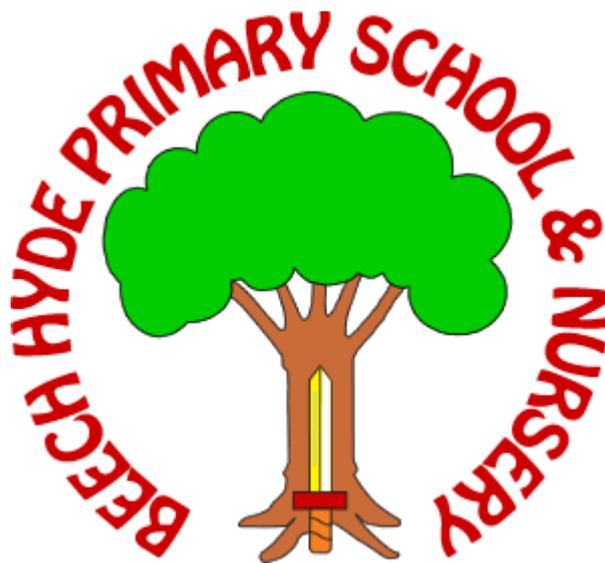


# Safeguarding Policy

## Beech Hyde Primary School and Nursery



Date: September 2021  
Review date: September 2022

The procedures within this policy apply to all staff, volunteers and Governors and are in line with Hertfordshire Safeguarding Children Board (HSCB). This policy should be read in conjunction with the Child Protection policy which sets out the specific procedures to follow when there are concerns for individual / groups of children.

## **1 INTRODUCTION**

This policy sets out Beech Hyde Primary School and Nursery's responsibilities under the Children Act 2004 to ensure children, young people and adults at risk are kept safe from harm.

### **Terminology:**

**Safeguarding** and promoting the welfare of children refers to:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care

The aim of **safeguarding** is to enable children to have optimum life chances and to enter adulthood successfully.

### **What's the difference between Safeguarding and Child Protection?**

**Safeguarding** is an 'umbrella' term that incorporates child protection. **Child Protection** is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm. All agencies and individuals should proactively **safeguard and promote** the welfare of children so that the need for action to protect children from harm is reduced.

## **2 PRINCIPLES AND AIMS**

Our Principles:

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carrying out school activities
- All children have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture
- All staff and volunteers have a responsibility to identify and respond to the needs of children and report any concerns immediately

We aim:

- To provide all staff ( employed, contracted and visiting) with the necessary information / training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
- To provide parents, carers and children with information about the school's arrangements to keep children safe.
- To ensure safe and consistent best practice across the school
- To demonstrate the school's commitment with regard to safeguarding children

## **3 FRAMEWORK**

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

- **Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust, Hertfordshire Safeguarding Children Board Interagency Procedures Manual**  
[http://hertsscb.proceduresonline.com/chapters/p\\_manage\\_alleg.html](http://hertsscb.proceduresonline.com/chapters/p_manage_alleg.html)
- **Disqualification under the Childcare Act 2006**  
Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools, DfE (February 2015)  
[www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)
- **Education Act 2002**  
**Section 175** – requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children.  
**Section 157** and the Education (Independent Schools Standards) (England) Regulations 2003 - require proprietors of independent schools (including academies and technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.
- **Guidance for Safer Working Practice**, Safer Recruitment Consortium (May 2019)
- **Information Sharing: Advice for practitioners**, DfE (March 2015)
- **Keeping Children Safe in Education**, DfE (September 2021)
- **Sexual Offences Act**, HM Government (2003)
- **Teachers' Standards 2012**, DfE (2011)  
These standards set the minimum requirements for teachers' practice and conduct. Teachers, including Headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- **What to do if you're worried a child is being abused**, DfE (March 2015)  
Non statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action
- **Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children**, DfE (2015)

### **Relevant associated policies**

In order to safeguard and promote the welfare of children, this policy should also be read in conjunction with other associated policies to ensure the safety and wellbeing of children.

- Anti-Bullying
- Attendance
- Behaviour
- Child Protection
- Complaints

- Confidentiality
- Off site visits
- Online Safety
- Harassment and bullying
- Health and Safety including site security
- Intimate care
- Managing allegations
- Medicines and medical policy , including first aid
- Physical intervention and positive handling
- Safer recruitment
- SEN
- Code of conduct for employees
- Whistle blowing

Copies of all school policies are available either on the school website or on request from the school office.

#### **4 SAFEGUARDING THEMES**

##### **Anti-bullying**

We aim to help our children to develop with confidence in an environment that is safe and free from the emotional and physical distress that can result from bullying. We ensure that procedures are in place to monitor and address anti-bullying issues.

##### **Attendance**

The school takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children in our care. We implement the statutory requirements in terms of monitoring and reporting children missing education and off-rolling and understand how important this practice is in safeguarding children.

##### **Child protection**

The school has a detailed Child Protection policy. The Governing Body reviews the policy annually. All child protection concerns are managed in accordance with the Hertfordshire Safeguarding Children Board Inter-Agency Child Protection Procedures. A copy of these procedures can be found at [www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk).

Children's Services telephone number **03001234043 (including out of hours)**

##### **Complaints**

The school has a complaints procedure available to parents, pupils and staff who wish to report concerns. All reported concerns are taken seriously and dealt with according to the procedure explained in the Complaints Policy. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures for Managing Allegations Against Staff.

##### **Confidentiality**

All staff understand that safeguarding issues are approached with a high level of confidentiality.

Safeguarding information is stored and handled in line with the Data Protection Act 2018. The DSP will normally obtain consent from the child/parent to share sensitive information with outside

agencies. Where there is good reason to do so (e.g. to help to protect a child), the DSP may share information without consent and will record the reason for this. Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. The School will retain this information on the pupil file and transfer to the next school/archive the information in line with The Education (Pupil Information) (England) Regulations 2005 and The Information and Records Management Society. The school will only share information about a child with adults who have parental responsibility for that child. Please see Hertfordshire's Pupil Safeguarding Records Guidance at [www.thegrid.org.uk/info/welfare/child\\_protection/policy/local.shtml#pupilsafe](http://www.thegrid.org.uk/info/welfare/child_protection/policy/local.shtml#pupilsafe) for further information.

### **Curriculum**

Children are taught to understand and manage risk as part of their PSHE education and relationships lessons and in other aspects of school life. Safeguarding issues are discussed with the children as appropriate.

The school aims to ensure that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children know that we have senior members of staff with responsibility for child protection and they are made aware of who these people are. We inform children of whom they might talk to, both in and out of school, their right to be heard and what steps can be taken to protect them from harm.

### **Online safety**

Our Online Safety policy covers the teaching of children to stay safe when using the internet in and out of school, including the risks of sharing content and images online, and tackling bullying, including cyber bullying. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

The School will ensure that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

### **Digital images:**

The school has a clear policy which covers the taking and use of digital images and video of children and takes steps to ensure that it is understood and enforced. The school ensures that all usage of iPads within the school will be supervised by an adult at all times.

Staff and children sign ICT Acceptable Use Agreements. For staff this includes a section on the use of digital images and clarification about the position regarding the use of personal mobile phones/cameras for taking pictures. Where volunteers are supporting school staff, they should abide by the same rules as school staff as far as is reasonable.

### **Health and safety**

We have a Health & Safety Policy which demonstrates the consideration we give to minimising any risk to the children when on the school premises and when undertaking activities out of school under the supervision of our staff. At all times there has to be appropriate staffing levels and when off-site, appropriate and agreed pupil / adult ratios are maintained. The lead adult always assesses visits/trips as to the level of risk and all trips are finally authorised by the Headteacher.

Our school has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

A copy of the Health and Safety Policy is available on the school website and a hard copy is available in the Headteacher's office.

### **Inclusion and diversity**

Some children may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Our school ethos promotes and accepts the differences between all children and adults. In practice this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both teachers and children. The aim is to create a classroom environment where all children can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

In line with Keeping Children Safe in Education (updated September 2021), to ensure that all of our pupils receive equal protection, we will also give special consideration to additionally vulnerable groups (as outlined in our Child Protection Policy), for example children with disabilities or special educational needs. Special consideration is also given in the provision of safeguarding information and resources in accessible formats for children and adults with communication needs.

### **Managing allegations against staff and volunteers**

Beech Hyde School aims to provide a safe and supportive environment which secures the well-being and very best outcomes for our children. We do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse.

Allegations sometimes arise from a differing understanding of the same event. We also recognise that allegations can be genuine and there are some adults who deliberately seek to harm or abuse children. We take all possible steps to safeguard our children. We always ensure that the procedures outlined in Hertfordshire Safeguarding Children Board Inter-agency Procedures and Part 4 of 'Keeping Children Safe in Education', (updated September 2021) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The Hertfordshire LADO Service can be contacted on **0300 123 4043**.

### **Partnership with other services**

It is essential to establish positive and effective working relationships with other agencies that are partners of the Hertfordshire Safeguarding Children Board. All these agencies share information to ensure the safeguarding of all children.

### **Partnership with parents**

Beech Hyde Primary School is committed to working in partnership with parents and carers to safeguard and promote the welfare of children and to help them to understand our statutory responsibilities in this area. We are committed to working with parents positively, openly and honestly. Beech Hyde Primary School will share with parents any concerns we may have about

their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with their child's class teacher, Mrs Harvey, Mrs Field or Mrs Berry.

### **Preventing extremism and radicalisation**

The school supports the Prevent Duty. Staff have been trained and know what to look for and how to respond in terms of extremism and radicalisation.

### **Safer recruitment**

Our recruitment process selects, screens, trains and supervises staff and volunteers to prevent the appointment of unsuitable people.

The school has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child. We also have a duty to report if there is reason to believe a 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. If these circumstances arise in relation to a member of staff at our school, a referral is made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer ( LADO) and/or HR.

Our school also adheres to the guidance issued by The Department for Education in 2015 regarding persons who are disqualified under the Childcare Act 2006.

### **Safer working practices**

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.

The Teachers' Standards (DfE,2011) are augmented by standards of personal and professional conduct e.g. ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability' .

All staff are provided with a copy of our school's Code of Conduct Policy, Keeping Children Safe in Education Part 1 (September 2021), School handbook, Health and Safety Policy, Confidentiality Policy, Acceptable Use of ICT Policy, and the Whistleblowing Policy at induction. 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.

The link below will direct you to the current government guidance on safer working practice which we share with staff:

<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final.pdf>

### **Abuse of Position Of Trust**

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behavior is consensual.

### **Security**

The security measures put into place at Beech Hyde Primary School have taken into account the need to maintain a welcoming environment whilst ensuring the safety of all our children and staff. A security risk assessment is completed and reviewed annually (or earlier if deemed necessary). The findings are used in the review of the security policy and shared with staff.

### **Access to buildings and grounds**

The school takes all reasonable steps to control access to the building and grounds of the school to prevent unauthorised access to children and ensure the personal safety of staff. The access control procedures for the building are:

- Access into the school building is by swipe card or keypads with a pin code
- Access to the playground is through gates which are locked during the school day
- All visitors are required to sign in at the school office
- Access to the car park is by swipe card or authorised entrance

### **Visitors, contractors and maintenance personnel**

The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

Where the Governing Body transfers control or otherwise allows the use of school premises to external bodies (such as sports clubs) or service providers during or out of school hours, we will ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in place to co-ordinate with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers.

Appropriate checks are undertaken in respect of visitors and volunteers coming into school. Visitors must sign in and out via the office visitors' log and display a visitor badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The school will not accept the behaviour of any individual that threatens school security or leads others to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.