



## **WHOLE SCHOOL POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION**

### **St Nicholas Priory C.E. V.A. Primary School**

#### **Policy Consultation & Review**

This policy is referred to in our school prospectus and is available on request from the school office. We maintain an approach of 'It could happen here.' We also inform parents and carers about this policy when their children join our school and through our school newsletter. This policy is available on the school website. We recognise the expertise our staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

This policy will be reviewed in full by the Governing Body on an annual basis. This policy was agreed by the Governing Body on 11<sup>th</sup> July, 2016. It was updated and reviewed in September 2016 and October 2017. This policy is provided to all staff at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the Statutory Guidance Keeping Children Safe in Education DfE (2016).

**Name** .....**Date:** 1<sup>st</sup> November 2017

**Signature** .....

**(On behalf of the Governing Body)**

**Headteacher**..... **Date** .....

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## **1. PURPOSE & AIMS**

1.1 The purpose of St Nicholas Priory C.E. V.A Primary School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our school to have optimum life chances and enter adulthood successfully.
- Prevent radicalisation

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

1.3 Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

1.4 This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

1.5 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that safeguarding responses are in place for children who are absent from school or who go missing. The school will discuss all persistently absent pupils to reduce the risk of harm. Where an 'at risk' child is absent, the DSL or other senior leader is to be notified.

## **2. OUR ETHOS**

2.1 The child's welfare is of paramount importance. Our school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. We will make sure children will be able to talk freely. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something – pastoral support is given where needed.

2.2 All staff and regular visitors will, either through training or induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose. All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.

2.3 Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also

be extended to include material that will encourage our children to develop essential life skills.

We provide many opportunities for children to learn and identify risks for them to stay safe, including ‘Stranger Danger’ which develops their understanding of what could happen if they went with or spoke to a person unknown to them. We also include ‘Good Touch’, ‘Bad Touch’ which alerts children to the places any adult should not be touching or seeing on their bodies. Also included is internet safety and drug education, including the dangers of smoking and alcohol. Bullying is high on the addenda and is revisited many times throughout the year. Children will be taught about the dangers of radicalization through staff having undertaken the Prevent training .To keep children safe out of school we teach, road, rail, fire and water safety. This includes safety when out playing in the park or street e.g. if they were to find needles in the street. Basic first aid is also taught in all years with the lower school having an emphasis on the emergency services (how to call them etc.) The upper school is taught more basic first aid techniques, including the recovery position. Anger management is taught in all years. They learn how to control anger and what to do if anger or violence is aimed at them in school or at home. E Safety will be taught within ICT.

THE CHILDREN’S WELFARE IS OF PARAMOUNT IMPORTANCE.

Everyone who comes into contact with children and their families have a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early. All staff are advised to think it could happen here.

2.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies .We are committed to working in partnership to ensure the safety of our pupils in line with ‘Working Together to safeguard Children’ (2015) and Norfolk Safeguarding Children’s Board procedures.

2.5 The Headteacher will ensure the Designated Safeguarding Lead will receive appropriate training, time and support for the role.

### 3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Designated Safeguarding Lead	Roz Hazell	07999433927 (01493) 843552 <a href="mailto:rhazell4nr4@nsix.org.uk">rhazell4nr4@nsix.org.uk</a>
Headteacher & Alternate DSL	Maria Grimmer	(01493) 843552 <a href="mailto:head@st-nicholaspriory.norfolk.sch.uk">head@st-nicholaspriory.norfolk.sch.uk</a>
Named Safeguarding Governor	Mike Ward	<a href="mailto:mjtward19@gmail.com">mjtward19@gmail.com</a>
Chair of Governors	Dr Harry Taylor	07713444289 <a href="mailto:Dr.h.m.taylor@theguardhouse.eclipse.co.uk">Dr.h.m.taylor@theguardhouse.eclipse.co.uk</a>
<b>Maria Grimmer, Headteacher &amp; James Little, Lead Practitioner are DSL trained</b>		

3.1 It is the responsibility of *every* member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this procedure and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school.

### **The Governing Body**

3.2 The Governing Body of St Nicholas Priory C.E. V.A Primary School is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the school.

3.3 The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is referred to in our school prospectus and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures. It will ensure the policy is available publicly through our website;
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the designated safeguarding lead (DSL);
- The Governing body will ensure the policy is fully implemented and hold the SLT to account where appropriate;
- The school contributes to wider agency working in line with 'Working Together to safeguard Children' (2015);
- All staff have undertaken appropriate child protection training, including governors which is updated annually, including online training as appropriate;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education' (DfE 2016). We will ensure that the SLT and at least one Governor have completed appropriate Safer Recruitment Training
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.
- The Governing body must inform the LA of information on how their duties have been discharged

3.4 The governing body will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

### **The Headteacher**

3.5 At St Nicholas Priory C.E. V.A Primary School the Headteacher is responsible for:

- Identifying a member of the senior leadership team to be the Designated Safeguarding Lead (DSL);
- Identifying an alternate member of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for this role;
- Ensuring that policies adopted by the governing body are fully implemented and followed by all staff, particularly concerning referrals of cases of suspected abuse and neglect
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaise with LADO in the event of an allegation of abuse being made against a member of staff

- **The Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead is a senior member of staff from the leadership team who takes lead responsibility for safeguarding and child protection within our school. The DSL will carry out the role in accordance with the responsibilities outlined in Annex B 'Keeping Children safe in Education' (2016)

3.6 Any concern for a child's safety or welfare will be recorded in writing and given to the DSL. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services. The DSL will provide support and advice for staff on child welfare and child protection matters.

3.7 The DSL at St Nicholas Priory C.E. V.A Primary School will represent our school at child protection conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

During term time, the DSL and deputy will always be available during school hours for staff to discuss safeguarding concerns. If the DSL or deputy are not available in person, we will ensure they are available through phone or any other relevant media.

3.8 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.9 The DSL will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed school's [safeguarding training pack](#) provided by Children's Services.

#### **4. TRAINING & INDUCTION**

4.1 When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy and told who our Designated Safeguarding Lead (DSL); for Safeguarding is. They will also be provided with the recording form, given information on how to complete it and who to pass it to. They will receive our 'Staff Code of Conduct' and part one and Annex A of 'Keeping Children Safe in Education. All staff must read these key documents and sign to say they have been understood.

4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Designated Safeguarding Lead. New members of staff will receive all this information within 2 weeks of joining the school. The induction and training will also include information about whistle blowing in respect of concerns about another adult's behaviour and suitability to work with children. All regular visitors, temporary staff and volunteers in our school will be given safeguarding leaflets informing them of the DSL and referral procedures. Volunteers will receive the Volunteer Policy and guidelines. A photographic reference of staff with responsibility will be prominently displayed with an attitude of 'It could happen here.'

4.3 New staff who have not had any child protection/safeguarding training or staff who have had training more than three years ago will be provided with an introduction to safeguarding and will then be trained with the rest of the staff team at least 3 yearly. The DSL will provide annual updates for safeguarding at the beginning of each academic year.

4.4 All regular visitors and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and what the recording and reporting system is. (See Appendix 2).

4.5 All members of staff will undertake appropriate safeguarding training on an annual basis. The DSL, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children's Board at least once



every three years. In addition to this, the DSL and alternate will attend *Safeguarding Children in Education* provided by the Local Authority every two years. All members of staff will receive regular safeguarding updates via email, staff meetings and weekly safeguarding meetings.

4.6 Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Training for Governors to support them in their safeguarding role is available from [Norfolk Governor Services and by the Designated Safeguarding Lead at the school](#)

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via Norfolk Safeguarding Children Board at [www.norfolkschools.org](http://www.norfolkschools.org) and within the Safeguarding Section of the Norfolk Schools website: <http://www.schools.norfolk.gov.uk/safeguarding>. The DSL will also provide regular safeguarding updates for staff. Annex A of 'Keeping Children Safe in Education' provides links of issues such as child sexual exploitation and FGM. E learning is encouraged.

4.8 Our governing body will also undertake appropriate training to ensure they carry out their duty. Training is available from Norfolk Governor Services.

## **5. PROCEDURES FOR MANAGING CONCERNS**

5.1 St Nicholas Priory C.E. V.A. Primary School adheres to child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Board and the DFE Guidance 'Keeping Children Safe in Education' July 2016 and 'Working Together To Safeguard Children' March 2015. We will carry out our responsibilities in accordance with Norfolk Local Assessment protocol and the NSCB Threshold Guidance.

5.2 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. If the SDP is not available, the alternate DSL should be contacted regarding any concerns. In the absence of both, the concerns should be reported to the most senior available member of staff.

5.3 It is *not* the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff. However, staff have a right to contact Children's Services directly if they have a concern that procedures haven't been followed.  
MASH NUMBER 0344 8008020

5.4 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1). All staff are encouraged to report any concerns they have. Concerns can be accumulated over a period of time and reporting allows the DSL to build up a picture over time. A reliance on memory without accurate records could lead to a failure to protect.

5.5 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Services as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

5.6 All referrals will be made in line with Norfolk Children's Services procedures as outlined in Appendix 3.

5.7 Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.

5.8 Staff and volunteers should feel able to raise concerns about poor and unsafe practice in safeguarding.

5.9 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Headteacher. Concerns should always lead to help for the child at some point.

5.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- the situation is an emergency and the designated senior person, their alternate and the Headteacher are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety.

5.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Headteacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact Children's Services directly with their concerns.

5.12 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Abuse perpetrated by children can be just as harmful as that

perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same [safeguarding children procedures](#) will apply in respect of any child who is suffering or likely to suffer significant harm; staff must never tolerate or dismiss concerns relating to peer on peer abuse. The school will make referrals to the Harmful Sexual Behaviour Team (HSB team) as appropriate - see appendix 12.

5.13 We recognise that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

5.14 At St Nicholas Priory C.E. V.A. Primary School we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

5.15 Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: '[Mandatory Reporting of Female Genital Mutilation - procedural information](#)' (October 2015).

5.16 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At St Nicholas Priory C.E. V.A. Primary School, we will ensure that:

- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise.
- There are systems in place for keeping pupils safe from extremist material when accessing the internet in our school by using effective filtering and usage policies.

- The DSL has received Prevent training and will act as the point of contact within our school for any concerns relating to radicalisation and extremism. All staff will receive any updates.
- The DSL will make referrals in accordance with [Norfolk Channel procedures](#) and will represent our school at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.
- The school will make referrals through the 'Person Vulnerable to Radicalisation' (VTR) form as required - see appendix 11.

## **6. WORKING WITH PARENTS & CARERS**

6.1 St Nicholas Priory C.E. V.A. Primary School is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

6.2 When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is referenced in the school prospectus. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services. A copy is available on the school website.

6.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

6.4 We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to Children's Services in those circumstances where it is appropriate to do so.

6.5 In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above).

The School will retain this information on the pupil file. The school will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the school has been supplied with the adult's full details in writing.

## **7. CHILD PROTECTION CONFERENCES**

7.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

7.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the school in respect of individual children. Usually the person representing the school at these meetings will be the Headteacher or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible.

7.3 All reports for child protection conference will be prepared in advance using the guidance and education [report](#) template provided by NSCB. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.

7.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## **8. RECORDS AND INFORMATION SHARING**

8.1 If staff are concerned about the welfare or safety of any child at our school they will record their concern on the agreed reporting form (Appendix 1). They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

8.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

8.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

8.4 When a child leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred. Where a parent elects to remove their child from roll to home educate, the school will pass on any safeguarding concerns to the Service of Home Educators Team within Norfolk County Council. The school will adhere to Norfolk County Council 'Guidance for Schools & Colleges: Transfer of Child Protection Records' – see appendix 13.

## **9. SAFER RECRUITMENT**

9.1 We will ensure that the Headteacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Headteacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of [Keeping Children Safe in Education \(2016\)](#).

9.2 At St Nicholas Priory C.E. V.A. Primary School we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

9.3 We will maintain a Single Central Record of all safer recruitment checks carried out in line with statutory requirements. The SCR will be checked and updated every half term and signed accordingly by the chair of governors and the safeguarding governor. We will use the recruitment and selection process to deter and reject unsuitable candidates and will adhere to the requirements of KEEPING CHILDREN SAFE IN EDUCATION 2016.

9.4 We will fully support the aim of the DBS to help us make safer recruitment decisions to protect young people from unsuitable adults including regulated activity and the use of volunteers. We will always ask questions on a regulated activity.

1. Is the activity carried out for the purpose of the school?
2. Does it give opportunity for contact with children?
3. Is the activity carried out regularly? ie once a week or month or more than 3 days in a 30 day period. If yes it is a regulated activity.

9.5 The school will adhere to the protocols set out in its Safer Recruitment Policy July 2016.

## **10. SAFER WORKING PRACTICE**

10.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

10.2 All staff will have access to and be expected to know our school's Code of Conduct and policy for positive handling. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that have accessed Norfolk Steps training will be kept by the Headteacher (see Appendix 10).

10.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

10.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#), DFE October 2015

All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

## **11. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS**

11.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

11.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

11.3 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in 'Norfolk Safeguarding Childrens Board Protocol' re: allegations against persons who work with children and Part 4 of 'Keeping Children Safe in Education 2016' are adhered to and will seek appropriate advice from the

Local Authority Designated Officer (LADO). The LADO can be contacted to request a consultation or to make a referral via email: [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk). The telephone number for the LADO team is 01603 223473.

11.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that the Headteacher or Chair of Governors is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher or the Vice Chair of Governors.

11.5 The Headteacher or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

11.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact the LADO directly on 01603 223473.

11.7 The school will make referrals to the DBS if a person in a regulated activity has been dismissed or removed due to safeguarding concerns. The school has a legal duty to refer to the Disclosure & Barring Service anyone who has harmed or poses a risk of harm to a child, or if there is a reason to believe the member of staff has committed one of a number of listed offences and who has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left. The DBS will consider whether to bar the person. If those circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from LADO and/or HR.

## **12 RELEVANT POLICIES**

12.1 To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Anti-Bullying
- Positive handling and managing behaviour
- Whistle-blowing
- Attendance
- E-safety
- Health and Safety including site security
- Single Equality Scheme (Disability & Inclusion, Reasonable adjustments for disabled pupils and Anti-Racist Policy)
- Intimate Care
- Educational visits including overnight stays
- Staff code of conduct



- Safer Recruitment Policy
- Preventing Extremism and Radicalisation Policy
- Volunteer Policy

### **13. STATUTORY FRAMEWORK**

This policy has been devised in accordance with the following legislation and guidance:

- Working Together to Safeguard Children March 2015
- Keeping Children Safe in Education July 2016
- Norfolk Safeguarding Children’s Board Protocol: allegations against persons who work with children
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings October 2015
- What to do if you’re worried a child is being abused DfE March 2015
- Information Sharing: Advice for Practitioners DfE March 2015
- The Prevent Duty: Departmental Advice for Schools and Childcare Providers DfE 2015
- Mandatory Reporting of Female Genital Mutilation – procedural information – Home Office 2015
- Norfolk Safeguarding Board Procedure

### **SUMMARY**

As a school we are committed to trying to ensure the safety of the pupils and adults in our care. We are well placed to observe the outward signs of abuse because of our day to day work with children. As stated in the DFE Guidance Keeping Children Safe in Education (July 2015). Safeguarding children is a SHARED objective in the education service to help children and young people safe by contribution to;

- Providing a safe environment for children and young people to learn in an educational setting; and

Identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and at school.

### **MONITORING & REVIEW**

The Governing body and Headteacher and/or the appropriate person will review the policy annually. The Headteacher is responsible for ensuring that the policy is operated within the framework of other policies.

**Appendix 1: Recording Form for Safeguarding Concerns**

Staff, volunteers and regular visitors are required to complete this form and pass it to the DSL if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Tutor/Form group	Your name and position in school

<b>Nature of concern/disclosure</b>	
Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.	
Was there an injury? Yes / No / No	Did you see it? Yes
Describe the injury:	
Have you filled in a body plan to show where the injury is and its approximate size? Yes / No	
Was anyone else with you? Who?	
Has this happened before?	Did you report the previous incident?
Who are you passing this information to? Name: Position:	Date: Time:
Your signature:	
Date:	

Action taken by DSL

Referred to...?

Attendance  
Improvement  
Officer

Police

School Nurse

Children's  
Services

Integrated  
Youth Service

Parents

Other

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

Pastoral team

Tutor

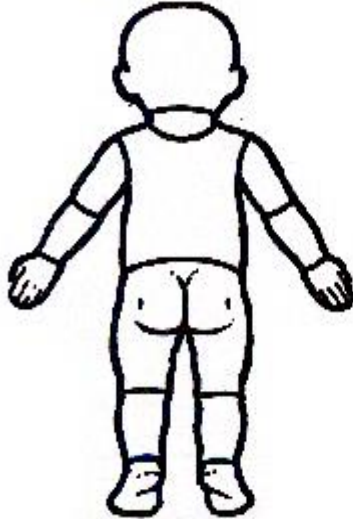
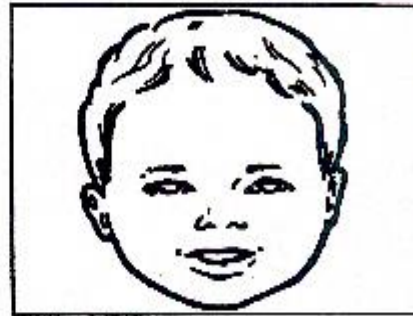
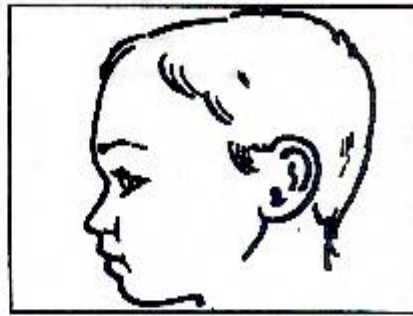
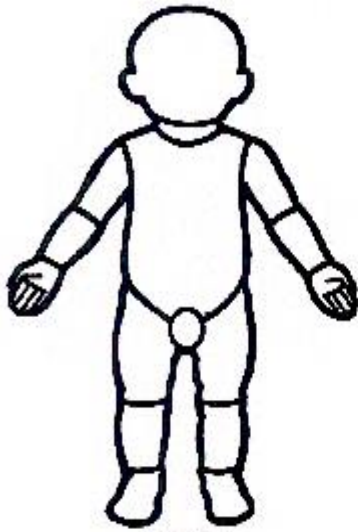
Student

Person who recorded disclosure

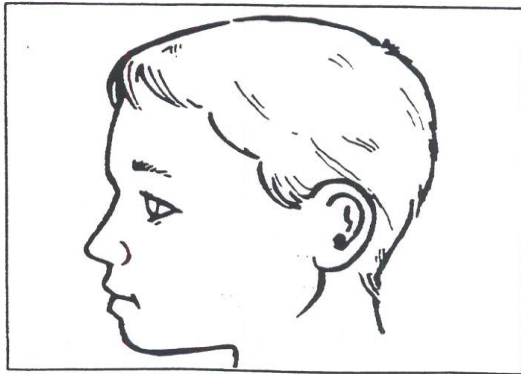
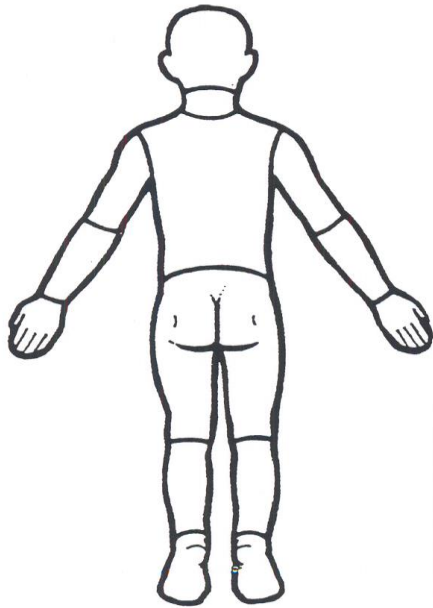
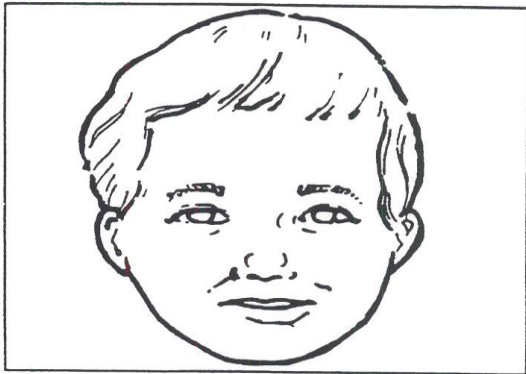
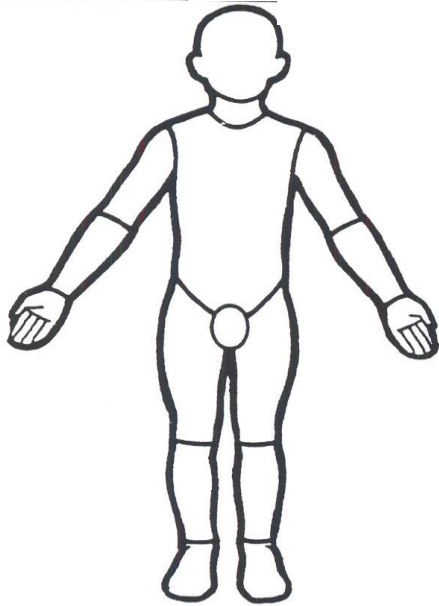
Full name:

DSL Signature:

Young Child



Older Child



**Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.**

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from The Behaviour Inclusion and Community office Please ensure you complete all sections as described.**

**If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.**

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Governing Body. Alternatively, you can contact the Designated Officer on 01603 223473. The NSPCC whistleblowing helpline is also available to schools who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 0280285. Lines are available 8am to 8pm, Monday to Friday or via email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

The people you should talk to in school are:

Designated Safeguarding Lead: Roz Hazell

Location of office: Ground floor near to Reception Unit playground ahead on the left as you face the playground

Contact Number: 07999433927 (01493) 843552

Head Teacher: Maria Grimmer

Location of office: Ground floor near to Reception Unit playground on the right as you face the playground

Contact Number: (01493) 843552

Chair of Governing Body: Dr Harry Taylor

Contact Number: 07713444289

At St Nicholas Priory C.E. V.A. Primary School we strive to safeguard and promote the welfare of all of our children.

### Appendix 3: Local Safeguarding Referral Procedures



**Norfolk** County Council

NHS Great Yarmouth and Waveney



NHS Norfolk



**NORFOLK**

CONSTABULARY

Our Priority is You

## NORFOLK MASH

### Multi-Agency Safeguarding Hub: Referral Procedures

Where an agency/organisation or worker has concern for the welfare or safety of a child they can make a telephone referral via Care Connect by telephone on 0344 800 8020.

A telephone referral must then be confirmed in writing using the form marked [NSCB1](#), within a maximum of 48 hours, ideally 24 hours. The completed NSCB1 can be:

- Faxed to the MASH Team on 01603 762445
- Posted to: The MASH Team Manager, Floor 5, Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET
- NSCB1 forms can also be e-mailed to MASH via [mash@norfolk.gcsx.gov.uk](mailto:mash@norfolk.gcsx.gov.uk) but must only be sent from a secure email address.

### Safeguarding Consultation Line

You can request a professional consultation if you are not clear about how to support a family and require further advice about a child. This is provided by the MASH Team. In order to access this service call Customer Services on **0344 800 8020** and state that you request a professional consultation. This procedure replaces the consultation service previously offered by the local Duty Teams.

Please note that consultations should not be used in circumstances where you suspect immediate risk or harm to a child e.g. when the child has made a disclosure of abuse or you suspect the child is presenting with a non-accidental injury. In these circumstances, you should contact Customer Services and explain that you wish to make a referral.

Out of hours alternative number: Childline 0800 1111

#### **Appendix 4: DEFINITIONS OF ABUSE AND NEGLECT**

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

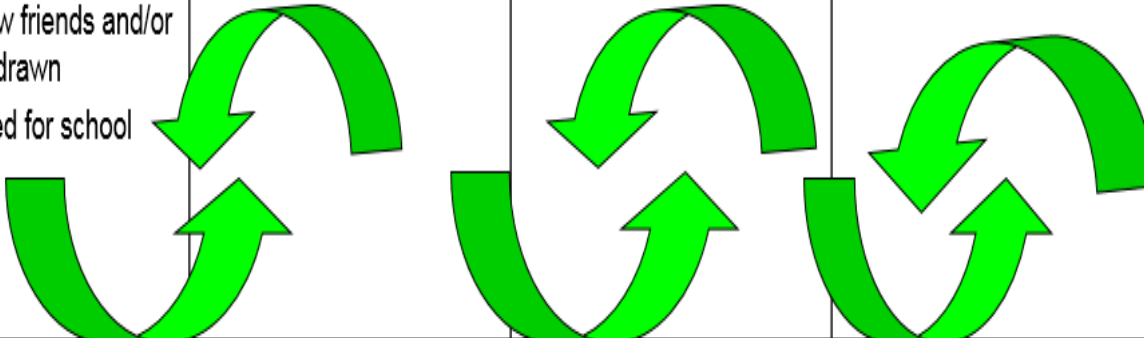
**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



# SIGNS AND INDICATORS OF ABUSE

Neglect	Emotional	Physical	Sexual
<ul style="list-style-type: none"> <li>• Tired/listless</li> <li>• Unkempt</li> <li>• Poor hygiene</li> <li>• Untreated medical conditions</li> <li>• Medical appointments missed</li> <li>• Constantly hungry or stealing food</li> <li>• Over eats when food is available</li> <li>• Poor growth</li> <li>• Poor/late attendance</li> <li>• Being regularly left alone or unsupervised</li> <li>• Dressed inappropriately for the weather condition</li> <li>• Having few friends and/or being withdrawn</li> <li>• Ill equipped for school</li> </ul>	<ul style="list-style-type: none"> <li>• Failure to thrive</li> <li>• Attention seeking</li> <li>• Over ready to relate to others</li> <li>• Low self esteem</li> <li>• Apathy</li> <li>• Depression/self harm</li> <li>• Drink/drug/solvent abuse</li> <li>• Persistently being over protective</li> <li>• Constantly shouting at, threatening or demeaning a child</li> <li>• Withholding love and affection</li> <li>• Regularly humiliating a child</li> </ul>	<ul style="list-style-type: none"> <li>• Unexplained injuries</li> <li>• Injuries on certain parts of the body</li> <li>• Injuries in various stages of healing</li> <li>• Injuries that reflect an article used</li> <li>• Flinching when approached</li> <li>• Reluctant to change</li> <li>• Crying/ instability</li> <li>• Afraid of home</li> <li>• Behavioural extremes</li> <li>• Apathy/depression</li> <li>• Wanting arms and legs covered even in very hot weather</li> </ul>	<ul style="list-style-type: none"> <li>• Age inappropriate sexual behaviour/knowledge/promiscuity</li> <li>• Wary of adults/ running away from home</li> <li>• Eating disorders/depression/ self harm</li> <li>• Unexplained gifts/ money</li> <li>• Stomach pains when walking or sitting</li> <li>• Bedwetting</li> <li>• Recurrent genital discharge</li> <li>• Sexually transmitted diseases</li> </ul>



## Appendix 6: SPECIFIC SAFEGUARDING ISSUES

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example the NSPCC offers information for schools and colleges on its website [www.nspcc.org.uk](http://www.nspcc.org.uk). Schools and colleges can also access broad government guidance on the issues listed below via the GOV.UK website:

- Bullying including cyberbullying
- Child sexual exploitation (see below)
- Domestic violent
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM) (see below)
- Forced marriage (see below)
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Mental health
- Peer on peer abuse (see below)
- Private fostering (see below)
- Radicalisation (see below)
- Sexting
- Teenage relationship abuse
- Trafficking

**Child sexual exploitation (CSE):** CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly ‘consensual’ relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Other signs of CSE feature in appendix 5. Child sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

**Honour Based Violence (HBV) and Female Genital Mutilation (FGM):** ‘Honour-based’ violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of HBV are abuse. FGM is the collective name given to a range of procedures involving

the partial or total removal of external female genitalia for non-medical reasons. In England, Wales and Northern Ireland, the practice is a criminal offence under the Female Genital Mutilation Act 2003. The practice can cause intense pain and distress and long-term health consequences, including difficulties in childbirth.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Anxiety linked to future absence, sudden unauthorised absence and physical presentation related to FGM are all potential indicators. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Teachers have a mandatory duty to report disclosures on FGM about / from females under 18 to the police.

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse. In England and Wales the practice is a criminal offence under the Anti-Social Behaviour, Crime and Policing Act 2014. A forced marriage is not the same as an arranged marriage. In an arranged marriage, which is common in several cultures, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

**Peer on Peer Abuse:** Children, particularly living away from home, are also vulnerable to physical, sexual and emotional bullying and abuse by their peers or siblings. Incidents of sexting may represent abuse, and will be investigated in accordance with 'Sexting in schools and colleges: Responding to incidents and safeguarding young people' (UKCCIS 2016). Such abuse will always be taken as seriously as abuse perpetrated by an adult. The same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant harm from an adverse source. Children and young people who abuse others including their siblings will be held responsible for their abusive behaviour, while being identified and responded to in a way that meets their needs as well as protecting others.

**Private Fostering Arrangements:**

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity). If school staff are aware of or suspect a child may be in a private fostering arrangement they should pass on their

concern using the recording form (appendix 1). The DSL / Deputy DSL will inform the local authority of children in such arrangements (mandatory duty).

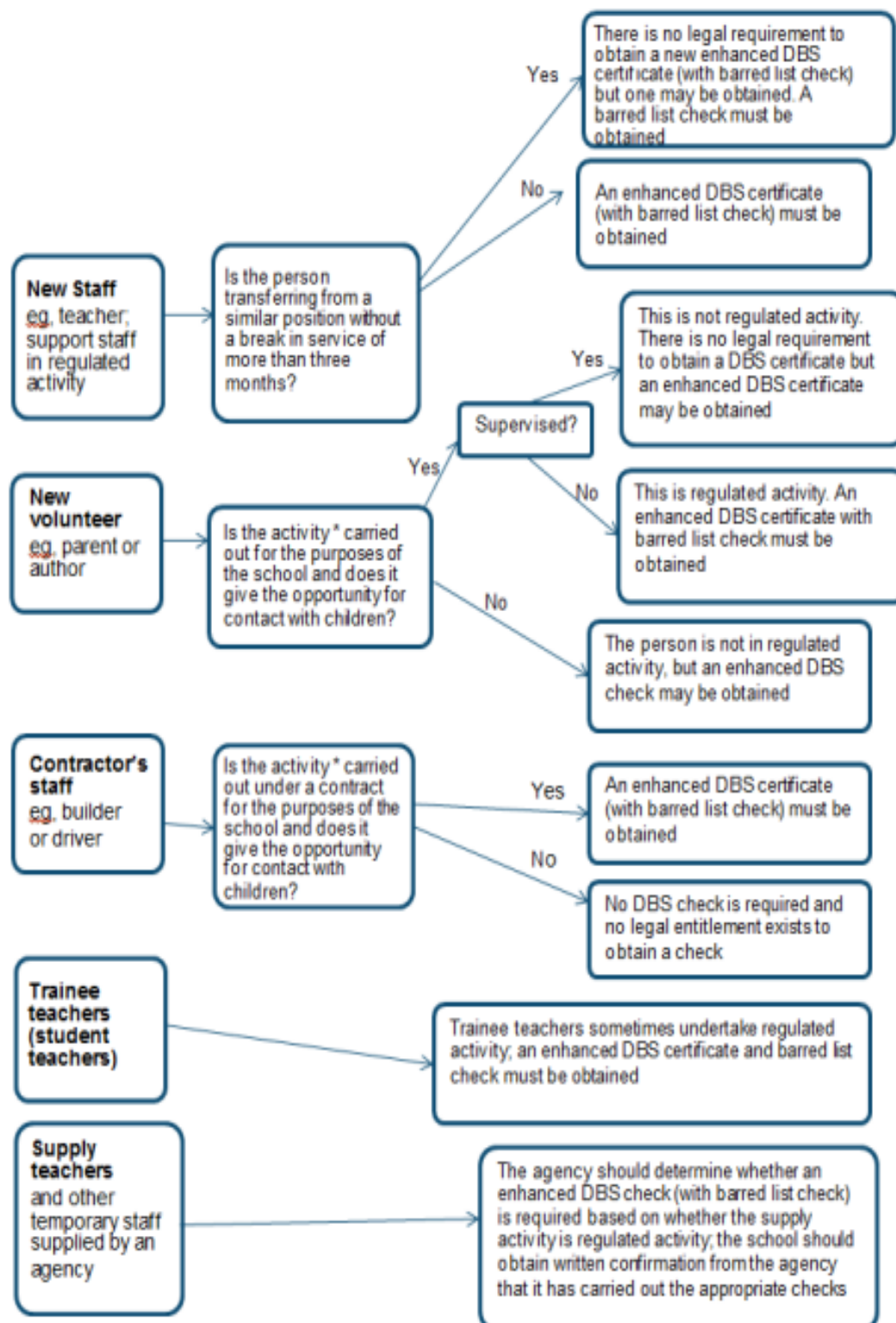
**Radicalisation & Prevent Duty:** Protecting children from the risk of radicalisation should be seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways. Extremism 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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas settings.

Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme (Channel provides support at an early stage to people who are identified as being vulnerable to being drawn into terrorism). From 1 July 2015 specified authorities, including all schools, were subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the **Prevent** duty.

## Appendix 7

### Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



\* Activities listed under the guidance's definition of regulated activity and which are carried out frequently



Action Taken by Referrer:

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Action Needed: (Please detail what action is needed and by whom)

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken by BIC Staff:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

## Appendix 9: A Visitor's Guide



### St Nicholas Priory C.E.V.A Primary School



### **Safeguarding (Child Protection) A visitor's guide**

'The school's work to keep pupils safe and secure is good, with robust procedures in place to keep pupils safe.'

**Ofsted June 2014**







**At St Nicholas Priory the Designated Safeguarding Leads are:**

Mrs M Grimmer - Head Teacher

Roz Hazell -Designated Safeguarding Lead

Mr M Ward - Safeguarding Governor

**Concerned about a child?**

It is very important to take action straight away if you think a child you know is being harmed or is at risk of harm. The longer abuse goes on, the longer it will take for a child to recover. If you have any doubts about sharing or reporting your concerns, just think for a moment what life is like for the child you are worried about.

You could:

- Talk to the designated safeguarding leads at the school
- Phone the Norfolk Children's services Department or contact the police (contact details on the back of this leaflet).

**Children and Young people**

A child is anyone under the age of 18. A young person is in the upper age ranges of the official definition of a child. Child abuse can take four forms, all of which can cause long term damage to a child:

- Physical abuse
- Emotional abuse
- Neglect
- Sexual abuse

Abuse is **always** wrong and it is never the young person's fault.

**It is essential that all visitors to the school register at the main reception area. You will be provided with an ID badge– this must be worn at all times whilst on site.**

What St Nicholas Priory School should have and do:

The school should have a Safeguarding Policy– **It has.** Available on request or via our website.

The school should have a trained person responsible for safeguarding– **It has.**

It is recommended that the trained person should have a deputy to help and stand in when they are absent– **They have**

The school should have a responsible Governor for safeguarding– **It has,** Mr M Ward

**All staff** should receive training on Safeguarding– **They do.**

DBS checks (details checked with the police) are carried out on all staff– **They are.**

Positive working relationships with appropriate agencies such as health, school nurse, police etc should be set up– **They are**

If you have concerns regarding the behaviour of any adult at school, this should be reported directly to the Head teacher. If the concern is about the Head teacher, please contact the chair of Governors (contact details available on request). You can also contact the Designated Officer employed by the local authority directly on 01603 223473

**At St Nicholas Priory we treat all our children with respect , appreciate individuality and celebrate their successes. We recognise that pupils need an environment where they feel secure and encouraged to talk and be listened to. We take the attitude ‘It could happen here.’**



**Don't think what if I am wrong?— think what if I am right?**

**Useful telephone numbers and contacts**

St Nicholas Priory	01493 843552
Children's Services	03448008020
Childline	08001111
Police	101

**At St Nicholas Priory we are committed to safeguarding our young people.**



**Appendix 10: List of staff who have received Norfolk Steps training**

To be updated shortly

# Appendix 11: Prevent Information

**THINK SAFEGUARDING  
THINK PREVENT**

**Prevent Team contact details:**

**EMAIL:** Prevent@norfolk.pnn.police.uk

**NORFOLK**  
 Pc Donna Flanagan  
 Email: dflanagan@norfolk.pnn.police.uk  
 Call: 07779 434826

**SUFFOLK**  
 T/DS Kay Laney  
 Email: kay.laney@suffolk.pnn.police.uk  
 Pc Faruk Ullah  
 Email: Faruk.ullah@suffolk.pnn.police.uk  
 Call: 01473 613888 Ext. 5400



**NORFOLK  
CONSTABULARY**  
Our Priority is You

**PREVENT**






**Stopping people  
becoming terrorists  
or supporting  
terrorism by  
supporting people  
vulnerable to  
radicalisation**

**Useful Links**

**E-Learning training on Prevent** <https://www.elearning.prevent.gov.uk/>

**Channel Duty Guidance** [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/70797/prevent-channel-duty-guidance\\_ford\\_2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/70797/prevent-channel-duty-guidance_ford_2016.pdf)

**The Prevent Strategy** [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/70797/prevent-strategy-review.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/70797/prevent-strategy-review.pdf)

**Let's Talk About It** [www.lets-talk-about-it.org](http://www.lets-talk-about-it.org) which has practical help and advice on Prevent.

**When interacting with members of the public please consider:**

**NOTICE** - if you NOTICE someone showing a combinations of the signs on the next page.

**ORIGIN** - with a colleague / Supervisor / Prevent lead / Athena and also the subject. If it is appropriate, ask the subject what they mean or if they understand where they are saying.

**SHARE** - with the Prevent team by completing a Vulnerable To Radicalisation (VTR) form and send it to the MASH, detailing your concerns and why you think the subject is vulnerable / susceptible to radicalisation.

The VTR form is available on the Constabulary Intranet site and also on the Norfolk Local Safeguarding Adult / Children Board internet website:  
[www.norfolk.gov.uk/safeguardingadultsboard](http://www.norfolk.gov.uk/safeguardingadultsboard)  
[www.norfolkccsa.org.uk](http://www.norfolkccsa.org.uk)

**Our Prevent Duty under Counter-Terrorism and Security Act 2015:**  
*"Have due regard to the desirability of its functions to the extent to prevent people from being drawn into Terrorism"*

**How to identify someone who might be vulnerable to becoming involved in extremism or terrorism**



## Appendix 12: The Harmful Sexual Behaviour Team - Briefing



### The Harmful Sexual Behaviour Team - Briefing

#### The Context

Harmful Sexual Behaviour (HSB) is:

*“Sexual behaviours expressed by children and young people under the age of 18 years old that are developmentally inappropriate, may be harmful towards self or others, or be abusive towards another child, young person or adult.” (Hackett, 2014).*

Sexual abuse committed by children and young people is not a rare phenomenon. At least one third of all sexual offences against children and young people in the UK are committed by other children and young people, and the extent of sexual abuse may be much higher (NSPCC, 2016). In Norfolk HSB has been identified as a key priority area following a number of serious case reviews involving sibling on sibling abuse. In addition, emerging statistics in Norfolk has identified that 50% of sexual offences against children and young people are committed by other children and young people (Norfolk Constabulary, 2017). Despite increasing evidence on the scale, nature and complexity of the problem, service provision across the UK remains patchy and relatively uncoordinated. Levels of professional confidence and competence to address the challenge vary across services. There is therefore a need for a more coordinated and consistent approach to the issue, that recognises both the risks and needs of children displaying harmful sexual behaviours.

#### Project Description

Norfolk & Suffolk NHS Foundation Trust (NSFT) and the Norfolk Youth Offending Team (YOT) have formed a partnership to develop a Norfolk response to HSB.

We know that young people with harmful sexual behaviour have frequently experienced trauma, disruption and difficulties. The Norfolk HSB Team believes a holistic approach is most suitably taken with such young people, in order that their needs are addressed and focus is retained on both risk and vulnerability. We wish to promote the potential of young people to form positive social and sexual relationships. In addition our vision is to support the development of a skilled and confident workforce who are able to assess and intervene at all levels of the HSB Continuum (Hackett, 2010) as well as feel equipped to work with children and young people displaying HSB.

#### The Norfolk HSB Team

The HSB Team currently comprises of a Specialist Clinical Psychologist and a HSB Specialist. The team has significant skills and experience in working with sexual violence, trauma, sexually appropriate behaviour, child sexual exploitation and harmful sexual behaviour.

#### HSB Case Consultations

The Norfolk HSB Team also provides case consultations to any agency/professional where there are worries or concerns around HS. A Harmful Sexual Behaviour Case Consultation can be requested for any child or young person aged under 18 living in Norfolk or Waveney where there are:

- Worries or concerns amongst professionals around harmful sexual behaviour, including inappropriate or problematic sexual behaviour which has not resulted in police involvement.
- **Or**
- Where there has been a Police investigation but there has been a “No Further Action” outcome from the Police but there are ongoing worries and concerns around harmful sexual behaviour

Requests for consultations are considered from any agency that has a child or young person fitting the above criteria. The consultation service offers advice on the following areas;

- identifying and defining areas of concern in regard to HSB
- developing an understanding of the child/young person’s needs
- Safety Planning for the child/young person with HSB
- identifying resources and interventions to use with children with HSB
- identifying appropriate training they can access through the HSB team

#### HSB Training

The HSB Team also offer training from identifying, assessing and intervening with HSB to more specialist and bespoke training for particular teams.



#### Contact Details

To discuss the project or to request a HSB Case Consultation please contact:  
Dr Romana Farooq (Specialist Clinical Psychologist) or Francesca Burgess/Richard Hinton (HSB Specialists) on [hsbproject@norfolk.gcsx.gov.uk](mailto:hsbproject@norfolk.gcsx.gov.uk)

## Appendix 13: Guidance for Schools & Colleges: Transfer of Child Protection Records

### 1. Introduction

1.1 Keeping Children Safe in Education' (2016) states that it is the responsibility of the Designated Safeguarding Lead to ensure that, '*Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.*'<sup>1</sup>

1.2 This guidance has been devised in order to support schools and colleges to fulfil their responsibilities in this area. This guidance should be followed by all educational establishments in Norfolk that provide education to children and young people up to the age of 18 years. These establishments include schools maintained by the Local Authority, Free Schools, academies, special schools, independent schools and sixth-form and further education colleges.

1.3 The responsibility for the transfer of records lies with the original setting, as the receiving setting may not otherwise know that child protection concerns exist. It is important that all child protection records are transferred at each stage of a child's education up until the age of 18 years and includes a child's transfer into post-16 education.

### 2. Retention of child protection records

2.1 When children transfer from your establishment and records of child protection/welfare concerns have been made, these should be copied and the originals sent to the receiving school as soon as possible. Schools *may* wish to keep a copy of the file themselves; this will provide the school of evidence of what the school knew and the actions they took to safeguard and promote the welfare of the child. If a school or college decides to retain a copy of any child protection records they have transferred, these should be stored securely and destroyed once the retention period has expired as detailed below.

2.2 It is recommended that child protection records are retained until a child's 25<sup>th</sup> birthday (6 years after the subject's last contact with the Authority). Records should then be securely disposed of and a record of disposal kept. Paper records should be shredded and electronic records deleted. This recommendation is in line with the [Information and Records Management Society Guidance](#).

### 3. Procedures for Transfer

3.1 When a pupil transfers from one school to another, their child protection file should be forwarded to the new school without delay, and in any case within five school days<sup>2</sup>. **This transfer should be arranged separately from the main school file.** Such information sharing should occur between Designated Safeguarding Leads

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<sup>1</sup> Annex B of 'Keeping Children Safe in Education', DfE, (2016)

<sup>2</sup> This recommendation is in line with the findings of a national Serious Case Review.

(DSLs) and/or Head Teachers. Records of this nature should never be transferred by unsecure means including the use of the parent/carer as a courier.

3.2 The Designated Safeguarding Lead from the transferring school should make telephone contact with their counterpart in the receiving school to discuss the case and agree a means of transfer of the records as soon as is practicable.

3.3 Whenever a file is transferred, schools should retain evidence of the transfer of the record and request confirmation of receipt of the file. Schools may wish to use the template 'Record of Child Protection File Transfer' (Appendix 1) as a basis for collating this evidence. The transferring school should maintain a log of files transferred alongside evidence of confirmation of receipt of the file; this evidence should be stored securely along with other child protection information.

3.4 Where feasible, records can be delivered by hand from one Designated Safeguarding Lead to another as part of the transition process. Files should only be transferred electronically if a secure electronic system is used. Evidence of the transfer of records should be retained even where records are delivered by hand.

3.5 If child protection files are sent by post, it should be by secure, recorded delivery to a named individual. The receiving school should receive a telephone call in advance to notify them that a child protection file(s) is being sent. The envelope should be marked as 'Strictly Confidential' and for the attention of the named Designated Safeguarding Lead only. A record of transfer form should be included with the file and the receiving school should be asked to sign the form return that to the sending school confirming that they have received the file.

3.6 When a pupil transfers to a Further Education or 6<sup>th</sup> Form College, the school must follow the procedures as described above and transfer the child protection file to the college as part of the transition process. If a school does not have a confirmed destination for a pupil post-16, they should contact the Participation & Transition Strategy Team at [cs.rpaqueries@norfolk.gov.uk](mailto:cs.rpaqueries@norfolk.gov.uk) or by contacting Mark Horton, Tracking Co-ordinator directly on 01603 638464 for support. Colleges are advised to contact the previous school if they have concerns about a young person and are not in receipt of a child protection file.

### **3.7 Dual Registration**

Where children are dual registered (e.g. on roll at a mainstream school, but receiving education in another establishment, such as a Short Stay School or a Specialist Resource Base), details of any existing child protection records should be shared with the new establishment prior to the agreed start date to enable them to support the child appropriately.



## Guidance for Schools & Colleges: Transfer of Child Protection Records

### 4. Introduction

1.1 Keeping Children Safe in Education' (2016) states that it is the responsibility of the Designated Safeguarding Lead to ensure that, *'Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.'*<sup>3</sup>

1.2 This guidance has been devised in order to support schools and colleges to fulfil their responsibilities in this area. This guidance should be followed by all educational establishments in Norfolk that provide education to children and young people up to the age of 18 years. These establishments include schools maintained by the Local Authority, Free Schools, academies, special schools, independent schools and sixth-form and further education colleges.

1.3 The responsibility for the transfer of records lies with the original setting, as the receiving setting may not otherwise know that child protection concerns exist. It is important that all child protection records are transferred at each stage of a child's education up until the age of 18 years and includes a child's transfer into post-16 education.

### 5. Retention of child protection records

2.1 When children transfer from your establishment and records of child protection/welfare concerns have been made, these should be copied and the originals sent to the receiving school as soon as possible. Schools *may* wish to keep a copy of the file themselves; this will provide the school of evidence of what the school knew and the actions they took to safeguard and promote the welfare of the child. If a school or college decides to retain a copy of any child protection records they have transferred, these should be stored securely and destroyed once the retention period has expired as detailed below.

2.2 It is recommended that child protection records are retained until a child's 25<sup>th</sup> birthday (6 years after the subject's last contact with the Authority). Records should then be securely disposed of and a record of disposal kept. Paper records should be shredded and electronic records deleted. This recommendation is in line with the [Information and Records Management Society Guidance](#).

### 6. Procedures for Transfer

3.1 When a pupil transfers from one school to another, their child protection file should be forwarded to the new school without delay, and in any case within five school days<sup>4</sup>. **This transfer should be arranged separately from the main school file.** Such information sharing should occur between Designated Safeguarding Leads (DSLs) and/or Head Teachers. Records of this nature should never be transferred by unsecure means including the use of the parent/carer as a courier.

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<sup>3</sup> Annex B of 'Keeping Children Safe in Education', DfE, (2016)

<sup>4</sup> This recommendation is in line with the findings of a national Serious Case Review.

3.2 The Designated Safeguarding Lead from the transferring school should make telephone contact with their counterpart in the receiving school to discuss the case and agree a means of transfer of the records as soon as is practicable.

3.3 Whenever a file is transferred, schools should retain evidence of the transfer of the record and request confirmation of receipt of the file. Schools may wish to use the template 'Record of Child Protection File Transfer' (Appendix 1) as a basis for collating this evidence. The transferring school should maintain a log of files transferred alongside evidence of confirmation of receipt of the file; this evidence should be stored securely along with other child protection information.

3.5 Where feasible, records can be delivered by hand from one Designated Safeguarding Lead to another as part of the transition process. Files should only be transferred electronically if a secure electronic system is used. Evidence of the transfer of records should be retained even where records are delivered by hand.

3.5 If child protection files are sent by post, it should be by secure, recorded delivery to a named individual. The receiving school should receive a telephone call in advance to notify them that a child protection file(s) is being sent. The envelope should be marked as 'Strictly Confidential' and for the attention of the named Designated Safeguarding Lead only. A record of transfer form should be included with the file and the receiving school should be asked to sign the form return that to the sending school confirming that they have received the file.

3.6 When a pupil transfers to a Further Education or 6<sup>th</sup> Form College, the school must follow the procedures as described above and transfer the child protection file to the college as part of the transition process. If a school does not have a confirmed destination for a pupil post-16, they should contact the Participation & Transition Strategy Team at [cs.rpaqueries@norfolk.gov.uk](mailto:cs.rpaqueries@norfolk.gov.uk) or by contacting Mark Horton, Tracking Co-ordinator directly on 01603 638464 for support. Colleges are advised to contact the previous school if they have concerns about a young person and are not in receipt of a child protection file.

### **3.7 Dual Registration**

Where children are dual registered (e.g. on roll at a mainstream school, but receiving education in another establishment, such as a Short Stay School or a Specialist Resource Base), details of any existing child protection records should be shared with the new establishment prior to the agreed start date to enable them to support the child appropriately.

### **3.8 Permanent Exclusion**

When a child is permanently excluded, it is important that the establishment providing all or a substantial amount of a child's education following the exclusion has any child protection records relating to the child as soon as possible. The excluding school should make arrangements for child protection information to be transferred to the education provider as soon as possible – this should not be

delayed until after the exclusion hearing or appeal. If an exclusion is not upheld, the education provider will need to make arrangements to transfer the information back to the home school.

3.9 Whenever a child leaves a setting outside of normal transition times, settings should follow Norfolk County Council [Children Missing Education Procedures](#). When a child leaves and the new school is not known, child protection files should be retained by the setting and transferred to the new setting, once known, or destroyed once the retention period has expired as detailed in Section 2 above. Where a child is subject to a Child Protection Plan and the receiving school's identity is not known, the DSL should also contact the child's allocated social worker without delay.

### **3.10 Home Education**

Where a parent elects to remove their child from a school roll to home educate, any safeguarding concerns should be detailed on the Services to Home Educators (SHE) Notification Form in line with [LA guidance](#). If the child has a child protection file, a copy of this should be sent to the Lead Teacher - Services to Home Educators, Children's Services, Professional Development Centre, 144 Woodside Road, Norwich, NR7 9QL using the secure processes outlined above. Services to Home Educators will store and transfer child protection files as detailed in this guidance.

### **3.11 Requests for information from another agency**

If at any stage child protection files are requested by another agency for the purposes of conducting a criminal investigation or Serious Case Review, the school or college must make and retain copy of the file before providing this information. The setting should also retain evidence of who the information was passed to and for what purpose.

## Appendix 1: FILE TRANSFER RECORD AND RECEIPT

### **PART 1: To be completed by sending/transferring school or college**

NAME OF CHILD:	
DOB:	
NAME OF SCHOOL SENDING CP FILE:	
ADDRESS OF SENDING SCHOOL:	
METHOD OF DELIVERY:	BY HAND    SECURE POST    ELECTRONICALLY
DATE FILE SENT:	
NAME OF DSL TRANSFERRING FILE:	
NAME OF PERSON TRANFERRING TO:	
SIGNATURE:	

### **PART 2: To be completed by receiving school or college**

NAME OF SCHOOL RECEIVING FILE:	
ADDRESS:	
DATE RECEIVED:	
NAME OF PERSON RECEIVING FILE:	
DATE CONFIRMATION OF RECEIPT SENT:	
SIGNATURE:	

**Transferring School:** Please ensure that the child protection file is passed to the Designated Safeguarding Lead at the receiving school using a secure method of delivery with Part 1 of this form completed. **Receiving School:** Please complete Part 2 and return this form to the Designated Safeguarding Lead listed in Part 1 above. You are advised to keep a copy for your own reference.