



Acton Gardens Primary School

Aspire • Grow • Persevere • Succeed

Child Protection and Safeguarding Policy

Date of last review: October 2021

Date of next review: October 2022

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Child Protection & Safeguarding Policy

Key Contacts:

Designated Safeguarding Leads:

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|-----------------------------|--|
| Head Teacher | Lubna Khan (Lead DSL) |
| Deputy Head | Nalisha Patel (DSL) |
| Phase Leaders | Jazi Cotton & Matt Craze (Deputy DSL) |
| Breakfast/After School Club | Rebecca Gavin (Deputy DSL) |
| Safeguarding Governor: | Sarah Jukes (SEN/CP) Susan Loughe (Safeguarding & Health & Safety)) |
| Chair of Governors: | James Crutchley |

Child protection advisers

For advice on individual cases contact the child protection advisers in the table below.

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| Head of safeguarding, review and quality assurance | John Churchill Head of safeguarding, review and quality assurance Perceval House Tel: 020 8825 8364 Email: churchilli@ealing.gov.uk |
| Local Authority Designated Officer (LADO) | Safeguarding, review and quality assurance manager Allegations against professionals (AAPs) LADO – Ricella Browne 020 8825 8930 Email: broner@ealing.gov.uk child.protection@ealing.cjsm.net |
| Child protection advisers | Child protection duty desk Tel: 020 8825 8930 |

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|---|--|
| Child sexual exploitation (CSE) and missing coordinator | Christina Evers Tel: 020 8825 5951 Email: EversC@ealing.gov.uk |
| Ealing Safeguarding Children Board & CDOP Manager | Steve Bourne 02088259618 BourneS@ealing.gov.uk |
| Schools HR consultancy team | Mark Nelson Tel: 020 8825 9478 Email: MNelson@ealing.gov.uk (link sends e-mail) |
| Ealing Council children's services | Tel: 020 8825 8000 (ECIRS) |
| Police child protection team | Tel: 020 8246 1901 |
| Prevent Coordinator | Nazia Matin 02088258895 matinn@ealing.guk.uk |

Introduction

Those who work in education have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect at an early stage. **Keeping Children Safe in Education 2019** and **Working Together to Safeguard Children 2015** puts a statutory responsibility on the Governing Body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school. Members of staff and Governors at Berrymede Junior School are aware that many children are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives – including domestic violence, substance misuse, bullying, mental health and radicalisation. We also acknowledge that safeguarding incidents could happen anywhere and members of staff should be alert to possible concerns arising.

This policy takes into account the **London Safeguarding Children Board Procedures** and **HM Prevent Duty Guidance 2015**.

Aims

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence
- To raise the awareness of both teaching and non-teaching members of staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To give special consideration to those pupils with Special Educational Needs and disabilities, recognising that additional barriers can exist for this group of children.
- To provide a systematic means of monitoring children known or thought to be at risk of harm.
- To emphasise the need for good levels of communication between all members of Members of staff.
- To develop a structured procedure within the school, which will be followed by all members of the school community in cases of suspected abuse.
- To minimise risk of peer on peer abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Services.
- To ensure that all adults within our school who have access to children have been checked as to their suitability.

Role of the Designated Safeguarding Leads

The Designated Safeguarding Leads are Lubna Khan, Nalisha Patel, and Steven Cotton.

We will ensure that at least one DSL will be on school premises at all times. The Designated Safeguarding Lead for Breakfast and After-School clubs is Rebecca Gavin.

Those named above and all members of the Leadership Team have received child protection training and will liaise in accordance with London Child Protection Procedures, and LA Personnel Procedures.

Procedures and Responsibilities

We will follow the procedures set out by the Local Safeguarding Children Board (LSCB) and take account of guidance issued by the DfE to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply members of staff and volunteers) and the governing body knows the name of the designated person responsible for child protection and their role.
- Ensure members of staff induction includes the school's Child Protection and Safeguarding Policy, Ealing Code of Conduct and details of the Designated Safeguarding Leads.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Designated Safeguarding Lead.
- Ensure that parents have an understanding of the responsibility placed on the school and members of staff for child protection by setting out our obligations on the web site.
- Notify social care if there is an unexplained absence of more than one day of a pupil who is subject to a child protection plan.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at case conferences
- Keep records of concerns about children, even where there is no need to refer the matter immediately
- Ensure all records are kept securely.
- Adopt and follow procedures where an allegation is made against a member of Members of staff or

volunteer and report to the Local Authority Designated Officer (LADO), as appropriate, within 24 hours.

- Ensure safe recruitment practices are always followed by having at least one person on each interview panel who has completed the Safer Recruitment training, following stringent pre-employment vetting checks, ensuring Members of staff are DBS checked at the appropriate level and entered on the Single Central Record (SCR) and references are taken up and kept on file.
- Ensure volunteers are appropriately supervised.

The role of the Head Teacher

- To promote child protection and safeguarding as a priority.
- To support the Designated Safeguarding Leads in logging and reporting child protection concerns, ensuring they are able to attend conferences and core group meetings.
- To support the Governing Body in their child protection and safeguarding role.
- To ensure all recruitment is carried out appropriately.
- To ensure the single central record is maintained and up to date.
- To deal with allegations of abuse which are made against members of staff or volunteers.

The role of the Designated Safeguarding Leads

- To raise the awareness of both teaching, support members of staff and student teachers, of the need for child protection and of their responsibilities in identifying and reporting possible cases of abuse, including child sexual exploitation, female genital mutilation and radicalisation.
- Ensure all members of staff are issued with a copy of 'Keeping Children Safe in Education – Part 1' and maintain a signed record of issue.
- Ensure Members of staff induction includes the school's Child Protection and Safeguarding Policy, Ealing Code of Conduct.
- To provide a systematic means of monitoring children thought to be at risk.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured internal procedure to be followed by all members of the school community in cases of suspected abuse.
- To promote understanding and build relationships with other agencies in order to work together more effectively.
- To work with the PSHE Leader to promote children's personal, social and health development in ways which foster security, confidence and independence and to work with the Computing Leader to promote e-safety.
- To develop a network of support which would be made known to members of staff or parents: - e.g. details of parent support groups; parent networks; relevant telephone numbers.
- To seek advice from and report cases to social care
- To attend training at least every two years, and update knowledge annually by keep up to date with changes in legislation.
- To display the name and role of the DSLs clearly around the school to inform parents, staff, volunteers, agency workers and visitors.

The Role of the Governing Body:

- To have a named governor responsible for Looked After Children and children subject to a child protection plan.
- To attend termly Safeguarding Committee meetings.
- To ensure an annual safeguarding report is completed and submitted to the full governing body before being copied to the designated local authority officer.
- To make at least one focus visit per year to audit child protection procedures.

- To track child protection data presented at termly governing body meetings.
- To review the child protection policy annually.
- To participate in training at least every two years.

Keeping adults informed:

Members of staff

All Members of staff, including supply teachers, student teachers and other visiting members of staff and those supporting school trips, are informed of the Designated Safeguarding Lead's name and the school's policy for the protection of children:

- During their first induction to the school.
- Through the provision of a copy of this policy.
- Through the 'Safeguarding Advice for Volunteers and Visitors' leaflet.
- Members of staff, volunteers and visitors are required to sign the school's log to ensure that they have received and read the relevant safeguarding guidance.
- Information regarding DSLs will be visible in every room & on relevant notice boards.
- Whole Members of staff training or briefing meetings
- Reminders at the beginning of each year.

Volunteers

As part of their induction volunteers will be provided with a copy of "Safeguarding Advice for Volunteers and Visitors". They will be informed of who the Designated Safeguarding Leads are and will be given a copy of the Safeguarding Code of Conduct. They will be asked to sign to say they have received and read the information. All volunteers engaged in regulated activity will be required to have an Enhanced DBS and Barred list check.

Response to allegations or suspicions of abuse

All Members of staff need to be alert to the signs of harm and abuse. They should report any concerns if not immediately, as soon as possible, that day to the Designated Safeguarding Leads. If in any doubt they should consult with the Designated Safeguarding Lead.

If a child makes a disclosure to a teacher or other member of staff that gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff must act promptly. He/she should not investigate - this is a matter for the Social Services – but should report these concerns immediately to the Designated Safeguarding Lead, discuss the matter with her, and make full notes. See flow chart, Appendix A.

Early Help and Inter-agency working

The school is committed to identifying and working with families who may benefit from 'early help'. We do this in the following ways:

- Offering parenting programmes.
- Inter-agency assessment using the Ealing's Early Help Assessment (EHAP)
- Referrals to the Ealing SAFE (Supportive Action for Families in Ealing) team and ECIRS.
- Liaison with Ealing Family Information Service

11. Confidentiality

Members of staff have the professional responsibility to share relevant information about the protection of children with other professionals particularly investigating agencies. If a pupil confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he/she have a responsibility to refer for the child's own sake. Within that context, the child should, however be reassured that the matter will be disclosed only to the people who need to know about it. Members of staff who receive the information about children and families in the course of their work should have the information only within professional context. Child protection records are stored securely. Personal information about all pupils' and their families is regarded by those who work in this school as confidential. All members of staff will aim to maintain this confidentiality; all records relating to child protection incidents will be maintained by the Designated Safeguarding Lead and only shared as is consistent with the protection of children.

12. Parents

The school will work with parents to support the needs of their child. They play an important role in protecting their children from abuse. The school is required to consider the safety of the pupil and should a concern arise professional advice will be sought prior to contacting parents. The school aims to help parents understand that the school, like all others, has a responsibility for the welfare of all pupils and has a duty to refer cases to the Social Services in the interests of the child.

This policy is available to all parents on the school website. Printed copies can be requested from the school office.

13a. Training

This school has a commitment to training, updates and attendance at inter-agency child protection meetings. Time will be given to enable this commitment to be met. Whole staff training on child protection will take place each academic year. Regular updates and training scenarios are shared during weekly staff briefing meetings.

The Designated Safeguarding Leads will take part in Level 3 designated lead training every two years, and receive updated training annually. One DSL will also attend the annual National CP in Education Conference to keep updated with national changes.

The school recognises its duty for all school staff to take part in 'Prevent' training, in order to eliminate the risk of vulnerable children becoming involved in terrorism. Training will take place annually.

13b. Training on Specific Safeguarding Issues:

All members of staff are aware of the mandatory requirement to report Female Genital Mutilation (FGM) and are trained to recognise the signs and symptoms of this specific safeguarding issue.

Annual training will also include updates on the following specific safeguarding issues:

- bullying including cyberbullying
- children missing education (CME)
- child sexual exploitation (CSE)
- domestic violence (DV)
- drugs/alcohol
- fabricated or induced illness
- faith abuse
- private fostering
- peer on peer abuse
- prevent

14. Children who are Looked After

SLT are Designated Looked After Children teachers. The DLAC will liaise directly with the LA virtual head regarding the provision for LAC. The designated safeguarding governor is also the designated governor for LAC.

Curriculum

This school has a commitment to safeguarding children and equipping them with the skills to understand their rights, appropriate forms of punishment and chastisement and the difference between good and bad touching.

Sessions such as PSHE and Circle time will be used to assist pupils in developing such skills. Pupils will take part in a termly 'Keeping Safe' assembly.

15. Allegations of abuse against members of staff and volunteers.

All school staff and volunteers should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted with or in view of other adults. All members of staff understand that they are employed in a 'position of trust' and that inappropriate behaviour with or towards children is unacceptable.

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head Teacher.

The Head Teacher on all such occasions will discuss the content of the allegation with the LA Designated Officer (LADO) for Child Protection. The contacts for Ealing are James Jose and Noah Tucker on 0208 825 8951.

If the allegation made to a member of staff concerns the Head Teacher, the Chair of Governors should be consulted directly; they will consult with the LAs Lead Officer for Child Protection (LADO).

The school will follow the LA procedures for managing allegations against members of staff, a copy of which is readily available in the school.

16. Safer Recruitment

All members of the leadership team have received safer recruitment training. Appropriate pre-appointment checks will be made for all members of staff and volunteers undertaking regulated activity as per the guidance in Keeping Children Safe in Education, DfE (2016). Each staff selection panel will contain at least one member trained in safer Recruitment. See Recruitment and Selection Policy for further details. Safe staff checks will be undertaken on all adults working in the school to establish the suitability of a person to work with children in line with Ealing's Safe Recruitment procedures. Records of these checks will be kept in accordance with Part 3 of 'Keeping Children Safe in Education' DfE 2016.

Where another body provides services or activities separately, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place in regard to safe recruitment and safeguarding children and a copy of their child protection policy will be kept on file.

17. Technology, Mobile Phones and camera use

Appropriate use of technology, including mobile phones, which capture photographs or video, is essential at Berrymede Junior School. The use of mobile phones and other recording devices such as iPads and Surface Pros does not detract from the quality of supervision and care of children.

Practitioners are able to use their personal mobile phone during their break times or when working away from children. While working with children or in areas where children are present phones must be switched off and kept out of the reach of children and parents, in a secure area accessible only to members of staff. All members of staff are made aware of their duty to follow this procedure. (See E-Safety policy for further information).

18. Extremism and Radicalisation

As a school we recognise that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern as set out in this policy. We also recognise that if we fail to challenge extremist views, we are failing to protect our pupils. Any prejudice, discrimination or extremist views, including derogatory language, displayed by pupils, Members of staff or visitors will always be challenged and where appropriate dealt with in line with our **Behaviour Policy** for pupils and the **Code of Conduct** for members of staff.

When operating this policy, we use the following accepted Governmental definition of extremism which is:

'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'

In addition, we protect our pupils from the risk of radicalisation by:

- Using filters on the internet
- Monitoring internet use
- Vetting members of staff, visitors and volunteers who come into school to work with the pupil.

19. Whistleblowing

All members of staff should be aware of their duty to raise concerns about the attitude and actions of colleagues. (See Whistleblowing policy).

Members of staff will be provided with the contact details of the Chair of Governors, LADO and the NSPCC Whistleblowing Advice Line.

20. Pandemics/Covid 19-See appendix B for full details

21. Links to other policies

The Child Protection Policy should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the suite of policies to safeguard and promote the welfare of children in this school.

Physical intervention/positive handling:

- Anti-bullying:
- Health and Safety:
- Recruitment and Selection
- Ealing code of conduct
- Equality
- Behaviour
- e-safety
- Supporting Medical Needs in School
- Intimate care
- Data protection policy

Links to Key Documents and Information

[Making a Referral \(ECIRS\)](#) [Keeping Children Safe in Education](#)

[Working Together to Safeguard Children](#)

[What to do if you are worried a child is being abused](#) [EGFL – Safeguarding](#)

[Ealing Code of Conduct](#)

[Responding to Allegations of Abuse Against Teachers](#) [Ealing Thresholds of Need](#)

[Prevent Strategy](#)

[NSPCC Whistleblowing Advice Line](#)

[FGM – What to do if you are concerned](#)

Child Protection and Safeguarding Procedures – Guidance for Members of staff

1. What is child abuse?

We use the following definitions:

Neglect - the persistent or significant neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out

important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Physical - physical injury to a child, whether deliberately inflicted or knowingly not prevented, this includes FGM (Female Genital Mutilation)

Sexual - the sexual exploitation of a child or young person for an adult's or another young person's own sexual gratification; the involvement of children or young people in sexual activities of any kind (including exposure to pornography) which they do not understand, to which they are unable to give informed consent or that violate normal family roles. This also includes child sexual exploitation. **Emotional** - persistent or significant emotional ill-treatment or rejection, resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child.

All Members of staff are trained to be aware of the following specific safeguarding issues:

- Private Fostering
- Fabricated or Induced Illness
- Preventing Radicalisation
- FGM

Radicalisation

Members of staff should be alert to:

- Disclosures by pupils of their exposure to the extremist actions, views or materials of others outside of school, such as in their homes or community groups, especially where pupils have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images.
- Pupils accessing extremist material online, including through social networking sites.
- Parental reports of changes in behaviour, friendship or actions and requests for assistance.
- Partner schools, local authority services, and police reports of issues affecting pupils in other schools or settings.
- Pupils voicing opinions drawn from extremist ideologies and narratives.
- Use of extremist or 'hate' terms to exclude others or incite violence Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture.
- Attempts to impose extremist views or practices on others Anti-Western or Anti-British views.

Reporting to the Designated Safeguarding Lead

Any concern must be discussed with the Designated Safeguarding Leads, as soon as possible and at least by the end of the teaching session, concerns should be recorded on a concern form (copies available online and in the staffrooms), or if not possible, on a signed and dated note.

The Designated Safeguarding Lead will plan a course of action as a matter of urgency, and ensure that a written record is made; the head will be informed.

The Designated Safeguarding Lead, will decide whether, in the best interests of the child, the matter needs to be referred to Social Services. Ealing's Thresholds of Need Guidance will be consulted. If there are concerns that the child may be at risk, the school is obliged to make a referral. Unless there are concerns that one or both of the parents may be the possible abuser (sexual or physical); the parents will be informed immediately.

In the case of a disclosure of sexual or physical abuse where a parent is the alleged abuser a conversation between school and children's services will take place as to who is the best agency to inform parents.

The Designated Safeguarding Lead or Head may seek clarification or advice and consult with the Duty Social Worker before a referral is made. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. (See flow chart- Appendix A)The safety of the child is our first priority.

Referrals to outside agencies will usually be made by the designated child protection lead, although any adult may raise concerns directly with social care.

Immediate response to the child

It is vital that our actions do not abuse the child further or prejudice further enquiries, for example:

Listen to the pupil, if you are shocked by what is being said try not to show it. It is OK to observe bruises but not to ask a child to remove or adjust their clothing to observe them. If a disclosure is made the pace should be dictated by the pupil without them being pressed for detail by being asked such questions as "what did they do next?" or "where did they touch you?"

Transfer of Records

It is our role to listen not to investigate. Use open questions such as "is there anything else you want to tell me?" or "yes?" or "and?"

Accept what the pupil says. Be careful not to burden them with guilt by asking questions such as "why didn't you tell me before?"

Do acknowledge how hard it was for them to tell you this

Don't criticise the perpetrator, this may be someone they love

Don't promise confidentiality, reassure the pupil that they have done the right thing, explain whom you will have to tell (the Designated Safeguarding Lead) and why. It is important that you don't make promises that you cannot keep such as "I'll stay with you all the time" or "it will be alright now".

Recording Information

Make some brief notes at the time or immediately afterwards; record the date, time, place and context of the disclosure or concern, recording facts and not assumption and interpretation. Notes must be signed and dated and incidents logged.

Observed injuries and bruises are to be recorded on the Recording Injuries Diagram and passed to the DSL.

Note the non-verbal behaviour and the key words in the language used by the pupil (do not translate into "proper terms").

It is important to keep any original notes and pass them to the Designated Safeguarding Lead.

All referrals to Social Services must be followed up within 24 hrs in writing using the referral form.

When a pupil transfers to another school:

If the pupil is subject to a Child Protection or Child in Need Plan their Social Worker will be contacted by the Designated Safeguarding Lead and informed of the transfer. The Designated Safeguarding Lead will also make direct contact with the lead at the new school.

When a pupil changes schools (mid-year or usual transition points), child protection records will be passed on to the Designated Safeguarding Lead at the receiving school, these will be sealed unless there is a current on-going concern. Once the receiving school has confirmed they have received the records, all copies in school will be shredded.

If a child leaves to an unknown school, the LA Children Missing Education procedures will be followed and CP records will be kept for 3 years.

When a pupil transfers from another school

A letter will be sent to the original school to clarify whether or not there are child protection concerns.

Support

Pupils and families

The school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. This school maybe the only stable, secure and predictable element in the lives of children at risk.

This school will endeavour to support pupils through:

- The curriculum to encourage self-esteem and self-motivation.
- The school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- The implementation of school behaviour management policies.

- A consistent approach, which recognises and separates the cause of the behaviour from that which the pupil displays.
- Regular liaison with other professionals and agencies that support pupils and their families
- A commitment to develop productive, supportive relationships with parents, whenever it is in the pupil's interests to do so.
- The development and support of a responsive and knowledgeable group of staff trained to respond appropriately in child protection situations.

Members of staff

Receiving a disclosure or observing signs of abuse can be very distressing you should discuss your feelings with the Designated Safeguarding Lead or other senior member of Members of staff.

Incidents of a child protection nature can affect Members of staff not directly involved; meetings should be used to support Members of staff in this situation. The LA Lead Officer for Child Protection can facilitate such meetings if requested.

The class teacher may be asked to attend a Strategy Meeting they will need to take the completed referral pro-forma, school attendance records and any other information the school may hold.

The DSL may be required to attend a child protection case conference for which they should provide a report in liaison with the class teacher.

The Designated Safeguarding Lead will be available to support and advise the class teacher.

Case Conferences and Core Group Meetings

The Designated Safeguarding Lead will liaise with the class teacher to complete a report for Case Conferences. The Multi-agency report format will be used. The report will be discussed with parents at least three days before the Case Conference. The report will then be faxed to Social Care for distribution at the meeting.

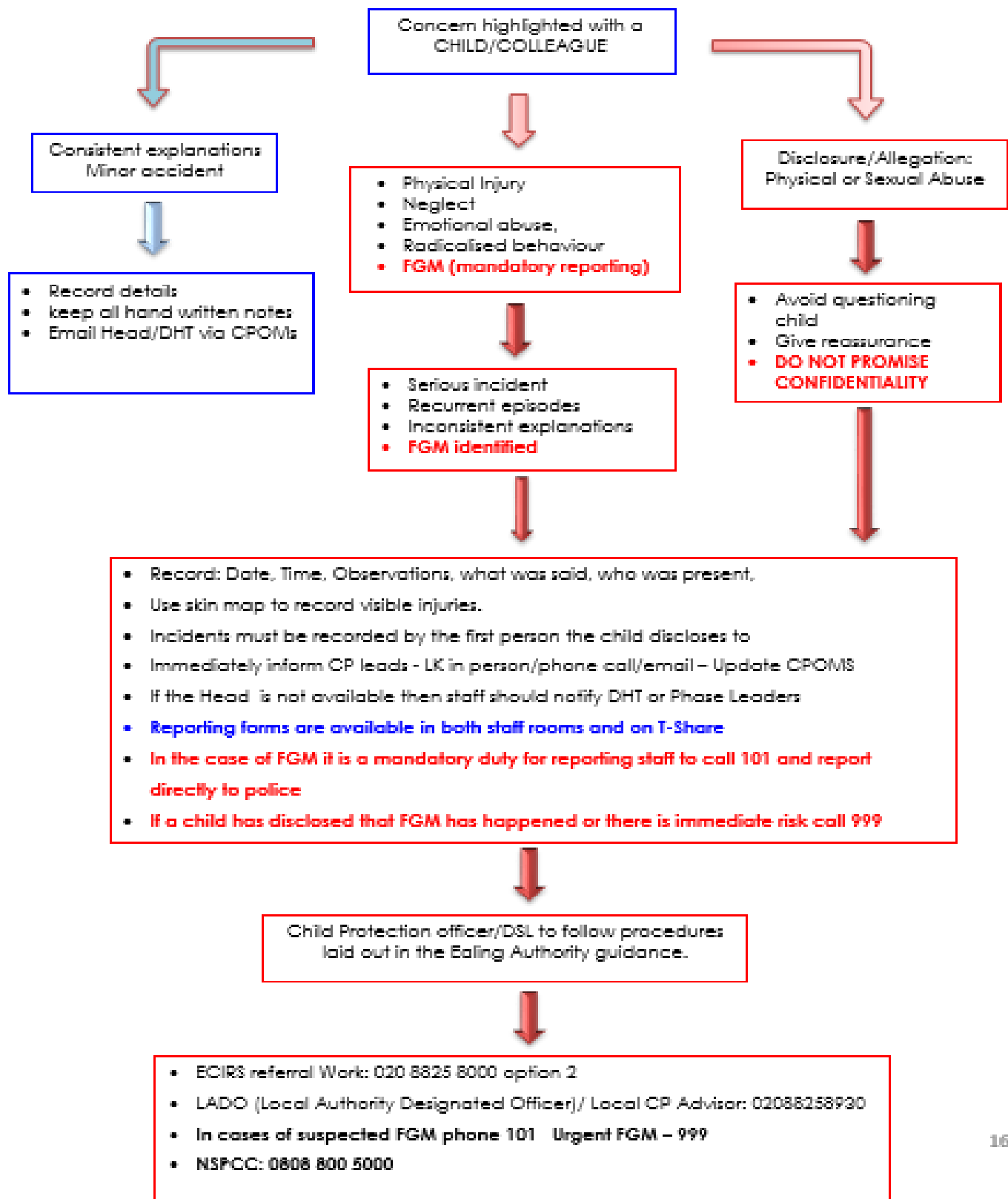
It is a requirement for the DSL to attend a Child Protection Case Conference.

During the meeting the chair will gather all information and assess the risks, all who attend will be asked for their view in respect of registration.

If a child is subject to a child protection plan a Core Group will be agreed. All core group members meet regularly (at least monthly) to monitor the progress the Child Protection Plan and Core Assessment. Attendance at these meetings will be given priority.

Where no registration has taken place children may be subject to a Child in Need Plan.

Reporting Issues of child protection/ FGM/ Preventing Radicalisation



Appendix B:

Child Protection during the COVID – 19 Measures

Context:

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This annex to our Child Protection policy sets out details of our safeguarding arrangements for:

1. Version control and dissemination
 2. Safeguarding priority
 3. Current school position
 4. Safeguarding partners' advice
 5. Roles and responsibilities
 6. Vulnerable children
 7. Increased vulnerability or risk
 8. Attendance
 9. Reporting concerns about children and staff
 10. Safeguarding training and induction
 11. Safer recruitment/volunteers and movement of staff
 12. Peer on peer abuse
 13. Online safety
 14. New children at the school
 15. Supporting children not in school
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Version control and dissemination

This is version 1.0 of this annex. It will be reviewed by our designated safeguarding lead (DSL) or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website (www.berrymede.com) and is made available to staff on the schools shared drive.

We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.

Safeguarding priority

During these challenging times the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority. The following fundamental safeguarding principles remain the same:

- the best interests of children continue to come first
- if anyone in our school has a safeguarding concern, they will act immediately
- a designated safeguarding lead (DSL) or deputy DSL will always be available
- no unsuitable people will be allowed to gain access to children
- children should continue to be protected when they are online.

Current school position

The school is currently partially open to accommodate the children of key worker and vulnerable pupils. We are operating on a skeleton staff with a rota in place to ensure the government guidelines are fully operational.

All staff and volunteers attending on site from outside our school will complete an induction to ensure they are aware of safeguarding risks and know how to act if they have concerns.

Safeguarding partners' advice

We continue to work closely with all agencies regarding child protection and safeguarding and we will ensure this annex is consistent with their advice. This will include expectations for supporting 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.

Roles and responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Child Protection Policy.

If possible, our DSL and at least one deputy DSL will be available on site during the school day. Where this is not possible, we will:

- have a trained DSL or deputy DSL available by phone and/or online video; or
- ensure we have access to a trained DSL or deputy DSL from another school or college by phone and/or online video.

Where our DSL or a deputy DSL cannot be on site, then in addition to one of the above options we will also ensure a senior leader from the school takes responsibility for co-ordinating safeguarding on site.

The designated safeguarding lead (DSL) for child protection is Mrs L Khan (Head Teacher)

Contact details: email: admin@berrymede-jun.ealing.sch.uk tel: 02089939053

The deputy designated lead are Mrs N Patel (Deputy Head) and Mr S Cotton (Assistant Head)

Contact details: email: admin@berrymede-jun.ealing.sch.uk tel: 02089939053

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education or health care (EHC) plans.

Those who have a social worker include children who have a child protection plan and those who are looked after by the local authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

Those with an EHC plan will be risk-assessed in consultation with the local authority and parents to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

We will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

Increased vulnerability or risk

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

Attendance

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed.

The DSL or a deputy will attempt to contact the parents through various methods, such as telephone, FaceTime, Skype or by contact a relative in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff the family are not put at risk.

Where a vulnerable child does not take up their place, we will notify their social worker.

Reporting concerns about children or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection procedures [insert link] and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our Allegations Against Staff Policy [insert link]. **Staff training and induction**

For the duration of the COVID-19 measures, our DSL and deputy DSLs are unlikely to receive their refresher training. In line with government guidance, our trained DSLs and deputy DSLs will be classed as trained even if they cannot receive this training.

All current school staff have received safeguarding training and have read Part One and Annex A of Keeping Children Safe in Education. When new staff are recruited or volunteers join us, they will receive a safeguarding induction in accordance with our Child Protection Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- the individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any caused for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children.

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.

When recruiting new staff, we will continue to follow our Safer Recruitment policy [insert link].

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.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness [insert link].

Peer on peer abuse

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our Child Protection Policy, which can be accessed here [insert link].

Online safety

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

Our staff will follow the process for online safety set out in our Child Protection Policy [insert link].

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.

New children at the school

Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that 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).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/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 our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff needs to know the information.

Supporting children not in school

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.