

All Saints' CE Primary School



Safeguarding and Child Protection Policy

Safeguarding Children, Protecting Adults

Written: April 2020

Approved by Full Governing Board: May 2020

Review date: September 2020 (when new edition of Keeping Children Safe in Education is scheduled for publication)

Written by: M Robinson/L King/ J Cooper



Safeguarding and Child Protection Policy

Safeguarding

“Protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.”

“Keeping *Children Safe in Education 2019*”

Designated Safeguarding Lead (DSL): Mrs Michele Robinson (Headteacher)

Deputy DSLs: Mr Joseph Cooper (Deputy Head) and Miss Lisa King (SEND/CO)

Named Safeguarding Governors (NSG): Mrs Judith Osborne (foundation governor) and Mrs Carol Stewart (associate governor)

Mental Health Champions: Mrs Caroline Murphy and Mrs Lisa Barker

It is also our responsibility to aid the protection of adults working in the school from (false) allegations, by keeping them informed and up to date.

Aims

At All Saints’ we fully recognise our joint responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children, also to have staff and governors trained in Child Protection.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

Children want to be respected, their views to be heard, to have stable relationships with professionals built on trust and to have consistent support provided for their individual needs. This should guide the behaviour of professionals. Anyone working with children should see and speak to the child; listen to what they say; take their views seriously; and work with them collaboratively when deciding how to support their needs.

(Working Together to Safeguard Children 2019)

We recognise that for children, high self-esteem, confidence, supportive friends and the trust of adults working in our school can help in the prevention of child abuse.

At All Saints’ we will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE and school curriculum for children to develop the skills they need to recognise and stay safe from abuse.



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- Recognise Early Help strategies to support children and families.

Staff Awareness

1. Child Protection issues will be referred to in job advertisements and specifications and at interview, so that applicants are aware that the school takes child protection and safeguarding seriously.
2. All staff members will be required to read and adhere to the guidelines in our Safeguarding Staff and Pupils (A Code of Conduct for Staff) and the school's protection policies* so that they are aware of the way the school manages behaviour, discipline etc and to sign to this effect.
*(*protection policies are those dealing with anti-bullying, anti-racism, intimate care, physical intervention, internet safety, H&S, Prevent)*
3. All staff will be required to read section 1 of "Keeping Children Safe in Education 2019" and Annex A and sign to that effect.
4. The DSL persons for Child Protection must refresh his/her training every 2 years.
5. Child Protection training and updates will be provided on induction and regularly ensuring staff and governors are aware of current practice. New measures and guidance will be given during training such as Extremism, sexual exploitation, FGM, peer on peer abuse, Criminal Exploitation of Children (CEC) and vulnerability of young carers.
6. Staff have an obligation to monitor/report any child protection concerns following the Child Protection Procedures Flow Chart (Appendix 2).
7. Concerns about another member of staff's behaviour towards children must be reported to the Headteacher or through the Whistleblowing Policy and if needed a referral to the Local Authority Designated Officer (LADO). See appendix 3
8. Concerns about the Headteacher's behaviour towards children should be referred the chair of governors.
9. It is illegal for there to be any sexual relationships between staff and students.

Governor Awareness

All governors are required to read the NGA's code of conduct. They also need to read the guidance in section 1 of "Keeping Children Safe in Education 2019" and the detail in Annex A then sign a document to that effect.

All governors must attend either external or school's child protection training and named safeguarding governors (NSGs) should attend both then then sign a document to that effect.

Governors must check annually that the Child Protection Policy and Safeguarding procedures are working effectively.

The Single Central Register will be checked termly with the School Business Manager and signed to that effect. The Annual Report to the Governing Body on Safeguarding Children, outlining the updating of Safeguarding procedures will be presented to governors in the spring term for approval. Safeguarding will be an agenda item at every FGB meeting.

Parents and Wider Community

Anyone working in school on a regular basis, eg parents, students, volunteers will likewise be required to read part 1 and annex A of "Keeping Children Safe in Education 2019" and also our Volunteer Good Practice Guide and sign to that effect. All visitors will be expected to read the School Procedures leaflet while signing in.



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The taking of and/or display of photographs/videos of children on the school site is not allowed unless specifically authorised by the school. There is an annual requirement for parents to sign a consent form to give permission for their child(ren) to be included in photographs or films for school or external publicity. Where that permission is withheld, staff are aware and will ensure the privacy of the children concerned. Anyone found ignoring this procedure will be requested to delete any material which offends against this ruling.

Where lettings involve children or vulnerable adults, the Governors will require written evidence that the body concerned has appropriate policies and procedures in place with regard to safeguarding and child protection.

All Saints' recognises that a number of other policies and procedures developed and operated by school form part of the wider agenda of Safeguarding Children, Protecting Adults and this policy should be read in conjunction with these policies and procedures such as:

- Anti-bullying
- Attendance (School)
- Behaviour policy
- Children Missing in Education
- Child Protection and Safeguarding
- DBS policy
- E Safety (linking to GDPR)
- Single Equalities Policy
- Extended school/before and after school activities
- Supporting pupils with medical conditions & Admin of Medication
- Intimate Care
- Health and Safety (including First Aid & school security)
- Looked after Children
- Management of allegations against staff
- PSHE curriculum including Drugs & substance misuse
- Recruitment and selection (Staffing) using Bradford standard procedure ('Awaiting PACT hr updated')
- Safeguarding statement in school prospectus
- Relationships & Sex Education
- Staff Handbook – Staff Code of Conduct
- Use of Force and Restraint (Physical Intervention)
- Use of photographs /video/etc - referenced in CP policy
- Whistle blowing
- Work placement – receive copy of Staff Code of Conduct

The school will publicise their Child Protection Policy on the website.

Appendix 1

Definition of Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or failing to act to prevent harm. Children may be abused in a family or in an institution or community setting, by



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those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults, or another child or children.

Working Together to Safeguard Children 2019

Physical abuse 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.

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.
- Abuse can take place wholly online, or technology may be used to facilitate offline abuse.
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is 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). They may fail to protect a child from physical and emotional harm or danger or 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.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

- It may involve conveying to children 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 the 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, though it may occur alone.

Signs that may give cause for concern

It is important to remember that very few signs and symptoms are in themselves conclusive evidence that a child has been or is being abused. Most of the signs given could have acceptable explanations, i.e. there



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are lots of reasons why children have nightmares, or may suddenly start bed-wetting. Be alert to explanations that do not seem to fit the circumstances and behaviour that is unusual to a particular child. Signs are more significant in clusters.

The following lists should not be viewed simply as checklists, but should help to act as a reminder that where we see signs or symptoms in children, child abuse should be within our range of possible causes.

A. General Signs

Discrepancy between an injury and the explanation.
Conflicting explanations or no explanation for an injury.
Parents have unrealistic expectations of the child.
Dramatic changes in child's behaviour towards peers and or staff/Disruptive.
Rapid mood swings.
Frequent absences from school.
Constant tiredness.
Stealing,
Secretiveness.
Telling lies.

B. Signs which may suggest deliberate injury

Multiple bruising other than on shins/ slap marks.
Bruises which cross several plains (ie contours of body).
Both eyes black.
Linear or outline bruising.
Ligature marks.
Bite marks.
Burns - particularly distinctive circular cigarette burn marks.
Scalds inconsistent with child's explanation.
Head injuries which may be reflected in dizziness, drowsiness and vomiting.

C. Signs which may reflect sexual abuse

Sexually transmitted infections.
Soreness or injury to genital/anal regions.
Recurrent urinary tract infections.
Vaginal discharge or bleeding.
Repeated wetting or soiling which is non-attributable to urinary tract infection.
Inappropriate sexual play/language/knowledge.
Promiscuous affection-seeking behaviour.
Inappropriate sketching.
Shame of own body/self image.

Under-achievement.
Rapid mood swings.
Running away, not wanting to go home.
Eating disorders.
Psychosomatic illnesses.
Obsessional washing.
Masturbation/showing genitals.



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Low self-esteem.

D. Signs which may suggest emotional abuse

Failure to thrive - stunted growth, weight loss.

Psychosomatic illness.

Wetting and soiling.

Withdrawn behaviour.

Overtly aggressive behaviour.

Inappropriate affection/attention-seeking behaviour.

Under-achievement.

Difficulty in forming relationships with peers or adults.

Isolation.

E. Signs which may reflect neglect and failure to thrive

Appearance and development not consistent with age.

Voracious appetite (stealing food from lunch boxes, etc).

Constant problems with stomach, eg persistent sickness or diarrhoea.

Listlessness or unresponsive behaviour.

Frozen awareness (fixed watchfulness).

Alopecia (hair loss).

Cold sores or sore skin.

Lack of cleanliness.

Appendix 2

PROCEDURES

1. IN THE EVENT OF SUSPICION OF CHILD ABUSE

Should a member of staff notice symptoms which give cause for anxiety, then they should discuss these concerns with the Designated Safeguarding Lead for the school (currently Mrs Robinson - Headteacher and in her absence: Mr J Cooper, Deputy Head or Miss L King, SENDCO). An immediate decision will be made as to whether the situation should be monitored and who will be involved in the process, or whether to make a referral. It is imperative that during the events leading up to the monitoring process all concerns, including dates, times, etc. be written down.

Since September 2019, the expectation is that all incidents will be entered onto CPOMS (Child Protection Online Monitoring Service).

- All teachers, teaching assistants and admin staff have access to enter information onto CPOMS (basic access). Lunchtime staff must report through the lunchtime leader or other staff member.



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investigate further within a 7-day period. An initial assessment may require removal of children “At risk of significant harm” from the household or situation of threat. Alternatively, support mechanisms will be put in place via a Core Assessment, action from which must be completed within 42 days of Referral.

- f) Should any disclosure lead to a Child Protection conference, the Headteacher, in discussion with members of staff involved in the procedures, will decide who will be in attendance on behalf of the school.
- g) Should any disclosure relate to an incident involving a child abusing another child, the Headteacher/Deputy Head may use the sanction of temporary exclusion against the alleged perpetrator if deemed serious. The Governor responsible for Child Protection will be informed of the allegation and the action being pursued. (Children’s names will remain anonymous).
- h) The adult who has received a disclosure should be offered advice and support from the Child Protection Co-ordinator for their own benefit and well being.

Records/Notes Regarding Child Protection

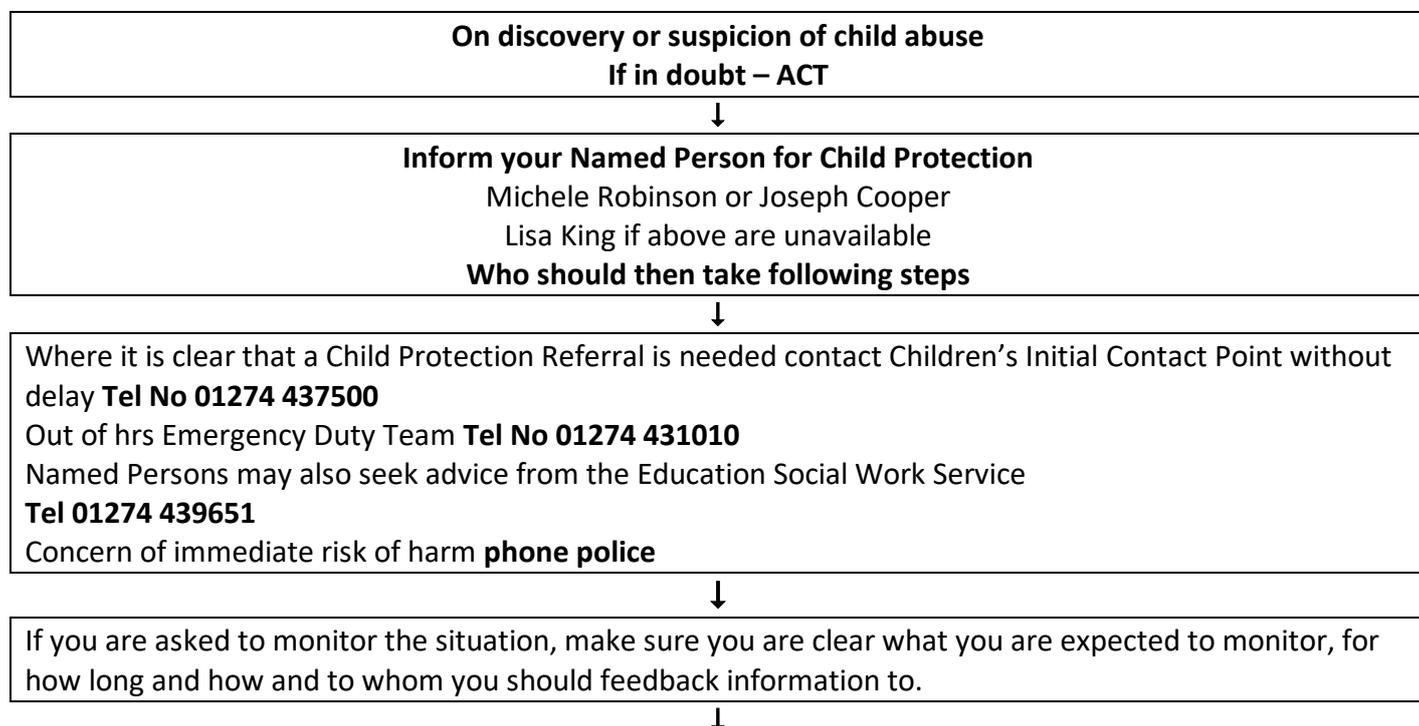
In accordance with paragraph 82 of KCSIE 2019, when children leave the school, the designated safeguarding lead will ensure the child protection file is transferred to the appropriate staff (eg DSL, SENDCO) at the new school as soon as possible, ensuring secure transit, and confirmation of receipt is obtained. The file will be transferred separately from the main pupil file.

Appropriate retention periods are followed in line with the IRMS Toolkit for Schools 2019 and GDPR. Further advice will be sought when necessary from the Local Authority Safeguarding Team.

City of Bradford MDC

www.bradford.gov.uk

Child Protection Procedures Flow Chart





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Remember **always** make and keep a written record of all events and action taken, date and time of each entry to this record. Keep records confidential and secure and separate from the child's curriculum file. (CP file)



Ensure immediate completion and dispatch of the Common Child Protection Referral form. This form can be accessed [here](#)

Retain a copy in school. Send copies to:

- Children's Social Care
- Principal Education Social Worker Margaret McMillan Tower, Princes Way, Bradford BD1 1NN

USEFUL TELEPHONE NUMBERS

Children's Social Care Initial Contact Point: 01274 437500

Emergency Duty Team: 01274 431010

Education Social Work Service: 01274 439651

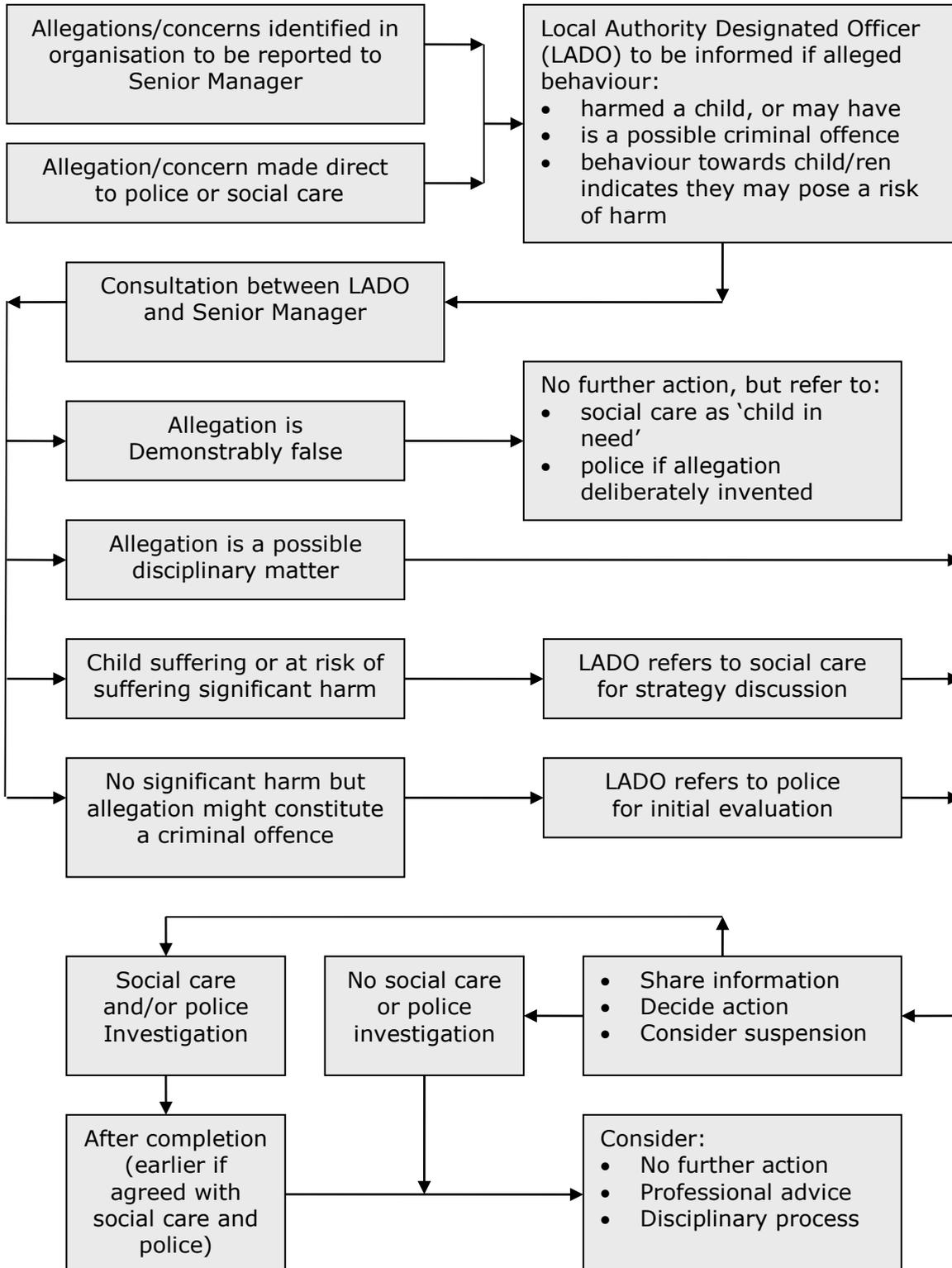
Police: Javelin House, Child Protection Unit: 01274 376061

NSPCC: 0800 028 0285



Appendix 3

**ALLEGATIONS/CONCERNS AGAINST STAFF AND VOLUNTEERS
CHILD PROTECTION PROCESS**





Annex A

COVID-19 SAFEGUARDING ARRANGEMENTS

Executive summary

From 20th March 2020 parents and carers were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

It is important that schools remain safe places for children and this is why All Saints' is continuing to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This Annex forms part of All Saints' Safeguarding and Child Protection Policy and contains the Safeguarding provision for pupils being educated both on and off site during COVID-19.

The Safeguarding and Child Protection Policy of All Saints' remains fundamentally the same and continues to have regard for the Keeping Children Safe in Education Statutory guidance.

This Annex sets out the adjustments All Saints' is making in line with the changes to operational practice. This Annex has been produced in line with the Government Guidance contained in **Coronavirus (COVID-19): safeguarding in schools, colleges and other providers** - Published 27 March 2020.

In response to COVID19 communication is key. To ensure safeguarding is effective All Saints' are confirming all emergency contact details and clear communication methods for staff, pupils, parents and carers during this time.

The Annex will continue to be reviewed on a quarterly basis or as and when further Guidance is updated and issued by the Government.

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1. Designated Safeguarding Leads
2. Critical Worker Definition
3. Vulnerable Children Definition
4. Identifying Vulnerable Children COVID19
5. The Role of the Local Authority
6. Safeguarding Clusters
7. Keeping Children Safe in Education
8. Attendance
9. Reporting and Monitoring a concern
10. Safeguarding Training and Staff Induction
11. Children Moving Schools
12. Safer Recruitment, Volunteers and Movement of Staff
13. Allegations or concerns about staff
14. New Staff or Volunteers
15. Mental Wellbeing



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16. Peer on peer abuse
17. Online Safety in Schools
18. Online Safety away from School
19. Help and Support
20. References

1. Designated Safeguarding Leads

All Saints' aims to have a DSL or Deputy DSL contactable at all times by staff.

In the case whereby the DSL or Deputy DSL are unavailable to be onsite, an appropriate DSL will be available locally within a short space of time.

In the case of a cluster school arrangement, All Saints' will ensure an up to date **Information Sharing Agreement** is in place between the cluster school and All Saints'. A DSL or Deputy DSL within the cluster school will liaise with All Saints' DSL or Deputy DSL who will be available to be contacted via phone, email or online video whilst working from home.

In the event whereby a trained DSL or Deputy DSL is not onsite, the team leader in school will take responsibility for the co-ordinating of safeguarding on site. Such responsibilities will include, but not limited to:

- Managing access to child protection files;
- Liaising with the offsite DSL (or deputy);
- As required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school;
- Reporting any changes or concerns;
- Ensuring site safeguarding checks are carried out and recorded.

2. Critical Worker Definition

Children with a parent or carer who is listed on the government's critical worker list should be considered for a school place, so long as their job cannot be done from home.

Many parents working within these sectors will be able to ensure their child is kept at home and every child who can be safely cared for at home should be, to limit the chance of the virus spreading. All Saints' will contact each parent or carer to establish whether those who are eligible will require a school place.

The critical worker list includes those who work in:

- Health and social care
- Education and childcare
- Key public services
- Local and national government
- Food and other necessary goods



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- Public safety and national security
- Transport
- Utilities, communication and financial services

(See <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision> for full list)

3. Vulnerable Children Definition

Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education and people up to the age of 25 with education with health and care (EHC) plans.

A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

Those with an EHC plan will be risk-assessed by All Saints' in consultation with the local authority and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. Class teachers and the SENDCO will be in contact to decide the best course of action for each child as appropriate.

Home support could include, if necessary, carers therapists or clinicians visiting the home to provide any essential services if applicable. Many children and young people with EHC plans can safely remain at home. All Saints' will ensure that any decision made will be logged and reviewed regularly and documented appropriately.

All Saints' will not treat the eligibility for free school meals alone as the determining factor in assessing pupil vulnerability.

4. Identifying Vulnerable Children COVID19

There is the expectation that children who have a social worker **must** attend school during COVID19 partial closures, unless agreed and recorded otherwise.

All Saints' will have special consideration for the following groups of children:

- Children who are subject to a child protection Order;
- Children who have, or have previously had, a social worker involvement;
- Looked After Children;
- Previously Looked After Children;
- Children with an EHCP;
- Children in which the school have previous raised concerns;
- Children who are pending social care allocation;
- Children of keyworkers;
- Children in alternative education;



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- Children who are being educated off site or at home.

All Saints' will operate a Risk Rating System to identify any child considered to be vulnerable.

	HIGH RISK	MODERATE	MARIGNAL	LOW
RISK FACTOR	On the basis of the available information there are major concerns about one or more risk indicators which significantly threaten the safety the child or young person, integrity of the staff, regulatory approval criteria, regulatory conditions, or the reputation of the institution. Urgent action is required. Sanctions may be imposed.	On the basis of the available information there are concerns about a specific risk indicator or indicators and customised action is required to ensure the safety of the child or young person, integrity of the staff, regulatory approval criteria, regulatory conditions, or the reputation of the institution. Sanctions may be imposed.	On the basis of the available information any risk to the child or young person, integrity of the staff, regulatory approval criteria, regulatory conditions, reputation of the institution is marginal, and safeguarding compliance is satisfactory.	On the basis of the available information there is little or no risk to the child or young person, integrity of the staff, regulatory approval criteria, regulatory conditions, the reputation of the institution and safeguarding compliance is good.
ACTION	Immediate Actions Required	Actions Required	Modifications Suggested	No action required or suggestions towards improvements/ best practice

The DSL and or Deputy DSL will ensure that any child identified as vulnerable through the Risk Rating system who is being educated off site or at home, will have a welfare call carried out weekly in term-time. A senior member of staff will ensure that the welfare call is recorded on CPOMS, actioned appropriately and when necessary referred to other agencies. Class teachers and relevant staff members will be informed as normal through CPOMS. This will be monitored as appropriately.

5. Children not meeting the 'vulnerable definition'

All Saints' will undertake as outlined above the Risk Rating system for any child they feel is vulnerable even if the child does not fall into the 'vulnerable' definition contained within Government guidance.

All Saints' will adopt the same procedure and practice for any child identified as vulnerable, that does fall into the statutory vulnerable category. This will include, as outlined above, a weekly, term-time welfare call, whereby a senior staff member will speak with the child directly and record and action accordingly.



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When carrying out welfare calls, it is important that staff make the decision to speak directly to the child as well as the a parent/carer.

6. The Role of the Local Authority

All Saints' has received the following information from the Local Authority in response to COVID19:



Safeguarding Children in the Context of the Coronavirus

Purpose

Bradford Children's Services have provided new guidance to clarify arrangements for seeing and supporting vulnerable children during the national response to coronavirus whilst also protecting our staff from infection and complying with the government guidance issued on 23.03.20.

Principle

Children continue to need to be protected, alongside this we require that staff wellbeing is protected. Social workers have to work in such a way that minimise cross contamination but continues to protect children.

How often do children need to be seen?

Statutory visits will continue (at least at the minimum statutory frequency) and there will continue to be emergency visits, which are deemed necessary to a child's wellbeing.

Statutory Visiting frequency:

- Children on child protection plans – maintained at a minimum of once fortnightly Children subject to Interim Care Orders and placed with family via a direction under s38/6
- Children subject to placement with parents arrangements – seen at a minimum of once monthly
- Children in care who have suffered placement disruption, are likely to suffer placement disruption or who are at high risk of exploitation / repeatedly missing – maintained at a minimum or once monthly.
- Children in Need – minimum 4 weekly
- Children in care matched to permanent carers – minimum 3 monthly;
- Children in care not matched to permanent carers – minimum 6 weekly

In addition, each team will be aware of children who are a high priority due to safeguarding concerns but who are not within these cohorts and Team Managers and Service Managers will need to remain sighted on these as well as any emerging new concerns.

How should children be seen during the outbreak?

During the outbreak and the “lockdown” period routine, close physical contact with children and families may not be possible due to the measures that have been put in place by the government.

This may mean that some children may be seen “at a distance” without entering the family home. This applies to children in foster placements and children's homes as well as those who live in the community with family. Social workers will need to liaise with the placement provider to discuss how best to do this. These visits should be supplemented by telephone and video calls where available. Visits will be recorded as statutory if the social worker is assured that a child is safe.



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Responding to Emergencies

Social Care will continue to respond to emergencies and this may mean that social distancing guidance cannot be followed, an example of this may be a section 47 enquiry where social workers will need to enter the family home, if necessary staff will use personal protective equipment provided.

Family time/Contact for Children in Care

Where social workers are assured that children in care are safe contact will be alternative means (skype, facetime, etc). All face to face contact is suspended for the next seven days.

Children's meetings

Meetings for individual children will not be cancelled but instead will be held virtually by phone, email etc.

This includes (but is not limited to):

- PLO meetings
- Core Groups
- CIN Reviews
- LAC reviews
- CP conferences
- Legal Gateway Panel
- Case supervision

Other professionals involved with families should also continue and make provision to be involved in these meetings by phone.

Responding to referrals

- Referrals will be responded to in the usual way by the Integrated Front Door.
- Each locality will need to maintain sufficient staffing to respond to new referrals and it is permissible for "duty teams" to be office based until such a time as a direction is given that offices must be closed. However social distancing should apply in offices.
- New assessments will be prioritised in relation to the level of concern or risk.
- Where a visit is needed to the family the guidance in respect of CIN and CP visits should be followed

7. Safeguarding Clusters (currently not applicable)

During COVID19 All Saints' are aware that there may be a situation whereby All Saints' hosts as a cluster school or whereby All Saints' pupils will be educated off site at a cluster neighbouring school.

All Saints' maintains that in the event of a collaborative cluster school operation All Saints' will uphold the principles in Keeping children safe in education (KCSIE) and this Safeguarding Policy.

If All Saints' is to act as a host cluster hub, we will continue to provide a safe environment and keep children safe. All Saints' will adhere to our Safer Recruitment Policy and ensure staff and volunteers have been appropriately. All Saints' will continue to update our single central record with any changes to staff



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and/or volunteers. In addition, All Saints' will carry out risk assessments as required and record and action.

If All Saints' is to act as a host cluster hub, where possible, will ensure that we have a trained first aid responder and fire drill coordinator onsite. Our first aid responder is Michelle Atkinson our fire officer is Richard Smith.

In the event of All Saints' becoming a host cluster hub we will ensure that any transferred staff from other schools understand and receive an induction training into our inhouse fire drill, evacuation, lockdown and first aid procedures.

All Saints' will continue to have a fire drill every term and our fire drill assembly point is in the Key Stage 2 playground.

8. Keeping Children Safe in Education

This Annex has been drafted to ensure that All Saints' continues to have regards to Keeping Children Safe in Education.

The way in which All Saints' is currently operating in response to COVID-19 is fundamentally different to how we would normally operate, however, a number of important safeguarding principles remain the same:

- The welfare of children remains All Saints' key priority;
- The best interests of children will always continue to come first;
- If anyone in All Saints' has a safeguarding concern about any child, they will continue to act and act immediately;
- A DSL or deputy will be available, either onsite or remotely;
- Unsuitable people will not be allowed to enter the children's workforce and/or gain access to children;
- Children will continue to be protected when they are online.

All Saints' has adopted a whole school approach to safeguarding including policy updates in response to COVID-19. All Saints' is not weakening its approach to safeguarding or undermining our child protection policy, but is tightening procedure to represent current working practice in context to COVID19.

All policies are reviewed regularly by the senior leadership team and governing body and are being updated accordingly. Any updates made are subsequently cascaded to staff to shape best safeguarding practice.

9. Attendance

All Saints' is following the **Coronavirus (COVID-19): attendance recording for educational settings** – updated 26 March 2020.

In the case of social worker involvement, All Saints' will liaise where necessary with the child's social worker to agree with the families whether the child in need should be attending the education provision



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provided. In all circumstances where a vulnerable child does not take up their place at school or discontinues the All Saints' will notify their social worker immediately where contact has been unsuccessful.

If a child who is expected in school fails to attend, it will be followed up in accordance to All Saints' attendance policy and contact will be made with the parent, carer or social worker.

If contact has not been made by 9.30am on that day, this will then be reported to the DSL or Deputy DSL. The DSL will attempt to make contact by telephone and emails where appropriate. Messages will be left and followed up. If contact is unsuccessful a home visit will be arranged by the school or other appropriate agency.

In the case of a home visit being required, a risk assessment will be completed and logged. **The risk of COVID19 will not override** the duty of care the school owe in ensuring the child is safe.

10. Reporting and Monitoring a concern

Whether a child is educated at home, off site at a cluster school or in school, every member of staff and or volunteer hold a duty to report any concern they may have.

All Saints' continues to adhere to the reporting procedures as outlined in our Safeguarding and Child Protection Policy.

If staff have any concern for a child, they will report it immediately to the DSL or Deputy DSL. All Saints' in response to COVID19, have a dedicated safeguarding and child protection team available to ensure that there is always someone available to record and action a concern. This ensures due-diligence and accountability when reporting and referring.

Increased risk in safeguarding

Families will be under immense pressure at the moment and not every home will be a place of safety for the child. Some children will be living in a confined living space and may be witnessing or be subject to an abusive household situation.

Due to an increase strain on families both financially and emotionally, in response to COVID19, there is an increased requirement for safeguarding vigilance, reporting and monitoring.

Children's services may be working at a reduced capacity which will mean there is an additional prominence for persistent referring and the following up of any referrals made.

The local children's service contact details are:

01274 435600

It is important that in response to COVID19 a concern is not disregarded and is followed up and there is evidence of any action that has been taken.

When a referral is made the DSL or Deputy DSL will follow this up and action appropriately.



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In response to COVID19 it is appreciated that staff will be working at a stretched capacity, All Saints' have therefore implemented a dedicated safeguarding and child protection team whose role is to check and ensure any reports have been actioned and are being monitored efficiently.

11. Safeguarding Training and Staff induction

All existing All Saints' staff have undertaken safeguarding training and have read part 1 and Annex A of Keeping Children Safe in Education (KCSIE). All Saints' is monitoring any updates or changes to Government guidance and/or local arrangement and are cascading this to all staff and or volunteers. All Saints' has implemented a robust reporting system in place during COVID19 to ensure remote reporting is accessible and the variation in operation is taken into consideration.

Where new staff are recruited, or new volunteers enter the school, All Saints' will provide them with a safeguarding induction.

All Saints' will make all staff and volunteers aware of this Annex to the Safeguarding and Child Protection Policy.

All Saints' understands that in response to COVID19 there may be movement of staff between cluster schools temporarily. On a case-by-case basis All Saints' will assess the level of safeguarding induction required.

All Saints' understand that every individual school will adhere to their own safeguarding and child protection policy and in most cases the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements. However, it is important than when operating a cluster school model there is a clear, mutual comprehension of how to keep children safe in each individual setting.

12. Children Moving Schools

All Saints' fully understands that in response to COVID19 pupils may have to attend another school setting. All Saints' will provide, wherever reasonably possible, (in accordance to the Information Sharing Policy) the receiving institution with any relevant welfare and child protection information.

In the case of one of our pupils, who is a looked after child, attends a cluster school offsite, the move will be managed by our Headteacher who will hold ultimate responsibility and act as the Virtual School Headteacher. See contact details above.

All Saints' will ensure that in a case of one of our pupils is to be educated at a cluster school offsite, we will make the receiving school aware of the reason the child is vulnerable and any arrangements which are currently in place to support them.

If possible, before our pupil moves to a cluster school, All Saints' will **securely** give the receiving school access to the vulnerable child's:

- EHC plan;



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- Child in need plan;
- Child protection plan:
- For looked-after children, their personal education plan;
- Social worker details;
- Virtual School Headteacher with responsibility details.

In addition to the above, All Saints' will ensure that any additional information relevant to the child, including medical condition and allergies, are logged and registered appropriately. Any medication which the child takes will be stored and handled in accordance with the All Saints' first aid policy.

In the case that the information is unable to be transferred before arrival, All Saints' will **securely** send the information as soon as is reasonably practicable, in any case no later than 2 days upon arrival.

All Saints' will ensure, where it is practical, that any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs coordinators/named individual with oversight of SEN provision for children with EHC plans.

All Saints' will continue to have appropriate regard to data protection and GDPR. We will share information for the purposes of keeping children safe.

In the event of a child being educated offsite, any information or concerns will be recorded on our safeguarding system and a copy securely given to the receiving school DSL.

In the event that All Saints' becomes the host cluster school we will continue to follow our own internal safeguarding and child protection policy and procedures in keeping children safe. All Saints' will request that as above any information relating to a child that is not a pupil at All Saints' is to be transferred securely to our DSL or Deputy DSL, where practical prior to the child's arrival onsite. It is important that key contact and medical details are up to date for transferring children.

A risk assessment will be implemented and maintained for any new information received. In the event of clustering, All Saints' will continue to have an open line of communication between the cluster school to ensure there is a clear line of reporting and escalation if necessary, to keep children safe.

In the event of clustering and if practical, there will be meetings taking (virtual or in person) place to address the needs and possible changing needs of the child.

13. Safer Recruitment, Volunteers and Movement of Staff

All Saints' continues to follow the Safer Recruitment Policy to ensure that people who are unsuitable are not allowed to enter the school in order to gain access to children. If All Saints' recruits new staff or volunteers, we will uphold our Safer Recruitment practice, taking into account Part 3 of Keeping Children Safe in Education.

In response to COVID-19, the Disclosure and Barring Service (DBS) have implemented COVID19: Changes to DBS ID checking guidelines – 24 March 2020 which minimises the need for face-to-face contact.

With the COVID19 altered provision in place children could be at greater risk of abuse from staff or volunteers. Any concern will be reported immediately.



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If All Saints' utilises volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of Keeping Children Safe in Education.

Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in our school especially those in regulated activity.

In the case of a cluster school, All Saints' will ensure that the temporarily transferring member of staff's DBS record is inspected. A record will be made and upheld on All Saints' single central record. The single central record will also be used to log details of any risk assessments carried out on volunteers and staff temporarily transferring from another school.

The Government have issued guidance, contained in **Coronavirus (COVID-19): guidance on vulnerable children and young people** - Updated 27 March 2020; that a workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the care of children.

If All Saints' is the receiving institution for a cluster school, we will risk assess all members of staff transferred. Where possible new checks will be undertaken but if not possible, an assurance from the current employer will be received and recorded in writing.

All Saints' will ensure that even with the cluster school arrangement it will be aware, on any given day, which staff/volunteers will be in the school and to ensure that appropriate checks have been carried out and photographic proof of identity will be held.

Any staff or volunteer new to All Saints' will complete a safeguarding induction.

14. Allegations or concerns about staff

All Saints' will continue to adhere to the whistle blowing policy. All Saints' understands the importance of maintaining the view that 'it can happen here'.

If necessary, All Saints' will make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of Keeping Children Safe in Education and the Teacher Regulatory Agency **Teacher Misconduct: referring a case – updated 28 March 2014**

During the COVID-19 period all referrals should be made by emailing:

Misconduct.Teacher@education.gov.uk

15. New staff or volunteers

In the event of a cluster school and All Saints' being a host school, it is important that every new member of staff or volunteer read this policy and undertake a safeguarding induction with the DSL or other appointed person prior to starting.

It is important that new members of staff or volunteers, even if working in another setting and only temporarily transferring over, are familiar with the reporting procedure and staff code of conduct at All Saints'.

In the case of staff or volunteers transferring to All Saints' evidence and confirmation will be sought from the home school of:



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- Safeguarding training;
- Photo identification;
- Confirmation they have read policy and procedure including KCSIE part 1 and Annex A;
- DBS check, especially where it is a regulated activity;
- Risk assessment in place;
- Contact details.

All Saints' will ensure that any changes will be updated on the single central record immediately.

16. Mental Wellbeing

At this unprecedented time staff, pupils, parents and carers may be experiencing severe stress and anxiety. Everyone reacts differently to events and changes in the way that we think, feel and behave vary between different people and over time.

Teachers should be aware of this in setting expectations of pupils' work where they are at home and/or on site. Equally taking into consideration their own working arrangements and workload.

Mental health issues can bring about changes in a young people's behaviour or emotional state which can be manifested in a range of different ways, and that can be an indication of an underlying problem. Staff will have special consideration for:

- Emotional state (fearful, withdrawn, low self-esteem);
- Behaviour (aggressive or oppositional; habitual body rocking);
- Interpersonal behaviours (indiscriminate contact or affection seeking, overfriendliness or excessive clinginess; demonstrating excessively 'good' behaviour to prevent disapproval; failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed; coercive controlling behaviour; or lack of ability to understand and recognise emotions).

To support parents and carers, pupils and staff, All Saints' will take into consideration the below factors:

- The importance on how to connect with and support others;
- The importance of voicing concerns;
- How to handle worries and concerns and coping strategies;
- The importance of physical wellbeing;
- The importance of sleep;
- Managing media and information;
- Understanding the facts;
- Focusing on positives and goal setting;
- Keeping an active mind;
- Worries about health and finance;
- Routine.

In response to COVID19, All Saints' currently has a class email system for contacting individual class teachers as well as the main office email for general enquiries.

17. Peer on peer abuse



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In response to COVID19 closure or partial closure All Saints' recognise that there is could be an increased opportunity for peer-on-peer abuse to take place, particularly through online contact. All Saints' will continue to remain vigilant to signs and symptoms of such abuse taking place.

All Saints' has completed a risk assessment for an off and onsite education provision and continue to adhere to and follow Part 5 of Keeping Children Safe in Education.

Special consideration has been given to, but not limited to:

- Children educated off site;
- The use of the internet;
- Children being educated in mixed age groups;
- Increased vulnerabilities during this time.

All pupils at All Saints' are aware who to speak to if they have a concern using the contact details contained in section 19 of this Annex.

18. Online Safety in Schools

Many pupils will have an increased use of the internet in response to COVID19 which may put them at an increased risk. All Saints' will continue to provide a safe online working environment for our pupils.

All Saints' continues to operate an appropriate firewall, filtration and monitoring system. Staff are trained and are aware of the signs and signals of cyberbullying and other online risks.

Any technical problems should be referred to the office through the usual channels.

In response to COVID19, our Governing Body will be reviewing our online safeguarding procedures in accordance with the 'Online safety in schools and colleges: Questions from the Governing Board' – updated 2 November 2016. <https://www.gov.uk/government/publications/online-safety-in-schools-and-colleges-questions-from-the-governing-board>

All Saints' has taken guidance from the UK Safer Internet Centre to keep children safe whilst online.

19. Online Safety away from School

When asking our pupils to work online All Saints' places the child's safety at the highest priority.

All Saints' recognises that in response to COVID19 the majority of pupils will not physically be attending school. This increases their vulnerability and online safeguarding risk factors. All Saints' staff will be extra vigilant during remote interactions with pupils and report any concerns they may have in accordance with All Saints' reporting system and Safeguarding and Child Protection policy. Where necessary, concerns will be referred to social services and if required the police. Staff and volunteers will be made aware of the importance of keeping themselves safe online.

All Saints' ensure that any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements.

20. Staff



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Where possible, school staff and pupils should work from home using remote access to shared documents using their school Office 365 log-in details. This will limit the risk to the child and reputational damage to the school and staff.

For staff, All Saints' adopts the same principals for online learning as is set out in our staff behaviour policy or code of conduct. In response to COVID19 All Saints' has implemented an online face-to-face teacher protocol.

This includes, but is not limited to:

- Acceptable use of technologies;
- Staff pupil/student online relationships;
- Communication, including the use of social media;
- Minimum expectations;
- Online safety;
- Essential rules for remote teaching;
- SENCO and pastoral care team;
- Subject leaders and tutors;

Pupils, Parents and Carers

- For pupils, parents or carers, All Saints' adopts the same principals for online home learning as set out in the pupil behaviour policy.
- Parents and Carers at All Saints' will be provided with links to lists of support services including:
 - **Internet matters** - for support for parents and carers to keep their children safe online
 - **London Grid for Learning** - for support for parents and carers to keep their children safe online
 - **Net-aware** - for support for parents and careers from the NSPCC
 - **Parent info** - for support for parents and carers to keep their children safe online
 - **Thinkuknow** - for advice from the National Crime Agency to stay safe online
 - **UK Safer Internet Centre** - advice for parents and carers

All Saints' appreciates that not every child will have access to computer or internet facilities in the home. All Saints' will ensure that age appropriate resources are sent to any child who cannot access an online provision. In the case whereby a child is unable to access online facilities and in accordance with the risk rating system, the child will be contacted daily with a welfare call.

Children are able to report any concerns they have online back to the school using the details contained in section 19 of this Annex.

Help and Support for Home Learning

General enquiries: office@allsaintsilkeley.bradford.sch.uk

Class emails:

RW@allsaintsilkeley.bradford.sch.uk



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RAW@allsaintsilkley.bradford.sch.uk

1KS@allsaintsilkley.bradford.sch.uk

1F@allsaintsilkley.bradford.sch.uk

2M@allsaintsilkley.bradford.sch.uk

2B@allsaintsilkley.bradford.sch.uk

4S@allsaintsilkley.bradford.sch.uk

4H@allsaintsilkley.bradford.sch.uk

4E@allsaintsilkley.bradford.sch.uk

6F@allsaintsilkley.bradford.sch.uk

6B@allsaintsilkley.bradford.sch.uk

6T@allsaintsilkley.bradford.sch.uk

For parents, carers and pupils

All Saints' has ensured that both parents and pupils have an open line of communication with the school.

All Saints' emergency contact details: office@allsaintsilkley.bradford.sch.uk

Red phone: 07599 784501

All children have been made aware how to report a concern remotely and have also been issued with the ChildLine contact details.

ChildLine: 0800 1111 who are operating a 9am – Midnight service in response to COVID19.

UK Safer Internet Centre: <https://reportharmfulcontent.com/report/>

CEOP: <https://www.ceop.police.uk/ceop-reporting/>

Police: 999 if the child is in immediate danger.

Staff

All Saints' has ensured that there is an open communication line for all staff. This takes place via regular emails and phone calls.

General

The Department for Education COVID-19 helpline:

Email: DfE.coronavirushelpline@education.gov.uk

Telephone: 0800 046 8687

Lines are open Monday to Friday from 8am to 6pm and weekends 10am to 4pm.

Young Minds Crisis Messenger: 85258 – free text service for 24/7 support

NSPCC Helpline:

Phone: 0808 800 5000

Email: help@nspcc.org.uk

Mind: www.mind.org.uk



Safeguarding and Child Protection Policy

References

- Coronavirus (COVID-19): guidance on vulnerable children and young people - Updated 27 March 2020
- Guidance for schools about temporarily closing - Updated 27 March 2020
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers - Published 27 March 2020
- COVID-19: Changes to DBS ID checking guidelines – 24 March 2020
- Questions from the Governing Board – updated 2 November 2016.
- Keeping Children Safe in Education
- Working Together to Keep Children Safe
- Teacher Misconduct: referring a case – updated 28 March 2014
- NSPCC Lone Working Guidance – Published 30 September 2019
- CEOP
- UK Safer Internet Centre
- Safer Recruitment Policy
- Attendance Policy
- Whistle Blowing Policy
- First aid policy
- Staff behaviour policy – code of conduct
- Pupil behaviour policy