

# Parkgate Infants & Nursery School Safeguarding Policy

## **Introduction and Aim**

One of the most important duties of Parkgate Infants and Nursery School is to ensure the safety of the children in its care.

To school has a suite of policies, which support the safety and well-being of all.

Framework

The Statement and Child Protection Policy reflects, both 'Keeping Children Safe in Education' (DfE 2015), and Hertfordshire's Model Policy. The Governing

body take their responsibility seriously under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together

with other agencies to ensure adequate arrangements within Parkgate Infants and Nursery School to identify, assess, and support those children who are suffering harm.

## **Definition of Safeguarding**

Ofsted (2014) recognises the definition of the term 'Safeguarding' used in the Children Act 2004 as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- Allowing children to have optimum life chances and to enter adulthood successfully.

Safeguarding is the Umbrella under which all Child Protection and child safety policies and procedures are held.

## **Policies**

- Accessibility Plan
- Administering medicines
- Anti-bullying
- Anti- Radicalisation
- Attendance
- Behaviour
- Child Protection
- Confidentiality
- Curriculum including PSHE
- Drug Education
- E-safety and data protection
- Equality and Diversity
- Intimate care
- Managing allegations against other pupils.
- Mobile phones
- Off-site visits and risk assessments
- Safe Handling
- Staff Code of Conduct
- Safer-recruitment policy and the maintenance of the Single Central Register
- Safer Working Practice Guidance
- Sex and Relationships Education
- Visitors in School
- Whistle Blowing

## **Roles and Responsibilities**

The following responsibilities have been written in line with the requirements of Keeping Children Safe in Education 2015.

**The Governing Body** will ensure that:

- All members of the Governing Body understand and fulfil their responsibilities
- There is a named Governor with a responsibility for Safeguarding in office at all times
- The School has an up to date and effective policy for child protection which is available to parents via the website and on request
- There is a Code of Conduct policy
- There is an up to date and regular training programme for all staff, Governors
- There is a senior and deputy Designated person appointed in School
- The school has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- Robust and effective recruitment procedures are followed that take into account latest legislation
- There is a minimum of one person on every recruitment panel that has completed Safer Recruitment training
- There is monitoring of the effective implementation of the procedures and policies outlined above and that individual responsibilities are discharged correctly
- All policies and procedures relating to safeguarding matters are reviewed by Governing Body at least annually
- Information is provided to relevant bodies such as Hertfordshire Safeguarding Children's Board and Ofsted about how the School has discharged its safeguarding responsibilities
- Appropriate arrangements are in place to safeguard children who take part in, or are affected by, the provision of extended services and other school activities that take place outside normal school hours
- When safeguarding complaints, concerns and deficiencies have been brought to the Governing Body that effective steps are taken, without delay, to address them.
- That the Chair of Governors has an enhanced DBS check
- A member of the Governing Body is, usually the Chair, nominated to liaise with the LA on Child Protection issues and in the event of an allegation of abuse made against the Head
- The ethos of Parkgate Infants and Nursery School promotes positive practice in relation to safeguarding.

### **Safeguarding Monitoring**

At least once each year, the Safeguarding Governor shall carry out, or arrange for another person to carry out; a monitoring review of the School's safeguarding arrangements as part of the monitoring arrangements. The purpose of the monitoring review is to assure that the School and relevant persons are complying with and conforming to the requirements of this statement, policies, external agencies, and following best practice, with regard to safeguarding.

The monitoring review shall take the form of interview of the Head of School and the completion of the audit report that will be presented to the full Governing Body.

**The Head** is responsible to the Governing Body for ensuring that:

- A full report is made regarding Safeguarding in the Schools at least annually
- The Head has a clear overview of safeguarding policies and procedures and the policies and procedures with regard to safeguarding are implemented, followed and, where appropriate, required records are kept
- Effective steps are taken, in accordance with the appropriate policies and procedures, in the event that the Governors receive any safeguarding complaints or concerns.
- The policies and procedures with regard to safeguarding are implemented, followed and, where appropriate, required records are kept
- The designated members of staff for child protection are provided with appropriate support, in particular provision of sufficient time and resources to discharge their responsibilities, including taking part in inter- agency assessments and meetings.
- Appropriate training is in place for staff and other relevant adults  
All staff receive Part One: Safeguarding Information for all Staff (Keeping Children Safe in Education 2015)
- In the event of a person leaving the School, whether a member of staff or otherwise, when there are grounds for believing that they may be unsuitable to work with children or may have committed misconduct, that the Independent Safeguarding Authority are made aware of the circumstances
- Risk assessments are carried out and recorded in relation to all school activities including the admission or re-admission of pupils with behaviour that could place themselves or others at risk, monitoring and recording each case to ensure that the risk assessments are effective
- Effective steps are taken, in accordance with the appropriate policies and procedures, in the event that the school receives any safeguarding complaints or concerns
- All staff, pupils, volunteers or other persons feel able to raise concerns about unsafe or poor safeguarding practice.
- A report is presented to the Governors regarding safeguarding at least once annually
- The role of the Designated Senior Persons (DSP) is contained in the Child Protection Policy.

The purpose of raising findings reports is to facilitate change to overcome any non-compliance, or improvement in practice.

### **Safeguarding Information for pupils**

All pupils at Parkgate Infants and Nursey School will be made aware that they can talk to any members of staff. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. Pupils will be informed 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.

### **Partnership with Parents**

Parkgate Infants and Nursery School shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted.

Parkgate Infants and Nursery School is committed to working with parents positively, openly and honestly, ensuring that all parents are treated with respect, dignity and courtesy. The school respects parents' rights to privacy and confidentiality and will not share sensitive information unless permission is given or it is necessary to do so in order to protect a child.

The school will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

The school will make parents aware of the policy in newsletters and it is available on the school website.

### **Agency Partnerships**

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

### **School Training and Staff Induction**

The School's senior members of staff with designated responsibility for child protection undertake level 2 child protection training. (provided by HCC) and refresher training at 2 yearly intervals. All other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals. The Governing Body will undergo Safeguarding training at 3 yearly intervals.

### **Children Missing from Education**

The school follows the HCC procedures "Children Who May Be Missing/Lost from Education". Where children on roll at a school do not turn up and this school has made the usual enquiries they should refer the case to the education School Attendance Team. Please also refer to the Attendance policy.

### **Confidentiality**

The confidentiality policy details when information must be shared with police and Social Care where the child may be at risk of significant harm and when the pupil's and/or parent's confidentiality must not be breached.

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

- The names and contact details of persons with whom the child 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 child from school (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the child is or has been on the Child Protection Register or subject to a care plan name and contact detail of G.P.
- Any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information.