

Sheringham Woodfields School



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SAFEGUARDING POLICY

Approved by SMT: 5 th January 2018	Approved by Staff: 10 th January 2018	Approved by Governors: 17 th January 2018
Next Review date: Spring 2019	Person(s) responsible for review: SLT	

WHOLE SCHOOL POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

Sheringham Woodfields School

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

We recognise the expertise our employees bring by undertaking safeguarding training and managing safeguarding concerns on a daily basis. We therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our Staff Code of Conduct and Staff Handbook. In addition, all staff are provided with Part One of the statutory guidance 'Keeping Children Safe in Education', DfE (2016).

This policy will be reviewed in full by the Governing Body on an annual basis

CONTENTS

Page:

3	Purpose & Aims
3	School Ethos
4	Roles & Responsibilities
6	Training & Induction
7	Procedures for Managing Concerns
9	Working with Parents & Carers
9	Child Protection Conferences
10	Recording & Information Sharing
10	Safer Recruitment
11	Safer Working Practice
11	Managing Allegations against Staff
12	Other relevant policies
12	Statutory Framework
13	Assessing unknown adults
13	Using trackers to support our pupils
Appendices	
1	Recording form for reporting concerns
2	Induction checklist for staff & volunteers
3	Safeguarding Referral Procedures 2012
4	Information in connection with the LADO
5	School Code of Conduct

1. PURPOSE & AIMS

1.1 The purpose of Sheringham Woodfields 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.

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 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeat occasions. The Attendance Lead is also the Designated Safeguarding Lead, ensuring we are able to effectively monitor all persistently absent pupils and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

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

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. 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.

2.2 Everyone who comes into contact with children and their families has 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 and provide help for children to prevent concerns from escalating. All staff are advised to maintain an attitude of '**it could happen here**' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

2.3 All staff and regular visitors will, through training and 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.

2.4 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. The curriculum covers all aspects of personal safety, stranger danger, our bodies and e-safety. We have strong links with the local community policing team who provide additional support and guidance as required in connection with 'staying safe' activities.

2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2015) and [Norfolk Safeguarding Children Board procedures](#).

All staff are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned.

3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Designated Safeguarding Lead	Nicola Stewart	Ext 103 senco@sheringhamwoodfields.norfolk.sch.uk Office is within the main school office
Alternate DSL	Matthew Smith	Ext 104 manager@sheringhamwoodfields.norfolk.sch.uk Office is off the main corridor next to the male and female changing rooms that link onto the hall
Alternate DSL	Rebecca Tate	Ext 134 deputy@sheringhamwoodfields.norfolk.sch.uk Office next to the ball pool room / Dolphins
Headteacher Alternate DSL	James Stanbrook	Ext 136 head@sheringhamwoodfields.norfolk.sch.uk Office is off the main corridor, next to the staff room
Named Safeguarding Governor	Carole Fields / Tim Groves	Tel: 01263 822169
Chair of Governors	Carole Fields	Tel: 01263 822169

For the 17/18 Academic Year, Nicola Stewart will be on leave for some of it. During this time, Rebecca Tate will take on the role of Lead DSL.

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 policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.

The Governing Body

3.2 The Governing Body of Sheringham Woodfields 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 (see above).

3.3 The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures;
- The school contributes to inter-agency working in line with in line with Working Together to Safeguard Children (2015);

- A senior member of staff from leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is a deputy DSL(s) who is a appropriately trained member to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;
- All staff undertake appropriate child protection training that is updated annually and on-line safety training;
- 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);
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 The governing body will receive a safeguarding report annually 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 Sheringham Woodfields School the Headteacher is responsible for:

- Identifying a member of the senior leadership team to be the Designated Safeguarding Lead for safeguarding (DSL);
- Identifying an alternate members of staff to act as the Designated Safeguarding Lead for safeguarding (DSL) in his/her absence;
- Ensuring that policies adopted by the governing body are fully implemented and followed by all staff;
- 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 the LADO in the event of an allegation of abuse being made against a member of staff.

The Designated Safeguarding Lead

3.6 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 their role in accordance with the responsibilities outlined in Annex B of *‘Keeping Children Safe in Education’*.

3.7 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child’s safety or welfare will be recorded in writing and given to the DSL.

3.8 During term time the designated safeguarding lead and or a deputy will always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. If in *exceptional* circumstances, a DSL is not available on the school site in person, we will ensure that they are available via telephone and any other relevant media.

3.9 The DSL at Sheringham Woodfields School will represent our school at child protection conferences and core group meetings. 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, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

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

3.11 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They 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 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 along with the staff code of conduct, Part one and Annex A of '*Keeping Children Safe in Education*' and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. All staff are expected to read these key documents. They will also be provided with the recording form, given information on how to complete it and who to pass it to.

4.2 Every new member of staff or volunteer will receive safeguarding training during their induction period within 6 weeks of joining the school. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children. Staff will also receive on-line safety training as this is part of the overarching safeguarding approach of our school.

4.3 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of '*Keeping Children Safe in Education*'. In order to achieve this we will ensure that:

- all members of staff will undertake appropriate safeguarding training on an annual basis in accordance with Norfolk Safeguarding Children Board advice and we will evaluate the impact of this training;
- all staff members receive regular safeguarding and child protection updates (for example, via email, weekly staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;
- unrestricted access to all school policies and procedures via the schools Confidential Server;
- completion of a Childcare Disqualification declaration on an annual basis;

4.4 All regular visitors, temporary staff 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). Temporary staff and volunteers will also be expected to undertake all necessary Safeguarding and Vetting checks and will also receive a copy of this policy, our Code of Conduct and Keeping Children Safe in Education (2016) Part One.

4.5 The DSL, the alternate designated member(s) 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. The DSL and alternate will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, DSL will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role by accessing e-courier information sheets and disseminating national and local updates to staff as appropriate. DSL's also attend Local Safeguarding Children's Groups where appropriate and help inform/support the work of the Norfolk Critical Incidents Team.

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](#).

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, Annex A of '*Keeping Children Safe in Education*' (2016) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Norfolk Safeguarding Children Board at www.norfolklscb.org and within the Safeguarding Section of the Norfolk Schools website: <http://www.schools.norfolk.gov.uk/safeguarding>.

5. PROCEDURES FOR MANAGING CONCERNS

5.1 Sheringham Woodfields School adheres to child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Board (NSCB). Where we identify children and families in need of support, 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 DSL is not available, the alternate DSLs should be contacted regarding any concerns.

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.

All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.4 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. 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. The school will also ensure a DSL is present within the school.

5.5 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 concerns should be reported within 30

minutes. Where possible, referrals should be made via the online form here:

<http://w.pfrms.co/5xisl>

5.6 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.

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

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

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 (Details contained within Appendix 2). 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.

5.13 We recognise that our 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;
- communication barriers and difficulties in overcoming these barriers.

5.14 At Sheringham Woodfields 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 Sheringham Woodfields 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;
- An alternative DSL has also received Prevent training;
- 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;

6. WORKING WITH PARENTS & CARERS

6.1 Sheringham Woodfields 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 available on the school website. 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.

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.

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 Children's Services. 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 which is available in Appendix 1 or can be accessed online here (<http://w.pfrms.co/5xisl>). 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; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the school roll to home educate, the school will make arrangements to pass any safeguarding concerns to the Services to Home Educators Team within Norfolk County Council.

In some cases there may be a need to share information from these files with post-19 providers even though they are not controlled by the local authority. Before any such information is transferred, the school will need to be able to evidence that sharing this information forms part of the schools safeguarding role. The school will consider the timeliness, relevance, outcomes of investigations and nature of concern(s). At all times the school will work in the best interest of the young person. Advice will be sought from NCC before any such transfers are made.

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'*, DfE (2016).

9.2 At Sheringham Woodfields 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 Register of all safer recruitment checks carried out in line with statutory requirements.

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 which is covered within the Behaviour Policy. There will be occasions 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 who have accessed Norfolk Steps training will be kept by the Headteacher.

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. However, it's the school aim to ensure that said lone working does not take place. The majority of school doors have a clear viewing panel in them.

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'](#) (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 Children Board Protocol: Allegations Against Persons who Work with Children](#) and Part 4 of *'Keeping Children Safe in Education'*, DfE (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 e-mail: LADO@norfolk.gov.uk. The telephone number for the LADO Team is 01603 223473. (See Appendix 4).

11.4 If an allegation is made or information is received about any 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. This includes concerns relating to agency and supply staff and volunteers. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that neither the Headteacher nor Chair of Governors is 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. Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

11.7 The School has a legal duty to refer to the Disclosure and Barring Service to anyone who has harmed, or poses a risk of harm, to a child, or if there is 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 these 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 the 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
- Behaviour Management (inc Positive handling)
- Staff Handbook and Staff Code of Conduct
- Preventing Extremism & Radicalisation Policy
- Whistle-blowing
- Attendance
- E-safety
- Health and Safety including site security and First aid
- Harassment and discrimination including racial abuse
- Intimate Care policy and care plans
- Educational visits including overnight stays
- Medication (including the administration of)

13. STATUTORY FRAMEWORK

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

- ['Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children'](#), DfE (2015)
- ['Keeping Children Safe in Education'](#), DfE (2016)
- [Norfolk Safeguarding Children Board](#) procedures
- [Norfolk Safeguarding Children Board Protocol : Allegations Against Persons who Work with Children](#)
- [Guidance for Safer Working Practices 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 (October 2015)

14. ASSESSING UNKNOWN ADULTS

Our aim is ensure we are aware of all adults that interact with our pupils. Our aim is to have the following information to help us better support the work of the school.

- Be clear as to who exactly lives in the household and their relationship and involvement with the parent and individual children by requiring 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);
- Advise parents that 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;
- Try to encourage the involvement of any new partners in schools activities and any assessment such as a Family Support Process;
- Ensure that you share information on all known adults living within a household families with other agencies when necessary e.g. when making a referral to Children's Services.

15. USING TRACKERS TO SUPPORT OUR PUPILS

On occasions the school wishes to be able to support pupils to be able to take part in activities / learning that involves greater risk within the community to better enable them to access the curriculum and support transition. To safeguard said pupils and to ensure they feel safe, we have the equipment and written procedures in place to roll out GPRS trackers if they are deemed suitable and required.

Sheringham Woodfields School will only use a tracker if a pupil chooses/allows us to explore this with them along with the following conditions:

- Parent/Carer consent has been obtained, in accordance with GDPR policy.
- If the pupil has a named social worker, their consent/input has been obtained and a Mental Capacity and Deprivation of Liberties Assessment has been undertaken if required

The school will never force a pupil to wear/use a tracker and will always work with the individual to help them better understand why they are needed and how best to keep themselves safe when within the community.

The school will work closely with any pupils that wish to use a tracker to ensure they are confident in how to use/operate it, call for help and communicate with those on the 'other end'.

For those pupils using a tracker within the community, the school will also make an assessment as to whether or not to submit the necessary paperwork to Norfolk Constabulary in connection with the Herbert/SHAVA Protocol (useful information, which could be used in the event of a vulnerable person going missing). Any such decision would involve the same parties consulted around the use of a tracker.

APPENDIX 1



Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to [Nic Stewart/James Stanbrook/ Bec Tate or Matthew Smith] if they have a safeguarding concern about a child in our school. Please only complete page one of this form.

Full name of child	Date of Birth	Class	Your name and position in school

Nature of concern/disclosure	
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	Did you see it? Yes / No
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:	Date:
Position:	Time:
Your signature:	
Date:	

Action taken by DSL:

Referred to (please circle)?

Attendance Officer Police School Nurse Social Services Connexions Parents LADO Care Connect Other

If other (please detail below):

Parents informed? Yes / No (if no, state reason)

Pupils wishes and feelings (if appropriate)

Feedback given to?

Pastoral team Class Lead Pupil Person who made disclosure Other

Attendance Officer Police School Nurse Social Services Connexions Parents LADO Care Connect Other

If other (please detail below):

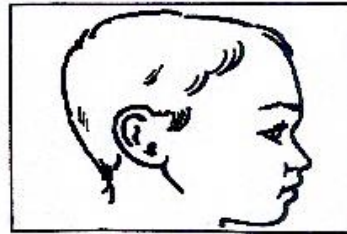
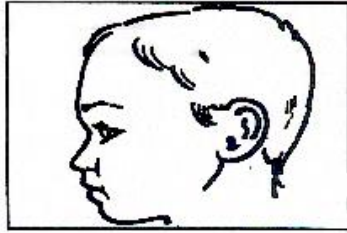
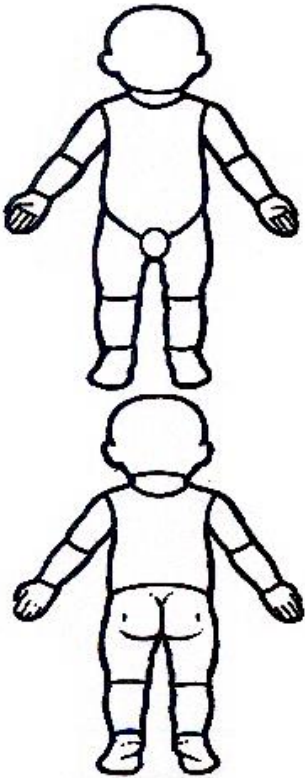
Safeguarding officer full name:

Safeguarding officer signature:

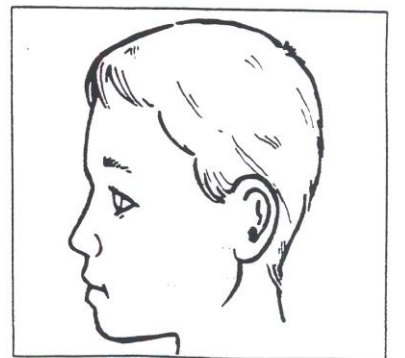
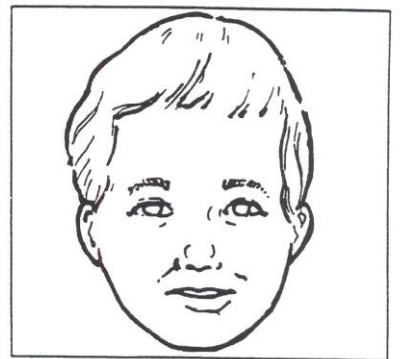
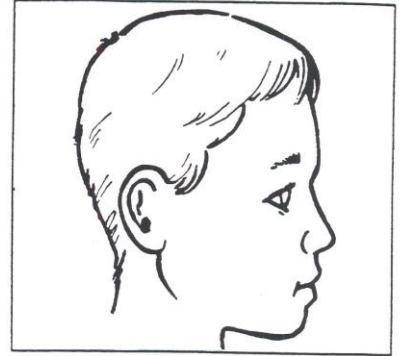
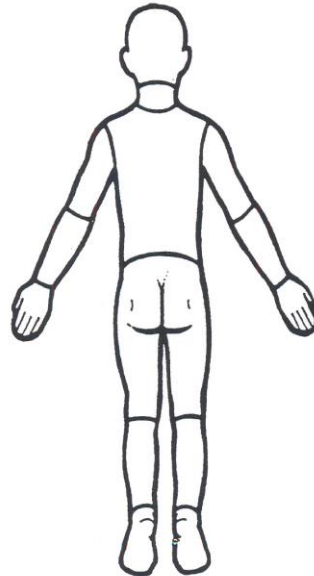
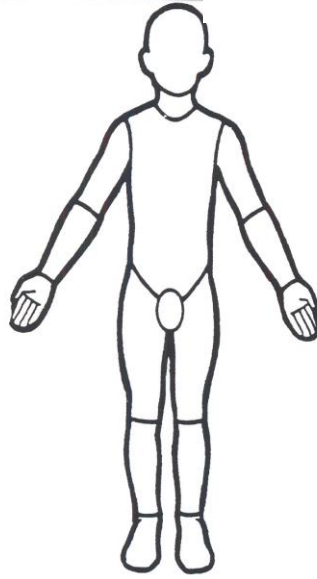
Date:

Body Map

Younger 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 confidential server. 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 Local Authority Designated Officer on 01603 223473.

The people you should talk to in school are:
The school office number is 01263 820520

Designated Safeguarding Lead:

Location of office:
Contact Number:



Nicola Stewart
Within the main school office
Ext: 103

Alternate Designated Lead:

Location of office:

Contact Number:



James Stanbrook
Head Teachers Office – next to staff room on front corridor
Ext: 136

Alternate Designated Lead:

Location of office:
Contact Number:



Matthew Smith
Office opposite hall changing rooms
Ext: 104

Alternate Designated Lead:

Location of office:

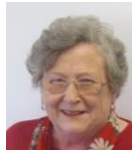
Contact Number:



Rebecca Tate
Office opposite ball pool room / next to Dolphins class
Ext: 134

Chair of Governing Body:

Contact Number:



Carole Fields
01263 822169

At Sheringham Woodfields School we strive to safeguard and promote the welfare of all of our children.

APPENDIX 3
Local Safeguarding Referral Procedures 2012



NHS
NHS Norfolk
NHS Great Yarmouth and Waveney



NORFOLK MASH
Multi-Agency Safeguarding Hub

NSCB 1 Forms
Safeguarding Referral Forms

From 19th March 2012 the Norfolk MASH will undertake the initial receipt and triaging of the NSCB1 forms.

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 or 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 but must only be sent from a secure email address.

The Safeguarding Consultation Line will continue to be provided by Children's Services Area Duty Teams:

CITY & SOUTH OPERATIONAL DIVISION
TEL: 01603 224134

NORTH & EAST OPERATIONAL DIVISION
TEL: 01493 448190

BRECKLAND & WEST OPERATIONAL DIVISION
TEL: 01553 669330



Norfolk County Council



Norfolk Safeguarding
Children Board

Allegations of Abuse made against a person who works with children and young people (up to the age of 18)

All organisations that employ adults to work with children (including volunteers) must have an allegations management procedure in place with a named senior manager.

The named senior manager must contact the Local Authority Designated Officer (LADO) within one working day of receiving an allegation or concern. The manager should not investigate the allegation at this stage.

The LADO will discuss the case with the manager and will oversee to its conclusion.

If you are unsure or require advice contact the LADO for a consultation.

Norfolk County Council Children's Services LADO team can be contacted on **01603 223473**.



APPENDIX 5

School Code of Conduct

INTRODUCTION

The governing body is required to set out a Code of Conduct for all school employees.

In addition to this policy, all staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this policy, Part 2 of the Teachers' Standards - Personal and Professional Conduct.

Employees should be aware that a failure to comply with the following Code of Conduct could result in disciplinary action including dismissal.

2 PURPOSE, SCOPE AND PRINCIPLES

A Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff are expected to observe, and the school should notify staff of this code and the expectations therein. School staff are role models and are in a unique position of influence and trust and therefore must adhere to behaviour that sets a good example to all the pupils within the school. As a member of a school community, each employee has an individual responsibility to maintain their reputation and the reputation of the school, whether **inside** or **outside** working hours.

This Code of Conduct applies to:

- all staff who are employed by the school, including the Headteacher;
- all staff within satellite units that are attached to the school (The Annexe, Woodfields Den, The Hub etc)

The Code of Conduct does not apply to:

- peripatetic staff who are centrally employed by the LA;
- schools meals staff employed by NORSE;
- employees of external contractors and providers of services (including transport staff, bus/taxi drivers, bus/taxi escorts etc)

(Such staff are covered by the relevant Code of Conduct of their employing body – however it is expected that said staff will act professionally whilst on school premises.)

3 SETTING AN EXAMPLE

- 3.1 All staff who work in schools set examples of behaviour and conduct which can be copied by pupils. Staff must therefore avoid using inappropriate or offensive language at all times. Use of such language will not be tolerated.
- 3.2 All staff must, therefore, demonstrate high standards of conduct in order to encourage our pupils to do the same.

- 3.3 All staff must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct. Safeguarding training provided to all staff will cover this area.
- 3.4 This Code helps all staff to understand what behaviour is and is not acceptable.
- 3.5 Do not act in a way that could endanger yourself or others; do not play practical jokes on colleagues, pupils or visitors; do not 'mess around' within the school building or associated annexes.

4 SAFEGUARDING PUPILS

- 4.1 Staff have a duty to safeguard pupils from:
- physical abuse
 - sexual abuse
 - emotional abuse
 - neglect
- 4.2 The duty to safeguard pupils includes the duty to report concerns about a pupil to the school's Designated Senior Professional or an alternative Designated Safeguarding Lead for Child Protection. The Designated Senior Professional is a trained Designated Safeguarding Lead.
- 4.3 The school's Designated Senior Professional is NICOLA STEWART. The alternate Designated Safeguarding Leads are MATTHEW SMITH, JAMES STANBROOK and REBECCA TATE. The named school governor is MRS CAROLE FIELDS
- 4.4 Staff are provided with a copy of the school's Child Protection Policy and Whistleblowing Procedure at the point of induction and staff must be familiar with these documents. Updates to these, and all other school policies, are displayed on the staff room notice board 2 weeks prior to governor approval to allow all staff the opportunity to review said policies and raise queries/changes if necessary.
- 4.5 The school will not tolerate staff who seriously demean or undermine pupils, their parents or carers, or colleagues.
- 4.6 Staff must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. If in doubt at any time, seek advice and support from a member of the leadership team.

5 PUPIL DEVELOPMENT

- 5.1 Staff must comply with school policies and procedures that support the well-being and development of all pupils, taking into account their complex learning needs. Attached to this document are copies of core school policies.
- 5.2 Staff must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of all pupils. The school interacts closely with many external professionals and agencies to ensure our pupils have access to the best possible chances.
- 5.3 Staff must follow reasonable instructions that support the development of pupils.

6 HONESTY AND INTEGRITY

- 6.1 Staff must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.
- 6.2 All staff will be asked to complete a declaration of business interests forms upon joining the school.
- 6.3 Gifts from suppliers or associates of the school must be declared to the Headteacher, with the exception of "one off" token gifts from pupils or parents at the end of term, school year or when a pupil leaves the school. Personal gifts from individual members of staff to students are inappropriate and could be misinterpreted. The school has a mechanism in place to allow class teams to purchase Christmas presents for pupils within their class. See Matthew Smith for more information.

7 CONDUCT OUTSIDE WORK

- 7.1 Staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.
- 7.2 In particular, criminal offences that involve violence or possession or use of illegal drugs or sexual misconduct are likely to be regarded as unacceptable and will be dealt with accordingly.
- 7.3 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. All staff are expected to abide by the schools e-safety code of best practice. This is reviewed and signed annually by all staff, usually in September.
- 7.4 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school nor be to a level which may contravene the working time regulations or affect an individual's work performance. The school does recognise that many staff provide respite support to pupils and their families.
- 7.5 Staff must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. In short, anything in connection with the school must not be posted on social network sites. Failure to comply will result in the school having to take action.

8 CONFIDENTIALITY

- 8.1 Where staff have access to confidential information about pupils or their parents or carers, staff must not reveal such information except to those colleagues who have a professional role in relation to the pupil/student.
- 8.2 All staff are likely at some point to witness actions which need to be confidential. These actions need to be reported and dealt with in accordance with the schools safeguarding policy. It must not be discussed outside the school, including with the pupils, parent or carer, nor with colleagues in the school except with a member of the schools Leadership team.
- 8.3 However, all staff have an obligation to share with the school's Designated Safeguarding Lead any information which gives rise to concern about the safety or

welfare of a pupil. Staff must **never** promise a pupil that they will not act on information that they are told by the pupil/student.

9 DISCIPLINARY ACTION

- 9.1 All staff need to recognise that failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal as per the schools disciplinary policy and procedure.

School policies that should be read in conjunction with this code of conduct:

- Safeguarding
- Behaviour Management
- Respect, Dignity and Confidentiality
- Teaching and Learning
- Health and Safety
- Intimate care / touch policy



SHERINGHAM WOODFIELDS SCHOOL
HOLT ROAD
SHERINGHAM
NORFOLK
NR26 8ND

CAROLE FIELDS
Chairs of Governors

JAMES STANBROOK
Head Teacher

Telephone: 01263 820520
Fax: 01263 820521
email: office@sheringhamwoodfields.norfolk.sch.uk
Website: www.sheringhamwoodfields.norfolk.sch.uk

Registered Charity: The Friends of Sheringham Woodfields 1127142

Childcare (Disqualification) Regulations 2009- Staff Declaration

In an update to the statutory guidance “Keeping Children Safe” (DfE 2016) the Department for Education made it clear that the Childcare (Disqualification) 2009 Regulations apply to school settings as well as to childcare settings.

This means that, in order to comply with the Childcare (Disqualification) Regulations 2009, the school must ensure that staff are not disqualified from working with children who have not yet reached the age of 8.

All staff (including new appointees) must complete the declaration below. This will provide confirmation that staff are not disqualified under the Childcare (Disqualification) 2009 Regulations from working with children.

The school is compelled to ask for the information, which is separate from any other information already provided (e.g. DBS check) and staff must complete the form with accurate information.

If a member of staff is disqualified, there may be an impact on their ability to remain working with the relevant age group. A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED.

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

Name	Post
Please circle one option for every question	
Section 1 – Orders or other restrictions	
Have any orders or other determinations related to childcare been made in respect of you?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO

Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering?	YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? A full list is available from the school officer or at :http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made	YES / NO
Are you barred from working with Children (Disclosure and Barring (DBS))?	YES / NO
Are you prohibited from Teaching?	YES / NO
Section 2 – Specified and Statutory Offences (including overseas offences)	
Have you received a Police caution (including a reprimand or warning) since 6 April 2007	YES/NO
Have you ever been convicted of:	
<ul style="list-style-type: none"> Any offence against or involving a child? (A child is a person under the age of 18)? 	YES / NO
<ul style="list-style-type: none"> Any violent* or sexual offence against an adult? *a violent offence in this context is murder, manslaughter, kidnapping, false imprisonment, ABH, GBH 	YES / NO
<ul style="list-style-type: none"> Any offence under the Sexual Offences Act? 	YES / NO
Any other relevant offence? (Full list is available from the school or at http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made)	YES / NO
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?	YES / NO
Section 3 – Disqualification by association	
To the best of your knowledge, does anyone in your household (including family, lodgers, house- sharers, household employees) have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2?	YES / NO
Section 4 – Provision of Information	
If you have answered YES to any of the questions above you should provide details the below in respect of yourself, or where relevant the member of your household. You may supply this information separately if you so wish, but you must do so without delay.	
Details of the order, restriction, conviction, caution etc.	
The date(s) of these	
The relevant court(s) or body(ies)	
You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.	
Section 5 – Declaration Please be aware that it is a criminal offence to provide a false or misleading statement	

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:			
<ul style="list-style-type: none"> • I understand my responsibilities to safeguard children. 			
<ul style="list-style-type: none"> • I understand that I must notify the Leadership Team or Chair of Governors immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children 			
<ul style="list-style-type: none"> • I confirm that I have read the schedules referred to in this form 			
Signed			
Print Name		Date	