



*'A place where everyone flourishes'*

# Child Protection Policy

**Approved: October 2018**

**To be reviewed: September 2019**

## KEY CONTACTS

### Headteacher

Name: Carrie Matthews  
Contact details: 01908 690098

### Senior designated safeguarding leads:

Name: Sarah Orr and Kim Cole  
Contact details: 01908 690098

### Deputy designated safeguarding lead:

Name: Hayley Gates  
Contact details: 01908 690098

### Members of safeguarding team:

Name: Claire Dale  
Contact details: 01908 690098

### Designated e-safety lead:

Name: Sarah Orr  
Contact details: 01908 690098

### Designated Prevent lead:

Name: Carrie Matthews  
Contact details: 01908 690098

### Designated CSE lead:

Name: Hayley Gates  
Contact details: 01908 690098

### Designated LAC (Looked After Children) lead:

Name: Sarah Orr  
Contact details: 01908 690098

### Chair of governing body:

Name: Margaret Hart  
Contact details: Via the School Office

### Designated governor for safeguarding:

Name: Laura Jones  
Contact details: Via the School Office

### Designated governor for safer recruitment:

Name: Margaret Hart/ Laura Jones  
Contact details: Via the School Office

## 2. SAFEGUARDING STATEMENT

### **Safeguarding is everybody's business.**

At Willen Primary School, safeguarding and child protection is paramount and we are fully committed to ensuring the welfare and safety of all our children. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any student in distress and are confident about applying the processes to avert and alleviate any such problems. If any behaviour is a concern in relation to safeguarding Willen Primary School procedures and processes will be followed at all times in accordance with this Child Protection Policy. Any concerns will be referred to the Designated Safeguarding Leads: Carrie Matthews, Sarah Orr, Hayley Gates, Kim Cole or Claire Dale as procedures state.

**In any case where any adult is concerned that a child is, or may be, at risk of significant harm they must make a referral directly to Milton Keynes Council Multi-Agency Safeguarding Hub (MASH) – see contact details at the end of this document. If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.**

We are a values led school and we work tirelessly to create a learning centred, happy, secure and caring environment. This is a school where each individual is valued and respected. We prepare children for life in a modern world by providing opportunities where children can thrive and grow. We pride ourselves on offering a stimulating, challenging and diverse curriculum where children of all abilities are able to make fantastic progress. We believe that Willen is 'a place where everyone flourishes' so we have adopted this as our school motto.

**We believe that children can only 'flourish' when they are safe.**

### **General Principles**

This policy applies to all adults, including volunteers, working in or on behalf of *Willen Primary School*.

**Safeguarding and the welfare of children is the responsibility of all school staff.**

We will ensure there are appropriate systems in place for seeking and taking into account the child's wishes and feelings when making decisions, taking action and deciding what services to provide to protect individual children.

In line with the Education Act 2002, we will ensure that arrangements are in place to safeguard and promote the welfare of children and young people by:

- Establishing a safe environment in which children can learn and develop, where they feel secure and are encouraged to talk and are listened to
- Providing children and young people with opportunities to discuss issues and report problems affecting their safety and welfare.
- Safeguarding their welfare, particularly those children and young people who are most disadvantaged

- Including opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse
- Ensuring safe recruitment practices
- Ensuring robust procedures for recognition and referral where there are welfare or child protection concerns
- Raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns and keep children safe
- Monitoring and supporting children and young people who are in care or subject to child protection plans and contributing to the implementation of their plan
- Promoting partnership working with parents and professionals

### 3. DEFINITIONS

**Safeguarding** is protecting children from maltreatment; preventing the impairment of health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. (*Working Together to Safeguard Children 2015*).

**Child protection** is a part of safeguarding and promoting welfare. This refers to activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm (*Working Together to Safeguard Children 2015*).

### 4. LEGISLATION AND GUIDANCE

#### Statutory Guidance

*Willen Primary School* adopts the key statutory guidance ***Keeping Children Safe in Education*** updated by the Department for Education in September 2016 (current update September 2018):

[‘Keeping children safe in education’ \( www.gov.uk\)](http://www.gov.uk)

and any subsequently published supplementary advice, including ***Childcare disqualification requirements – supplementary advice*** (published October 2014; last updated Aug 2018)), which outlines the requirements placed on schools by childcare legislation:

[Keeping children safe in education childcare disqualification requirements-supplementary advice.pdf](#)

***Keeping Children Safe in Education*** guidance incorporates:

- What school and college staff should know and do
- The role of the school or college
- The role of school and college staff
- What school and college staff need to know
- What school and college staff should look out for
- What school and college staff should do if they have concerns about a child
- Types of abuse and neglect
- Specific safeguarding issues
- Managing allegations and concerns about teachers and other staff
- Further information on child sexual exploitation (CSE) and female genital mutilation (FGM)

## FGM and CSE

### Female Genital Mutilation (FGM) Duty on Schools

Since 1985 it has been a serious criminal offence under the Prohibition of Female Circumcision Act to perform FGM or to assist a girl to perform FGM on herself. The Female Genital Mutilation Act 2003 tightened this law to criminalise FGM being carried out on UK citizens overseas. The Serious Crime Act 2015 strengthened further the legislation on FGM and now includes the duty on professionals (including teachers) to notify police when they discover that FGM appears to have been carried out on a girl under 18. At Willen Primary School we recognise that Milton Keynes is one of the areas where experts suggest that professionals need to be particularly alert and that it is believed that the majority of cases happen between the ages of 5 and 8, the age of our pupils. The Safeguarding noticeboard contains updated information about FGM, and this is included in our annual staff training.

### Further information:

FGM (Serious Crime Act 2015) Fact Sheet Ministry of Justice/Home Office  
Female Genital Mutilation Multi-agency Guidelines

### NSPCC FGM Helpline NSPCC FGM Helpline

Telephone: 0800 028 3550 Email: fgmhelp@nspcc.org.uk

## Child Sexual Exploitation

The National Police Chiefs' Council defines CSE as:

*"Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where the young person (or third person/s) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing and/or another or others performing on them, sexual activities.*

In order to support our staff at Willen Primary School in raising awareness of this issue we include reference to CSE in our safeguarding training. Links to relevant websites are also included on our website. Further information can be found:

[www.knowaboutcse.co.uk/youngpeople](http://www.knowaboutcse.co.uk/youngpeople)

For practical advice teachers are encouraged to visit the CEOP help page:

<http://www.ceop.police.uk/safety-centre/>

**All staff** should as a minimum read the separate 14 page document ***Keeping Children Safe in Education: Information for All School and College Staff – updated September 2018*** (which reproduces Part One of the main guidance).

All organisations who work with children and young people are bound by the overarching statutory inter-agency guidance ***Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (DfE March 2015)***:

[Working together to safeguard children - Publications - GOV.UK](#)

*Willen Primary School* notes the guidance on standards and expectations for safeguarding children published by Ofsted and aims to achieve these.

This includes ***Inspecting safeguarding in early years, education and skills settings August 2016*** and the inspection evaluation schedule as set out in the ***School inspection handbook August 2016***.

## Local Child Protection Procedures

*Willen Primary School* is aware of and compliant with multi-agency child protection procedures that have been agreed locally through Milton Keynes Safeguarding Children Board (MKSCB) and which are based on statutory guidance *Working Together 2015*.

[Milton Keynes Safeguarding Children Board procedures](http://mkscb.procedures.org.uk) can be accessed at <http://mkscb.procedures.org.uk>

MKSCB procedures include detailed chapters on what to do if you have a concern and how to make a referral; safer recruitment guidance; and managing allegations against staff (DO guidance). They also include a range of other information and guidance regarding more specialist safeguarding topics.

**All designated teaching staff and governors** must be aware of this guidance and its implications.

Schools are not investigating agencies and it essential that child protection issues are addressed through agreed procedures, however schools continue to play a role after referral and need to develop strong links with partner agencies, particularly Children's Social Care.

*Willen Primary School* recognises the importance of multi-agency working and will ensure that staff are able to attend or appropriately contribute to all relevant meetings including Family Support (Child in Need) Meetings; Child Protection Conferences; Core Groups; Strategy Meetings.

## 5. ROLES AND RESPONSIBILITIES

**All adults working with or on behalf of children have a responsibility to protect them.** There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed at the front of this document.

It is the role of the governing body and the school leadership team to ensure that the Designated Leads for Safeguarding have received the necessary training and have access to the resources needed to enable them to carry out their responsibilities. They will be given time to effectively fulfil the duties that their role demands.

The school leadership team will ensure that Designated Leads for Safeguarding attend the required training and that they refresh their training every two years. At Willen Primary School we have a team of DSL trained staff, led by a named person, Sarah Orr. This team meets formally termly (6 times a year). Several times a term the weekly staff meetings contain an agenda item linked to Safeguarding in the form of a group activity/ 3 minute refresher etc.

All other staff (teaching and non-teaching) must be offered an appropriate level of training and must, as a minimum, undergo refresher training every two years.

It is the role of the Designated Leads for Safeguarding to ensure that the child protection procedures are followed within the school, and to make appropriate, timely referrals to Children's Social Care in accordance with MKSCB multi-agency safeguarding procedures.

It is the role of the Designated Leads for Safeguarding to ensure that all staff who are employed within the school, including temporary staff and volunteers, are aware of the school's internal procedures in addition to the government guidance *Keeping Children Safe in Education: Information for All School and College Staff*, to advise other staff; and to offer support to those requiring this.

Staff induction, supply staff handbooks and visitor badges all contain information about safeguarding. The safeguarding noticeboard is prominently positioned in the staff room, and the entrance foyer to the school contains a safeguarding message for parents and visitors, along with photographs of the safeguarding team.

The headteacher, in conjunction with the Designated Leads for Safeguarding, will provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and governors; and other relevant safeguarding issues. This report is provided to the Head of Safeguarding Milton Keynes Council by the end of Term 2 (December), to be collated with other Annual Reports to Governing Bodies for the purposes of providing assurance to MKSCB.

The role of the Nominated Governor for Safeguarding is to ensure that the school has effective child protection policy and procedures in place and that the policy and structures supporting safeguarding children are reviewed annually. Governors must not be given details relating to individual child protection cases or situations, in order to ensure confidentiality is not breached.

A statement in the school brochure will inform parents and carers about our school's duties and responsibilities under child protection procedures. Parents can obtain a copy of the school Child Protection Policy on request.

## **6. TRAINING**

The Designated Leads for Safeguarding will undertake specialist child protection training, which will be updated at a minimum of every two years. At Willen Primary school we undergo whole school training at least every two years. All staff undertake Prevent training every three years.

## **7. SAFER RECRUITMENT**

The governing body and school leadership team are responsible for ensuring that the school follows safe recruitment processes in accordance with government requirements and MKSCB procedures, including:

- Ensuring the headteacher, other staff responsible for recruitment and one member of the governing body completes safer recruitment training
- Ensuring the upkeep of a Single Central Record of all staff and regular volunteers
- Ensuring written recruitment and selection policies and procedures are in place
- Adhering to statutory responsibilities to check staff who work with children
- Taking proportionate decisions on whether to ask for any checks beyond what is required
- Ensuring that volunteers are appropriately supervised

*Willen Primary School is guided by local procedures for managing safer recruitment processes, which are set out in chapters 44 and 45 [Milton Keynes Safeguarding Children Board procedures](#) accessed from <http://mkscb.procedures.org.uk>*

## Safe Working Practice

*Willen Primary School has developed a clear Code of Practice that staff understand and have agreed to. This is informed by *Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, 2009* <http://webarchive.nationalarchives.gov.uk/20100202100434/http://www.dcsf.gov.uk/everychildmatters/download/?id=5824>*

Willen Primary School has a Code of Conduct for Staff that reflects the Code of Practice. It is the responsibility of the Safeguarding Team to ensure that all members of staff have read and understood the Code of Conduct.

## 8. INFORMATION SHARING and CONFIDENTIALITY

All staff are aware that they must not promise to keep ‘secrets’ with children and that if children disclose abuse, this must be passed on to the Designated Leads for Safeguarding as soon as possible and the child should be told who their disclosure will be shared with.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a ‘need to know basis’ only.

*Willen Primary School is guided by local procedures for information sharing and confidentiality, which are set out in chapter 4 [Milton Keynes Safeguarding Children Board procedures](#)*

## 9. RECORD KEEPING

Child Protection records are kept centrally and securely by the Designated Leads for Safeguarding. Staff are aware that they must make a record of child protection issues and events as soon as possible and that these records must be signed and dated. Child protection records must not be made in the child’s academic file.

At Willen Primary School all 'nagging doubt' forms and concern forms are stored centrally and securely, online on Behaviour Watch. Historic documents are stored securely in locked filing cabinet.

## **10. ALLEGATIONS AGAINST MEMBERS OF STAFF and VOLUNTEERS (DO (Designated Officer) procedures)**

*Willen Primary School* recognises that it is possible for staff and volunteers to behave in a manner that causes harm to children and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult. The Whistleblowing policy is read and understood by all staff. A copy of this document is stored in the staffroom on the safeguarding noticeboard.

***Keeping Children Safe in Education Part 4: Allegations of abuse made against teachers and other staff*** sets out the duties of employers and employees in handling allegations and also in caring for their employees. This section covers a range of relevant processes, incorporating **the role of the DO**.

*Willen Primary School is guided by local procedures for managing allegations against staff, carers and volunteers, which are set out in chapter 13 [Milton Keynes Safeguarding Children Board procedures](#)*

## **11. THE USE OF SCHOOL PREMISES BY OTHER ORGANISATIONS**

Where services or activities are provided separately by another body using the school premises, the governing body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

The Lettings Policy is to be followed at all times.

## **12. CROSS REFERENCE TO OTHER SCHOOL POLICIES**

*Willen Primary School* recognises that a number of other school policies and procedures form part of the wider safeguarding and child welfare agenda and therefore this Child Protection Policy should be read in conjunction with the policies listed below:

- Anti bullying policy
- E-safety policy
- Photography and Videos
- Health and safety policy
- Procedures for accessing risk e.g. school trips
- Safer recruitment policies and practice
- Induction and Code of Conduct for staff

(This is not an exhaustive list and schools may include others not mentioned here.)

### 13. POLICY REVIEW

The governing body is responsible for reviewing this policy annually and ensuring that it is compliant with current legislation and good practice. Also for ensuring that the school maintains an up to date list of key contacts and related policy and procedures are kept up to date.

### 14. CONTACTS AND FURTHER INFORMATION

**To make a referral or consult Children’s Services regarding concerns about a child:**

**Multi-Agency Safeguarding Hub (MASH):**

Tel: 01908 253169 or 253170 during office hours or  
Emergency Social Work Team 01908 265545 out of office hours  
email: [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk)

**For allegations about people who work with children:**

Contact the MASH as above

Or:

Designated Office (DO)

Tel: 01908 254306

email: [DO@milton-keynes.gov.uk](mailto:DO@milton-keynes.gov.uk)

For information about **safeguarding training for schools and education settings** contact the secretary to the Children & Families Head of Safeguarding

**Tel: 01908 254962 or email: [sue.butler@milton-keynes.gov.uk](mailto:sue.butler@milton-keynes.gov.uk)**

For general queries regarding safeguarding, please feel free to contact the Children & Families Head of Safeguarding

**Tel: 01908 254307 or email: [jo.hooper@milton-keynes.gov.uk](mailto:jo.hooper@milton-keynes.gov.uk)**

More information and guidance about safeguarding children, including inter-agency training opportunities, can be found on:

Milton Keynes Safeguarding Children Board website: [www.mkscb.org/mkscb/](http://www.mkscb.org/mkscb/)