



**Chard School**

**Safeguarding Child Protection Policy**

**November 2021**

**Any safeguarding concerns please report to:**

**Designated Safeguarding Lead – Mrs Katie Hill**

**Deputy Designated Safeguarding Lead – Mrs Rebecca Pielesz**

**Safeguarding Governor – Mrs Emma Sherman**

**Out of hours please log safeguarding concerns with:**

**Somerset Safeguarding Children Board – Somerset Direct**

**0300 123 2224**

Date of last review:	November 2021
Date of next review:	November 2022

We take Child Protection extremely seriously at our school. If you have a concern, you can speak to any of the schools designated staff listed below.

All of our staff are vetted against the National Safeguarding Procedures before they are permitted to work in school. We ensure that at least one member of each interview panel has received training in Safe Recruitment.

Any safeguarding concerns please report to:

Designated Safeguarding Lead – Mrs Katie Hill  
Deputy Designated Safeguarding Lead – Mrs Rebecca Pielesz  
Safeguarding Governor – Mrs Emma Sherman

Out of hours please log safeguarding concerns with:

Somerset Safeguarding Children Board – Somerset Direct  
0300 123 2224

Members of staff would use the procedures within this policy and report concerns via the DSL or/and DDSL who would then use the following numbers to seek advice or to make a referral. However, in an emergency, or if there is a genuine concern that appropriate action has not been taken within the School, they (and parents) can contact any of the numbers below directly:

**Somerset Safeguarding Children Partnership (SSCP):**

The Local Authority Designated Officer (LADO) can be contacted via Somerset Direct:  
0300 123 2224

**Somerset Direct:**

Advice and services for education and children's social care 0300 123 2224.  
[childrens@somerset.gov.uk](mailto:childrens@somerset.gov.uk)

**Children's Safeguarding Leads Consultation Line:**

Advice and guidance service for DSLs open Monday to Friday 9am to 4pm  
0300 123 3078

**Department of Education (DfE)**

DfE coronavirus helpline  
Email: [dfecoronavirushelpline@education.gov.uk](mailto:dfecoronavirushelpline@education.gov.uk)  
Telephone: 0800 046 8687

**DfE Guidance for schools: Corona virus (COVID-19)**

<https://www.gov.uk/government/collections/guidance-for-schoolscoronaviruscovid-19>

**DfE Counter Extremism**

Email: [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk)

**Emergency Duty Team, Somerset Children's Social Care**

For out-of-hours contact: evenings, weekends, Bank Holidays etc. 0300 123 2327

**Early Help Advice Hub**

Advice and guidance service for the Effective Support for Children and Families.

Telephone: 01823 355803

**Disclosure and Barring Service (DBS):**

DBS customer services  
customerservices@dbs.gsi.gov.uk  
Telephone: 0300 0200 190

**DBS confidential checking service**

sensitive@dbs.gsi.gov.uk  
Telephone: 0151 676 1452

**DBS barring referrals helpline**

Telephone: 01325 953795

**The National College for Teaching and Leadership (NCTL):**

<https://www.gov.uk/guidance/teacher-misconduct-referring-a-case>

**NSPCC**

Help and advice line: 0808 800 5000  
Whistleblowing advice line: 0800 028 0285

**Police**

Avon and Somerset Constabulary  
Phone: 101 For non-emergencies, 999 To report a crime  
<https://www.police.uk/your-area/avon-somerset-constabulary/>

**Regional Police 'Prevent' Team (with reference to concerns on extremist ideas and/or behaviour)**

Phone: 01179 455 536 / 01179455 539  
Email: channelsw@avonandsomerset.pnn.police.uk

**Contents**

1. Purpose
2. Roles & Responsibilities
3. Allegations
4. Raising awareness and equipping children with skills needed
5. Implementing procedures
6. Supporting pupils who have been abused
7. Peer on Peer abuse
8. Establish a safe environment
9. Policy review

## 1. Purpose

This Policy outlines procedures and good practice within Chard School, to ensure that all individuals can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children and young people including those who are vulnerable. It outlines how this will be implemented within our School.

In order to fulfill our safeguarding duty under sections 157 and 175 of the Education Act 2002, all educational settings to whom the duty applies should have in place the arrangements set out in chapter 2, paragraph 4 of Working Together to Safeguard Children 2018. In addition, schools should have regard to specific guidance given by the Secretary of State under sections 157 and 175 of the Education Act 2002 namely, **Keeping Children Safe in Education (September 2021) (KCSIE\*)**

***Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective and nurturing care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.***

School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children 2020. Chard School will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

## 2. Roles & Responsibilities

Our procedures for safeguarding children will be in line with The Somerset Safeguarding Children Board and the South West Child Protection Procedures. They will follow any guidance issued by The Department for Education (DfE), namely *Keeping Children Safe in Education (September 2021) (KCSIE\*)* issued by HM Government. Alongside these local guidance - Threshold Criteria provides a clear framework for identifying levels of need and the action required to support and safeguard children.

Chard School Governing Board has appointed a Safeguarding Governor – Mrs Emma Sherman. The Safeguarding Governor is responsible for the safeguarding of all children at Chard School and for the completion of the Annual Safeguarding Audit. The Governing Body will ensure that:

- The school complies with safeguarding duties under legislation and monitors procedures and practices to ensure the safeguarding of all children
- Safeguarding is monitored regularly and is a standing item at all full governing board meetings.

The Head Teacher within the School is responsible for ensuring that:

- The policies and procedures adopted by the Governing Body are fully implemented and followed by all staff;
- Sufficient time and resources are allocated to enable the **Designated Safeguarding Lead (DSL) Katie Hill** and **Deputy Designated Safeguarding Lead (DDSL) Rebecca Pielesz** and staff member responsible for **EYFS Safeguarding Lucy Gosdon** to discharge their responsibilities, including recording and monitoring safeguarding activities, taking part in strategy discussions, other inter-agency meetings and contributing to the assessment of children;
- All staff and volunteers are annually trained in the importance of raising concerns about poor or unsafe practice with regard to children, and concerns are addressed sensitively and effectively in a timely manner
- The child's safety and welfare is addressed through the curriculum.

## 2.1 Safer Recruitment

Chard School will follow relevant guidance in *Keeping Children Safe in Education (September 2021) (KCSIE\*)* (Section 3 Safer Recruitment) and from The Disclosure and Barring Service (DBS):

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

If concerns are raised these will be reported to Somerset Safeguarding Board.

- We will ensure an appropriate proportion of governors and staff on recruitment panels have undertaken all appropriate safer recruitment training as outlined in *Keeping children safe in Education 2021*;
- Our Recruitment Policy includes all appropriate checks on staff and volunteers, and suitability including DBS checks;
- We will ensure that all adults within our school who have access to children have been checked as to their suitability as outlined in *Keeping children safe in education 2021*; and
- We will ensure that all staff and volunteers have read the staff Code of Conduct and understand that their behaviour and practice needs to be in line with it.

## Staff Induction

When all of the fore mentioned checks have been completed.

All staff and volunteers are fully inducted into Chard School before they begin their role. They receive training on Health & Safety, Fire Awareness and Child Protection procedures and practices, this training is updated for all staff annually. Each teacher's qualifications are checked and their ID is verified. They receive an ICT log in and School email address, they receive and sign our Acceptable User Policy which covers the appropriate use of all electronic devices. This states that no personal electronic devices (lap tops, phones, cameras etc...) are used in the presence of the children. All staff and volunteers sign to say that they have read our key school policies. This information forms the key elements of our Single Central Register.

All staff sign to say that they have read the Staff Handbook, Keeping Children Safe in Education and the Behaviour Policy before they begin their role. The Staff Code of Conduct is discussed with all staff and volunteers before they commence their role.

### **3. Allegations**

Any allegations against staff other than the Head Teacher, volunteers, governors, contractors and visitors that indicate that they may have:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.
- Sexually harassed a staff member or child

Will be reported immediately to the Head Teacher and Designated Safeguarding Lead Katie Hill or the Deputy Designated Safeguarding Lead Rebecca Pielesz.

These concerns will also be reported to the **Teachers Regulations Agency – 020 7593539. OFSTED** will be informed **0300 123 4666**.

The Head Teacher will inform the Designated Officer (LADO) following the guidance in *Keeping children safe in education 2021 part 4* within one day of the allegation being made.

***Designated Officer (lado)@n-somerset.gcsx.gov.uk***  
***Somerset Direct 0300 123 2224***

If the allegation concerns the Head Teacher, the person receiving the allegation will immediately inform the Chair of Governors, Neil Mayfield who will consult as above, without notifying the Head Teacher first.

Any member of staff considered not suitable to work with children will be referred to the Disclosure and Barring Service (DBS) with the advice and support of IAPS Human Resources and in accordance with the DBS Referral Policy. DBS checks are completed for all staff before they commence their post and are updated regularly.

### **4 Raising Awareness and Equipping Children with Skills Needed**

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse and that all staff and governors have a full and active part to play in protecting our pupils from harm.

Chard School will therefore:

- Ensure children know that there are adults in the school whom they can approach if they are worried;
- Ensure that children are taught to develop the skills they need to recognise and stay safe from abuse, including peer on peer physical or sexual abuse, online abuse, Child Sexual Exploitation, Radicalisation and Honour Based Violence including Female Genital Mutilation; and

- Be aware that children with Special Educational Needs and disabilities can face additional challenges.

## 5 Implementing Procedures

We will:

- Ensure every member of staff (including temporary, supply staff and volunteers) and the school governing board knows the name of the Designated Safeguarding Lead (DSL) and their deputy responsible for child protection (*Annex B Keeping children safe in education 2021*);
- Ensure there is a member of the senior leadership team in the DSL role and that appropriate cover is provided if they are unavailable. This person will have the status to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff. They will ultimately have lead responsibility, which will not be delegated; however deputy leads will be trained to the same level and will carry out all safeguarding responsibilities in the absence of the DSL. The DSL and named deputy will have undertaken multi-agency Advanced Safeguarding Training as recommended by the Local Safeguarding Children Board and will update this training every two years. In addition to this their knowledge and skills will be updated at least annually;
- Ensure that during term time the DSL (or a deputy) will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Adequate and appropriate cover arrangements for any out of hours/out of term activities will be arranged;
- Ensure that the names of the Designated Safeguarding Lead and their deputy will be clearly visible in the school;
- Have a safeguarding noticeboard where all key information is available;
- Ensure all staff, volunteers and governors understand their responsibilities in being alert to the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection and the importance of reporting their concerns expeditiously;
- Ensure that all staff are regularly updated on the categories of abuse in **Working Together to Safeguard Children 2020**;
- Ensure that all staff have an awareness of key safeguarding issues:

**Peer on peer physical and sexual abuse**  
**Sexting (Youth produced sexual imagery)**  
**Sexual violence & harassment**  
**Bullying (including cyberbullying)**  
**Physical abuse**  
**Child Sexual Exploitation**

**Radicalisation**  
**Honour Based Violence, including FGM**  
**Children Missing Education**  
**Private Fostering**  
**Fabricated and or Induced Illness**  
**Children In Need (CIN)**

**See appendix 1 for details of the training that is delivered to all staff detailing the 4 main types of abuse most commonly experienced by children and the signs of this.**

All staff and volunteers are trained on the above key safeguarding issues, including how to recognise signs of abuse or disclosures and how to ensure these are reported immediately to the DSL.

- Ensure that all staff are aware of the early help process, including the Early Help Assessment and the importance of early identification to ensure that children get the right support at the right time;
- Ensure that all staff are informed of the processes around CIN, Team around the Child Meetings. It is important that staff understand the process and the roles that the DSL and DDSL have in supporting children, families and Social Services;
- Ensure that all staff, volunteers and governors maintain an attitude of 'it could happen here' and when concerned about the welfare of a child always act in the best interest of the child;
- Ensure that all staff, volunteers and governors know how to record a concern and that all concerns must be recorded and shared with the DSL;
- Keep clear written records of concerns about children, even where there is no need to refer the matter immediately;
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations;
- Provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children;
- Be mindful of the schools SEND children and their increased vulnerability;
- Understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children. This may include contacting the Single Point of Access (SPA), Social Care or the Local Authority Designated Officer (LADO) who will provide consultation and advice for anyone working with children; and
- Ensure that parents have an understanding of the responsibility placed on the school and staff for safeguarding and child protection by making the Policy available to them and sharing safeguarding procedures.
- The school will normally seek to discuss any concerns about a child with their parents and gain consent to make a referral or an offer of support. However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem advice will be taken.
- Ensure all members of staff have an awareness of types of abuse including Child Sexual Exploitation, Radicalisation and Female Genital Mutilation;



- Ensure all members of staff are provided with opportunities to receive regular training and updates in order to understand their responsibilities relating to safeguarding children;
- Ensure that all members of staff are aware of their responsibilities under the Prevent Duty and the Mandatory Reporting Duty in relation to Female Genital Mutilation;
- Ensure that all staff members are aware of the systems within the school which support safeguarding – this will include the safeguarding Policy and Staff Code of Conduct and will be part of staff induction;
- All staff members should read at least part 1 of *Keeping Children Safe in Education 2021 including Annex A* What to do if you are worried a child is being abused. This should be part of staff induction;
- Recognise that all matters relating to child protection are confidential and the Head Teacher and Designated Safeguarding Lead will disclose personal information about a pupil to other members of staff on a need to know basis only;
- Ensure all staff must be aware that they have a professional responsibility to share information to other agencies in order to safeguard children and that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another; and
- Always undertake to share our intention to refer a child to Social Care unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Social Care on this point.

## **6. Supporting Pupils who have been abused**

We will:

- Recognise that a child who is abused, who witnesses violence or abuse who lives in a violent or abusive environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth;
- Recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm;
- Be aware that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn;
- Ensure these children are particularly closely monitored and supported and any concerns are recorded and reported to Social Care;
- Attend case conferences, core group meetings, team around the child/family meetings and other liaison meetings as necessary;
- Implement a Personal Education Plan (PEP) for all Children in Care and a Pastoral Support Plan (PSP) or Pupil Passport for other children where there is a need for specific support in school; and
- Establish a safe environment which supports all pupils.

## **7. Peer on Peer abuse**

**PROCEDURES FOR DEALING WITH ALLEGATIONS OF ABUSE BY ONE OR MORE PUPILS AGAINST ANOTHER PUPIL: (PEER ON PEER ABUSE)**

All staff are made aware, through training and induction, that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), physical abuse, initiation ceremonies, gender based violence, sexual assaults/harassment, 'upskirting' and sexting; though the latter may be

considered very unlikely within our age range. No matter what type of abuse may occur between peers it should never be tolerated or passed off as “Banter”.

It is essential that any allegation of abuse made about another pupil/pupils in the School is dealt with fairly, quickly, and consistently and in a way that provides effective protection and support for all children involved. Support for the children involved in any incident of peer-to-peer abuse is important and will be decided on an individual basis. It will be put into place after a clear assessment of their needs is completed.

The DSL will seek guidance from Somerset Social care team and put into place a team around the child in order to ensure their welfare needs are met and reviewed. Both the children concerned and their parents will be involved in discussing the support for both the abused and the abuser. Incidents that do or may constitute peer-on-peer abuse will be reported to the Headteacher (DSL) or Deputy Headteacher (DDSL).

The Headteacher will:

- Try to establish if the incident is abuse and may seek further guidance by calling Somerset Direct anonymously.
- Will contact Somerset Direct and seek further advice and guidance on how to investigate the allegation, if it is thought to be abuse.
- Will take appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse.

If it is established that further investigation or action is necessary, the Headteacher will inform the parents of all children involved as soon as possible. If pupils have to be interviewed by an external party (e.g. The Police) the school will ensure that they are supported by an appropriate adult, preferably their parents or guardian.

Due to children at Chard School being 11 years of age or under, any incidents of sexting would be immediately referred to Somerset social care team, who would then contact the Police. The School would follow advice given from Somerset social care regarding the support of the children involved,

A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation and the School's Behaviour Policy will apply.

Staff are required to be vigilant to abuse between pupils and to inform the DSL of their concerns or any allegations made.

## **8. Establish a Safe Environment**

We will:

- Support the child's development in ways that will foster security, confidence and resilience in every aspect of school life including through the school curriculum;
- Provide an environment which embeds a culture of vigilance in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties;
- Ensure that children and young people are educated about the expectations they should have relating to the behaviour of adults who work with them;
- Develop effective working relationships with all other agencies involved in safeguarding children;

- Ensure that we have a named Designated Teacher for Children Looked After and that we provide the best opportunities and support for children to achieve the best outcomes and participate in school life;
- Contribute to the wider safeguarding agenda by working with the local community and following government guidance to help our children live in a safe environment;
- Recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting and we will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support; and
- Ensure that other policies and publications which contribute towards safeguarding children and young people are acted upon, reviewed and updated regularly and appropriate advice sought from relevant staff within the Local Authority in relation to them.

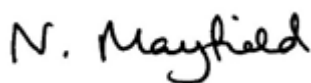
### 9. Policy Review

The Head Teacher is responsible for ensuring the annual review of this Policy. This Policy has been developed in accordance with the principles established by the Children Act 1989; and in line with government advice, National guidance and local publications:

The Policies and guidance listed below support the Safeguarding Policy

- Working Together to Safeguard Children July 2020
- Keeping children safe in education September 2021
- North Somerset Safeguarding Children Board Threshold Criteria for CIN and CP Referrals 2014
- Effective Support for children and families – Threshold guidance
- Guidance for Safer Working Practice for those working with Children and Young People in education settings October 2015
- Prevent Duty Guidance
- Mandatory reporting of Female Genital Mutilation
- Disclosure and Barring Service Guidance
- North Somerset Safeguarding Children Board
- Somerset Safeguarding Children Board
- South West Child Protection Procedures
- Sexting in schools and colleges – Responding to incidents and safeguarding young people

Policy approved by:



on behalf of Governing Body

Date: 24.3.22

