

**Willow Primary Academy (Including Piper Centre)**

**Safeguarding and Child Protection Procedure – Condensed**

Willow Primary Academy’s Safeguarding Team

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| Name |  | Role | Contact details |
| Nikki Hendry |  | Designated Safeguarding Lead and Family Welfare Officer | 01452 526442 (option 4)  [Nikki.hendry@willow.sandmat.uk](mailto:Nikki.hendry@willow.sandmat.uk) |
| Pete Hales |  | Deputy Designated Safeguarding Lead | 01452 526442  [Pete.hales@willow.sandmat.uk](mailto:Pete.hales@willow.sandmat.uk) |
| Debra Arthur |  | Deputy Designated Safeguarding Lead and Family Welfare Officer | 01452 526442 (option 2)  [Debra.arthur@willow.sandmat.uk](mailto:Debra.arthur@willow.sandmat.uk) |
| Mandy Walton |  | Piper Centre Manager and Deputy Designated Safeguarding Lead | 01452 526442  [Mandy.walton@willow.sandmat.uk](mailto:Mandy.walton@willow.sandmat.uk) |
| Carly Tonks |  | Deputy Headteacher and Deputy Designated Safeguarding Lead | 01452 526442  Carly.tonks@willow.sandmat.uk |

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| Gloucestershire Children Social Care | 01452 426565 |
| Paige Wilkinson- SAND Lead of Safeguarding | **07721674638** |
| Police (Non emergency) | 101 |

Designated Safeguarding Lead works throughout the year and Lead of Safeguarding works throughout the year and can be contactable on-**07721674638**

**If a child discloses a safeguarding issue to you, you should:**

1. Listen to and believe them. Allow them time to talk freely and **do not ask leading questions or rephrase questions which may alter what the child says**
2. Never ask a child ‘why’ something happened as this can infer blame
3. Stay calm and do not show that you are shocked or upset
4. Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
5. Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
6. Write up your conversation as soon as possible in the child’s own words. Stick to the facts, and do not put your own judgement on it
7. Sign and date the write-up and pass it on to the DSL (put on CPOMS- <https://sandmat.sharepoint.com/:w:/r/sites/Willow/Shared%20Documents/Staff%20Information%20Area/Safeguarding/CPOMS-Protocol%20(1).docx?d=wb7837073bba7486f91119777ecd87a1e&csf=1&web=1&e=GaP71W>
8. Alternatively, if appropriate, make a referral to children’s social care and/or the police directly, and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process
9. If a child is at significant risk of harm or has been harmed then please never delay passing on a safeguarding concern-always in a timely manner and do not let not being able to access a computer be a barrier-speak to a DSL/DDSL
10. Recording information and not asking leading questions is really important as this information may be used in court (always ensure you write it up not asking another member of staff to write it up on your behalf).

Follow up and escalate if you felt that this concern was not dealt with in a timely manner

You have a concern about a child

Speak to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead and put the concern on CPOMS (Students and MDSA to go directly to DSL/DDSL)

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| --- | --- |
| **Safeguarding role of school staff** | |
| Recognise |  |
| Respond |  |
| Investigate | X |
| Attempt to resolve | X |

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1.1. SAND Academies Trust aims to ensure that:

1.1.1. Appropriate action is taken in a timely manner to safeguard and promote children’s welfare

1.1.2. All staff are aware of their statutory responsibilities with respect to safeguarding

1.1.3. Staff are properly training in recognising and reporting safeguarding issues

*1.1.4.* All staff to be aware of and to follow the 3 core principles set out in Ofsted safeguarding policy (2017-2022): ‘- *Children and students first, independence, accountability and transparency’.*

1.1.5. We create nurturing and safe educational environments where our students feel able to express their thoughts and feelings.

# Definition

**Safeguarding and promoting the welfare of children** means:

Protecting children from maltreatment

Preventing impairment of children’s mental and physical health or development

Ensuring that children grow up in circumstances consistent with the provision of safe and effective care

Taking action to enable all children to have the best outcomes

Children includes everyone under the age of 18.

The following 3 safeguarding partners are identified in Keeping Children Safe in Education

(and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:

The local authority (LA)

A clinical commissioning group for an area within the LA

The chief officer of police for a police area in the LA area

# Roles and responsibilities

Safeguarding and child protection is everyone’s responsibility. This policy applies to all staff, volunteers and governors in the school and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended school and off-site activities.

# Confidentiality

Timely information sharing is essential to effective safeguarding

Consideration should always be given as to which members of staff are deemed necessary to share safeguarding information with. This may result in sharing limited or partial information as required

Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children

The Data Protection Act (DPA) 2018 and UK GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe

If staff need to share ‘special category personal data’, the DPA 2018 contains ‘safeguarding of children and individuals at risk’ as a processing condition that allows practitioners to share information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk

Staff should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child’s best interests

. The government’s information sharing advice for safeguarding practitioners includes 7 ‘golden rules’ for sharing information, and will support staff who have to make decisions about sharing information

If staff are in any doubt about sharing information, they should speak to the lead of safeguarding, designated safeguarding lead (or deputy)

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Never ask a child ‘why’ something happened as this can infer blame

Stay calm and do not show that you are shocked or upset

Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner

Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret

Write up your conversation as soon as possible in the child’s own words. Stick to the facts, and do not put your own judgement on it

The concern needs adding to CPOMS

Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children’s social care and/or the police directly (see 7.1), and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process

Depending on the severity or the nature of the disclosure you may need to agree a plan of action with your DSL / LOS

## Allegations of abuse made against other pupils

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”, as this can lead to a culture of unacceptable behaviours and an unsafe environment for pupils.

We also recognise the gendered nature of child-on-child abuse. However, all child-on-child abuse is unacceptable and will be taken seriously.

Most cases of pupils hurting other pupils will be dealt with under our school’s behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

Is serious, and potentially a criminal offence

Could put pupils in the school at risk

Is violent

Involves pupils being forced to use drugs or alcohol

Involves sexual exploitation, sexual abuse or sexual harassment, such as

indecent exposure, sexual assault, up skirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes)

## Procedures for dealing with allegations of child-on-child abuse

If a pupil makes an allegation of abuse against another pupil:

You must record the allegation and tell the DSL, but do not investigate it

The DSL will contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence

The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed

The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

# Complaints and concerns about school safeguarding policies

**Complaints against staff** - Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff.

## **Other complaints**

For complaints relating to pupils, then these should be addressed with the DSL or Deputy DSL

For complaints relating to premises, these should be addressed with the DSL and the SAND Premises Lead

Early years providers should take account of requirements related to complaints set out in the safeguarding and welfare section of the statutory framework for the Early Years Foundation Stage (paragraph 3.75).

# Record-keeping

We will hold records in line with our records retention schedule.

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the DSL.

Records will include:

A clear and comprehensive summary of the concern

Make no reference to personal opinion or judgement. Records will be factual information only

Details of how the concern was followed up and resolved

A note of any action taken, decisions reached and the outcome

Concerns and referrals will be kept in a separate child protection file for each child.

Any non-confidential records will be readily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

Safeguarding records relating to individual children will be retained for a reasonable period of time after they have left the school.

Safeguarding records which contain information about allegations of sexual abuse will be retained for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry.

If a child for whom the school has, or has had, safeguarding concerns moves to another school, the DSL will ensure that their child protection file is forwarded promptly and securely, and separately from the main pupil file. In addition, if the concerns are significant or complex, and/or social services are involved, the DSL will speak to the DSL of the receiving school and provide information to enable them to have time to make any necessary preparations to ensure the safety of the child.

All staff within the trust are trained in confidentiality and any breach of this would be dealt with under the Conduct policy.