunteer will receive safeguarding training during their induction period on the day of joining the school. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and the remit of the role of the Designated Safeguarding Leads (DSLs). The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children. Portway's broad and balanced curriculum provides children with opportunities to learn about how to stay safe. We provide





children with half a term of e-safety sessions to develop understanding across the year groups.

In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of [‘Keeping Children Safe in Education’](#). In order to achieve this, we will ensure that:

- all members of staff undertake appropriate safeguarding training on an annual basis in accordance with Newham Safeguarding Children Board advice and we will evaluate the impact of this training;
- all staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively; and
- Safeguard Software Training and Certification – will be in place during the academic year 2017/18.

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

- Cause for Concern Report for staff (Appendix 1)

The DSLs, the alternate designated member(s) of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Newham Safeguarding Children’s Board at least once every three years. The DSLs and alternate will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, DSLs will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role. We will facilitate this through e.g. accessing online materials, disseminating national and local updates to staff, attendance at DSL network meetings, Early Help Partnership networks, Personal Development.

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

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



## 2.5 Procedures for managing concerns

Portway Primary School adheres to child protection procedures that have been agreed locally through the Newham Children's Safeguarding Board (NSCB). Where we identify children and families in need of support, we will carry out our responsibilities, including accessing the [NSCB Early Help Services](#).

Every member of staff including volunteers working with children at our school are advised to maintain an attitude of '**it could happen here**' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

All staff are encouraged to report any concerns that they have and not see these as insignificant. (\*Safeguard Software update will be in place by the end of the academic year 2017/18). On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSLs to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

It is *not* the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

The DSLs should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSLs or, if unavailable, to a member of School Leadership Team. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (provided as Appendix 1 to this document).

Following receipt of any information raising concern, the DSLs will consider what action to take and seek advice from [Newham Children's Triage](#) as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

The DSLs will decide whether to consider offering Early Help to support the family or to make a referral to [Newham Children's Triage](#) when there are complex needs or child



protection concerns. The school will use the [NSCB Threshold Guidance](#) to inform our decision making.

If a referral to Children's Triage has not met the threshold for targeted support or statutory intervention, the Designated Safeguarding Leads will make full written record of the decision and outcome. The school will continue to offer early help and interventions, supported by the use of the Early Help Record and Plan.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to [Newham Children's Triage](#) immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSLs and/or the Head teacher. Concerns should always lead to help for the child at some point.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with [Newham Children's Triage](#), or the police if:

- the situation is an emergency and the designated senior person, their deputy and the Head teacher are all unavailable; and/or
- they are convinced that a direct report is the only way to ensure the pupil's safety.

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outline in this policy should raise their concerns with the Head teacher or the Chair of the local governing body. If any member of staff does not feel the situation has been addressed appropriately at this point, he/she should contact Children's Services directly with his/her concerns.

We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to: bullying (including cyber and homophobic bullying), gender based violence/sexual assaults and sexting. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same [NSCB Threshold Guidance](#) will apply in respect of any child who is suffering or likely to suffer significant harm; staff must never tolerate or dismiss concerns relating to peer on peer abuse.

We recognise that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:



- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be dis-proportionally impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

At Portway Primary School we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSLs who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

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

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

- through training, staff, volunteers and local governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise;
- there are systems in place for keeping pupils safe from extremist material when accessing the internet in our school by using effective filtering and usage policies;
- the DSLs have received Prevent training and will act as the point of contact within our school for any concerns relating to radicalisation and extremism;
- the DSLs will make referrals to [Newham Children's Triage](#) and will represent our school at Channel meetings as required; and
- through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils. In addition, the role of the teaching of British values, that forms part of our religious education curriculum, is described in our religious education policy which is available on our website.

## 2.6 Records and information sharing



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

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

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

When a child leaves our school, the DSLs will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the school roll to home educate, the school will make arrangements to pass any safeguarding concerns to the Newham Elective Home Education Team.

## **2.7 Working with parents and carers**

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

When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the school website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

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

In order to keep children safe and provide appropriate care for them, we require parents to provide accurate and up to date information regarding:



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

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

## **2.8 Child Protection conferences**

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

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

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

Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## **2.9 Safer recruitment**

We will ensure that the Head teacher and at least one member of the local governing body has completed appropriate safer recruitment training. At all times the Head teacher and the



local governing body will ensure that safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education'](#), DfE (2016).

At Portway Primary School we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them; we will undertake [Disclosure and Barring Service](#) checks, and we will use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements. As per the [Leading Learning Trust School Information Guide](#), we will make this register available on request.

## **2.10 Safer working practices**

All adults that come into contact with our children 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 our children are competent, confident and safe to do so.

All staff will be provided with a copy of our school's Code of Conduct at induction. They will be expected to know our school's Code of Conduct, behaviour policy and policy for positive handling, and to carry out their duties in accordance with these documents. There will be occasions when some form of physical contact is inevitable - for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to.

If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in ['Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings'](#) (October 2015). 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.

## **2.11 Managing allegations against adults (staff and volunteers)**



Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour 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 will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in [Newham Safeguarding Children Board](#) and Part 4 of [‘Keeping Children Safe in Education’](#), DfE (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted to request a consultation or make a referral via e-mail: [LADO@newham.gov.uk](mailto:LADO@newham.gov.uk) or contact the LADO team on 020 3373 3392. As a school, we have a statutory duty to have a local published procedure for dealing with allegations against staff in place, which we follow at all times.

If an allegation is made or information is received about any adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Head teacher immediately. This includes concerns relating to agency and supply staff and volunteers. Should an allegation be made against the Head teacher, this will be reported to the Chair of the local governing body. In the event that neither the Head teacher nor Chair is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Head teacher or the Vice Chair.

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

Any member of staff or volunteer who does not feel confident to raise their concerns with the Head teacher or Chair of the local governing body should contact the LADO directly on 020 3373 3392. Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

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





the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

## **2.12 Links to other school policies**

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

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

## **2.13 Statutory framework**

This policy has been devised in accordance with the legislation and guidance that is linked to in the body text of this policy.

## **2.14 Appendix 1 - Cause for Concern Report**



### Cause for Concern Report

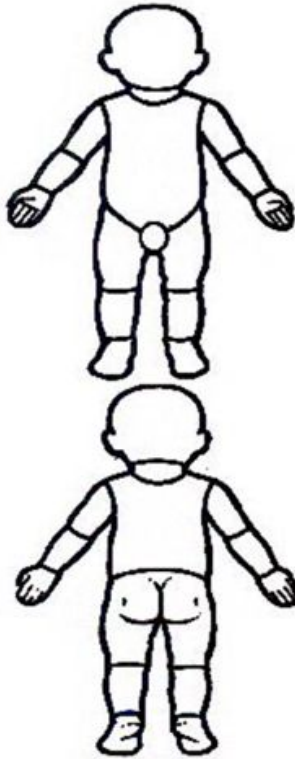
Staff, volunteers and regular visitors are required to complete this form and pass it to Rabia Shaikh, Louise Wilson or a member of the Leadership Team/Safeguarding Team if they have a safeguarding concern about a child.

Full name of child	Date of Birth	Class	Your name and position in school
<b>Nature of worry, concern or disclosure</b>			
Please include where you were when the child made a disclosure, what you saw, who else was there, what the child said or did and what you said.			
Time and date of incident:			
Was there an injury? Yes / No		Did you see it? Yes / No	
Describe the injury:			
Have you filled in a body plan to show where the injury is and its approximate size? Yes / No			
Was anyone else with you? If 'Yes', who?			
Has this happened before? Yes/No		If 'Yes' did you report the previous incident? Yes/No	
Who are you passing this information to?		Your signature:	
Name:		Time form completed:	
Position:		Date:	

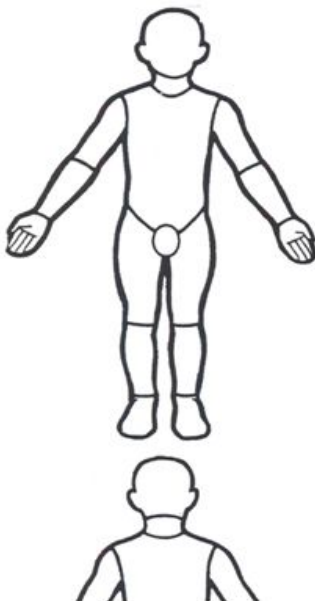


Time form received by DSL:							
Action taken by DSL:						Previous concerns? Yes / No If Yes, date and description	
(External) information sharing/referred to (Please tick):							
Attendance Team	Police	School Nurse	Health Visitor	Children's Triage	Early Help Practitioner	Family Support Worker	Other
Parents informed? Yes/No (If No, state reason)							
(Internal) feedback given to (Please tick):							
Safeguarding Team		Early Help Practitioner		Child		Person who recorded disclosure	
Further Action Agreed: <i>e.g. School to engage with family and start an Early Help Record to Understand, Plan, Do and Review support and interventions.</i>							
Full Name:							
DSL Signature:							
Date:							
Additional Sheets: Yes <input type="checkbox"/> No <input type="checkbox"/> Number: ____							
Scanned: <input type="checkbox"/> Added to CP Overview: <input type="checkbox"/>							

Young Child



Older Child





## 2.15 Appendix 2 - Copy of leaflet given out to all temporary staff and volunteers

Side 1 of 2 sides of the leaflet:

**STAFF CONDUCT**

If you are concerned about the conduct of a member of staff or volunteer following an observation or disclosure the following actions must take place:

- Immediately inform the Head Teacher—Jacqui Waine.
- In her absence, immediately inform one of the Deputy Head Teachers—Scott Chudley and Marsha Constable.

**SAFEGUARDING TEAM**

Please confidentially report any concerns to a member of the Safeguarding Team immediately,

- Rabiya Shaikh— Designated Safeguarding Lead
- Jacqui Waine—Headteacher
- Marsha Constable—Deputy Headteacher
- Scott Chudley—Deputy Headteacher
- Louise Wilson—Family Support Worker

Further information about keeping children safe is available from the Newham Local Safeguarding Children Board

<http://www.newhamlscb.org.uk>


**KEEPING YOURSELF SAFE**

- Be professional. Be careful how you interact with or speak to a child, the child may interpret it differently.
- Avoid physical contact with children unless you are preventing them from immediately harming themselves or others.
- Avoid being on your own with a child, always ensure that a door is open and that you are visible to others.
- It's best not to do anything for a child that he or she can do for him or herself.
- Always tell someone if a child touches you or speaks to you inappropriately. Log down the incident, time and date and pass it to the Head Teacher or Deputy Head Teacher in her absence.
- If you have concerns about a child, it is your responsibility to inform the Safeguarding Lead.
- If you have concerns about the conduct of staff, it is your responsibility to inform the Head Teacher.



**WELCOME TO PORTWAY PRIMARY SCHOOL**

*Please take time to read the information contained within this guide for a safe visit.*



**Portway Primary School**  
Perseverance Partnership Success



Side 2 of 2 sides of the leaflet:

### HEALTH AND SAFETY

Your safety and well-being during your visit are important to us.

Portway Primary regards the promotion of Health and Safety to be one of the utmost importance for our children, staff and visitors to the school. This leaflet contains information about our expectations of you whilst visiting the school.

- As a visitor you have a legal responsibility to care for your own and others' safety.
- All accidents must be reported immediately to the main office and if first aid is required it may be obtained from there.
- Should there be a fire alarm during your visit, please leave the building by the nearest exit and report to the assembly point in the main playground.
- Should you have any concerns relating to any incident which has led, or could have led to damage or injury, please report these to the member of staff supervising your visit or to our School Business Manager—Marcia Jacobs.
- Please note that smoking is not permitted anywhere on the school premises.

### VISITOR PROCEDURES

All visitors must sign in at the main office. You may be required to produce some form of ID.

- All visitors will be issued with an appropriate visitor badge which must be displayed at all times whilst on the site.
- Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- Visitors wishing to speak to a particular member of staff should telephone the school to make an appointment, when possible, to avoid disappointment.
- All visitors must sign out at the main office and return their visitor badge before leaving the site.

### SAFEGUARDING

Portway Primary School is committed to safeguarding and promoting the welfare of the children and its community. We require all staff, volunteers and visitors to share this commitment. You have a duty to report any concerns you may have to a member of staff.

### WHAT DO I DO IF I AM WORRIED ABOUT A CHILD?

If you are concerned about:

- something a child says
- marks or bruising on a child
- changes in a child's behaviour or demeanour
- the safety of a child

you must immediately inform the Designated Safeguarding Lead—Rabia Shaikh. In her absence inform a member of the Safeguarding Team. Such concerns should only be shared with the Safeguarding Team.

If you feel that a child may be at risk of harm but are not sure, then inform a member of the Safeguarding Team immediately who will offer advice and take appropriate action.

A copy of the school's Safeguarding policy is available from the school office.

Sometimes a child may disclose information to you. If this happens then you must discreetly and confidentially inform a member of the Safeguarding Team immediately.