

Safeguarding and Security Procedures 2018

Holt Farm Infant School fully recognises its responsibilities for child protection.

Our policy applies to all staff, governors and volunteers working in the school.

The five main elements to our policy are to:

1. ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
2. raise awareness of child protection issues and equip children with the skills needed to keep them safe.
3. develop and implement procedures for identifying and reporting cases, or suspected cases, of abuse.
4. support pupils who have been abused in accordance with the agreed child protection plan.
5. establish a safe environment in which children can learn and develop.

We recognise that, because of their day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- ensure children know that there are adults in the school whom they can approach if they are worried.
- include opportunities in the personal, social, health and economic (PSHE) curriculum for children to develop the skills they need to recognise and stay safe from abuse.

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

- ensure we have a designated senior person for child protection who has received appropriate training and support for this role
 - **Designated persons - ROBIN GOODIER HEADTEACHER, KATRINA STANFORD, DEPUTY.**
- ensure we have a nominated governor responsible for child protection
 - **KELLY ELVIN CHILD PROTECTION/SAFEGUARDING GOVERNOR**
- ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role *(All volunteers receive an information sheet including information on safeguarding and child protection)*
- ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.

- develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at case conferences.
- keep 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.
- develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- ensure safe recruitment practices are always followed.
- have due regard to the need to prevent people from being drawn into terrorism in accordance with the Counter-Terrorism and Security Act 2015

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- the content of the curriculum;
- the school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- the school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred;
- liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service (CAHMS), education welfare service and educational psychology service;
- ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Approved:
19/9/18