



Rowlands Gill Primary School

Safeguarding Handbook

Information for staff

Date: March 2016

Ratified by Governors: March 2016

Review Date: March 2018





Designated person: H Martin

Information

This booklet and the staff training provides guidance for staff on Safeguarding and Child Protection issues.

The designated person in the school is Hannah Martin.
Mark Andrew and Jean Suthren will deputise if Hannah Martin is not in school.

Please never ignore concerns. Ask if in doubt.

For Safeguarding purposes this guidance covers all students from Nursery to Year 6.

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Definition of safeguarding

Ofsted adopts the definition of safeguarding used in the Children Act 2004, and in the government's guidance document *Working together to safeguard children*. This can be summarised as:

- protecting children and young people from maltreatment
- preventing impairment of children and young people's health or development
- ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable those children and young people to have optimum life chances and to enter adulthood successfully.

Safeguarding outcomes for children and young people are as follows:



- children and young people are safe: the effectiveness of services in taking reasonable steps to ensure that children and young people are safe
- children and young people feel safe: the effectiveness of services in taking reasonable steps to ensure that children and young people feel safe.

In school

Safeguarding is not just about protecting young people from deliberate harm. It includes issues such as:

- Students' health and safety
 - *Around the site, in lessons and when taking part in activities*
- Bullying
 - *Procedure for reporting bullying incidents*
 - *Anti-bullying activities*
- Racist abuse
 - *Schools have a duty to report incidents to the Local Authority*
- Harassment and discrimination
 - *Ensuring active equal opportunities policies and practices*
- Use of physical intervention
 - *The Education Act 2004 and the school policy gives guidance*
- Meeting the needs of pupils with medical conditions
 - *Use of the medical room and adaptations to buildings.*
 - *Written permission from parents has to be obtained before issuing medication.*
- Providing first aid
 - *List of fully trained first aiders on duty.*
- Drug and substance misuse
 - *School policy and procedures.*

In school (cont/d...)

- Educational visits
 - *Guidance is provided to assist with the organisation of a visit off-site. Paperwork including a risk assessment must be completed.*
- Internet safety
 - *Pupils and parents/carers are made aware of the school's position on appropriate use of the internet.*



- School Security
 - *This includes the Single Central register recording CRB clearance, identification badges, signing in and out, security cameras etc.*

Guidance on visitors to the site is included on page 10.

Staff who regularly visit other establishments should carry with them a copy of their DBS passport.

Responsibilities and entitlements of all staff and volunteers

To protect our students, our school needs staff and volunteers who are:

- safe – recruited through safer recruitment procedures and required to set and maintain high standards of professional behaviour. All should have enhanced CRB clearance through Gateshead.
- supportive – of pupils who may be at risk and of colleagues.
- supported - to carry out their role effectively.

Staff responsibilities

Safe

Provide truthful and verifiable information about yourself

All applicants for posts in schools should provide evidence of their identity, qualifications and right to work in the UK. There are serious consequences for applicants who give false information. Information is also required about your previous professional history and time spent out of work. All people who work in schools complete a CRB disclosure form and are responsible for providing accurate information to enable a check to be carried out.

Act professionally

All staff are expected to conduct themselves in a professional manner. This means treating all members of the school community with respect, attend relevant training, familiarising yourself with the child protection procedures and questioning anything you disagree with or do not understand.

Staff responsibilities (cont/d...)

Learn about positive behaviour management

Dealing inappropriately with challenging behaviour could lead to an escalation of risk and possible injury. Ensure you understand the procedures for the use of reasonable force and attend any training that is offered.



Supportive

Be alert to the signs of abuse

You cannot rely on a pupil telling you they are at risk. Around half of abused children never disclose the abuse at the time it is happening. You must remember that any child might be abused and be watchful for any signs (behaviour, injuries and so on) that might indicate the pupil is being harmed.

Listen to and reassure a student who discloses abuse

Some children will manage to gain enough confidence to speak about abuse. If a student chooses you to speak to, it is because they trust you to help them. You must listen carefully, tell them they have done the right thing in speaking to you and let them know you will pass on the information to someone who can help.

Report all concerns, suspicions and disclosures to the designated person

It is not your responsibility to investigate concerns or decide whether abuse has taken place. If you are concerned about a pupil you should tell the designated person as soon as possible. If the designated person is unavailable, speak to the Assistant Head teachers.

Staff responsibilities (cont/d...)

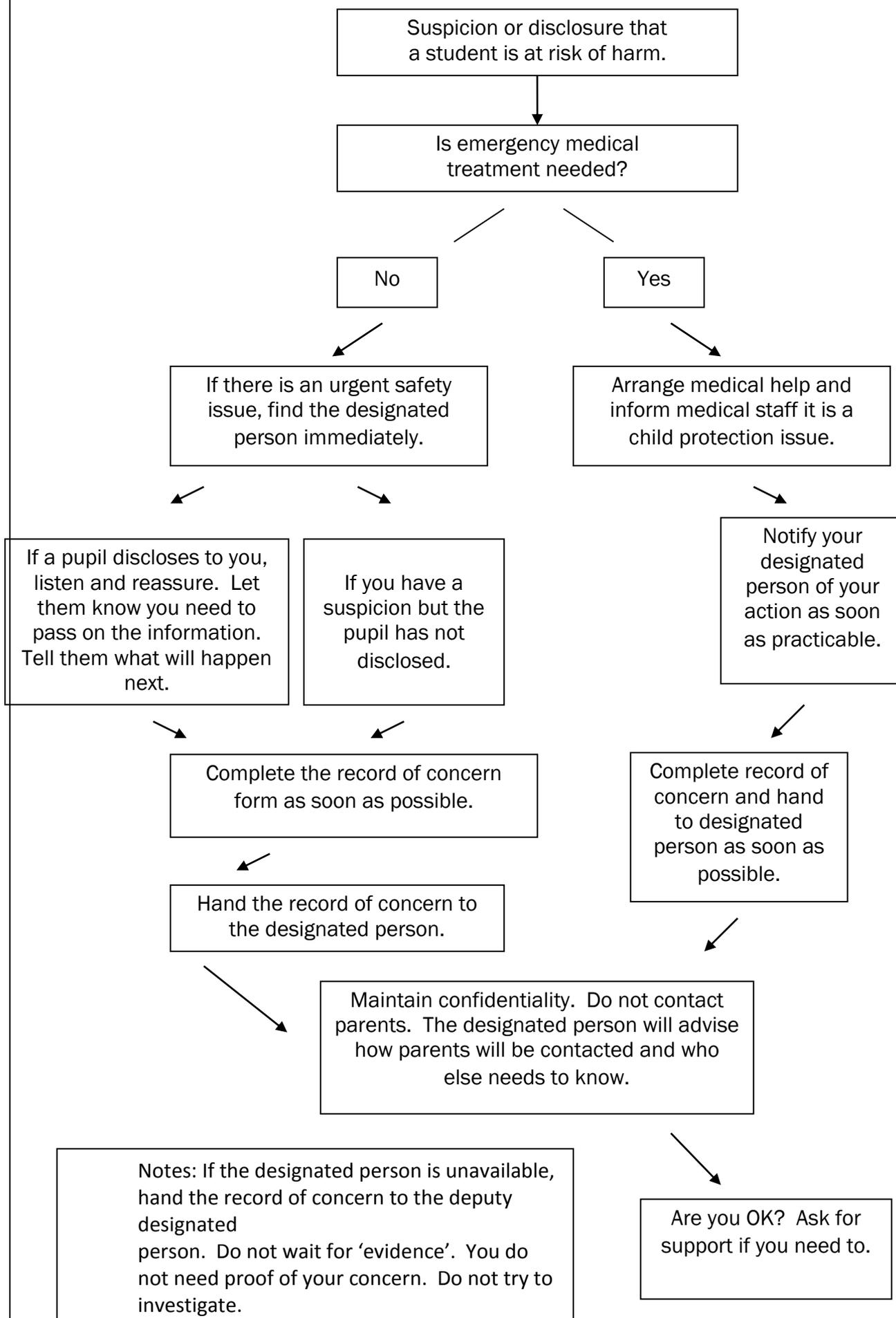
Complete a record of concern form

Use the school's 'record of concern' form to provide as much detail as possible about your concern. The form also requests details about the pupil and their family, for example information relating to ethnicity and disability. If you do not have this information, it can be completed later by the designated person. Hand the form to the designated person or the deputy. Do not take it home with you.

Share information on a need-to-know basis only

Once the designated person has your record of concern they will decide on a course of action and this includes identifying who needs to know about the concern. Wait for advice from the designated person before discussing your concern with anyone else.

Reporting a suspicion or disclosure flowchart





Rowlands Gill Primary School Pupil Welfare Concern Form

Use this form to record any concerns about a pupil's welfare and give it to the designated person for child protection, Hannah Martin.

If in doubt, please ask for clarification.

| | |
|---|------------------------------|
| Pupil's full name | Class |
| Why are you concerned about this pupil? | |
| What have you observed and when? | |
| What have you heard and when? | |
| What have you been told and when? | |
| Have you spoken to the pupil? No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| What did they say? Use the pupil's own words | |
| Have you spoken to anyone else about your concern? No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| Who? | |
| Is this the first time you have been concerned about this pupil? No <input type="checkbox"/> | Yes <input type="checkbox"/> |

Further details

Your name and designation

Signature

Date

Visitors to School

- Check for DBS clearance when making arrangements for staff to come in to school for talks, presentations etc.
- All visitors should first go to main reception to sign in and receive a badge.

