

Safeguarding and Child Protection Policy

PRIMARY
ADVANTAGE

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Primary Advantage





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Revisions

Date	Summary of changes
January 2021	<ul style="list-style-type: none">• Addition of references to EYFS provision where required, including appendices for missing children and uncollected children.• Contact details for the prevent coordinator in Hackney.• Additional information about the use of personal mobile phones by staff in schools.• Clarification that the Executive Principal should be notified of allegations made against headteachers or central team staff.• Phone numbers for all schools in appendix one.



Purpose

This policy sets out the Federated Governing Body's commitment to safeguarding the children in our schools and describes in sections 1 the aims, responsibilities, training and procedures for those with a particular remit. Section 2 details the role and responsibility of the governors and associate members. Section 3 describes our support for the child and identifying specific safeguarding issues. In section 4 outlines site security with specific emphasis on visitor management and Section 5 provides key safeguarding policies and procedures available to support safeguarding in our schools.

Introduction

The Federated Governing Body fully recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children (Section 175/157 of the Education Act 2002 amended 2012). We adhere to the Local Authority's Safeguarding Children Board Procedures and the procedures of The City & Hackney Safeguarding Children Partnership. This policy reflects the requirements outlined in the following statutory guidance:

- Keeping Children Safe in Education (KCSIE), (September 2020, updated January 2021)
- Working Together to Safeguard Children (February 2018)
- Information Sharing (July 2018)
- What to do if you are worried a child is being abused (March 2015)
- Use of reasonable force: Advice for head teachers, staff and governing bodies (July 2013)
- 'Prevent Duty Guidance for England and Wales' 2015
- 'Statutory framework for the early year's foundation stage' 2017
- Inspecting safeguarding in early years, education and skills settings 2019
- Early years foundation stage statutory framework (EYFS) 2017

Definition of Safeguarding

Safeguarding and promoting the welfare of children is defined as: 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; and taking action to enable all children to have the best outcomes. We aim to protect our children from all kinds of abuse whether physical, emotional, sexual or neglect.

What is Child Protection?

Child protection (CP) is an aspect of safeguarding, but is focused on the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect.¹

Aim

We recognise that all members of the school community including volunteers and governors will at all times play a full and active part in protecting our children from harm.

We aim to:

- Provide an environment where children:

¹ RCPCHAC, June 2016

- have positive relationships
- have the confidence to talk to the adults they can trust
- feel safe and secure
- feel listened to
- Raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse and of children in need.
- Ensure that through training all staff (teaching and support staff) will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm.
- Ensure members of our school community:
 - understand their roles and responsibilities in all aspects of safeguarding
 - understand safeguarding duties will impact upon all areas of a school's work.

1. Staff

All members of staff are required to read this policy and at least section 1 of the [Keeping Children Safe in Education, Part 1 for All Staff](#) and act according to the guidance given in both documents.

1.1 Staff Conduct

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.²

The Teachers' Standards 2012 state that teachers, including heads, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their peers, pupils and the school community. All staff should be aware of the dangers inherent in:

- Working alone with a child (e.g. a door should always be open or a clear view into the room maintained)
- Physical interventions (see Positive Handling Policy, never prolong contact, follow Team Teach guidance re 'side on' contact)
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from parents and children
- Contacting children through private telephones (including texting), emailing or social networking sites – (See E-Safety Online Safety and Acceptable Use Policy)
- Disclosing personal details inappropriately
- Meeting pupils outside school hours or school duties

Please also refer to the safer working practice guidance - Guidance for safer working practices 2019.

If any member of staff has reasonable suspicion that a child is suffering harm and fails to act in accordance with this policy and the Local Safeguarding Children Board Procedures, we will view this as misconduct and take appropriate action.

1.2 Confidentiality, GDPR

Members of staff and governors may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil or her/his family must never be disclosed to anyone other than on a need to know basis. In circumstances where the pupil's identity does not need to be

² Keeping Children Safe in Education



disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass the pupil.

There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay to those with designated pupil protection responsibilities.

Confidential information about pupils must be held securely. Confidential information about pupils must not be held off the school site other than on security protected school equipment. A record must be kept of all school equipment that is taken off site. Information must only be stored for the length of time necessary to discharge the task for which it is required.

If a member of staff is in any doubt about the storage or sharing of information s/he must seek guidance from a senior member of staff. Any media or legal enquiries must be passed to senior management.

Everyone who deals with personal data shares the responsibility for data protection:

- School must appoint a Data Protection Lead to be responsible for guiding the school on data protection matters.
- Senior leaders who manage the ‘data ecosystem’ should be aware of the content of GDPR in order to oversee how the school is complying with data protection legislation.
- Staff who influence how data is used, processed and secured should be involved in creating high-level data maps and be aware of lawful reasons for processing data and minimising risks.
- All staff should be aware of what personal data is, how it can be used, and any risks involved.

1.3 Safer Recruitment Practices

In line with the guidance '**Keeping Children Safe in Education**' (2020, updated January 2021), our schools follow the guidance listed below:

- Governors and staff involved in recruitment adhere to safer recruitment practices.
- Job advertisements and application packs state clearly that the appointment will be subject to a satisfactory enhanced DBS.
- All job descriptions and person specifications state the safeguarding responsibilities of the role.
- CVs are not accepted (unless applicant has a disability preventing them from completing the application form).
- Two references for each candidate taken up and viewed by the chair prior to interview.
- One panel member has completed the Safer Recruitment training.
- Safer recruitment checklists completed, signed as seen & kept in the individual’s personnel file.
- Candidates are checked using the Teacher Services system to carry out prohibition from teaching checks.
- There is a Single Central Record (SCR) of recruitment and vetting checks in place in line with statutory requirements.
- Volunteers are appropriately supervised.

1.4 Designated Safeguarding Leads (DSL)

Our Designated safeguarding leads and deputy designated safeguarding leads are fully trained and receive updated training every two years. Designated members of staff are responsible for adhering to the London Child Protection Procedures. All staff are responsible for informing the relevant designated lead of any concerns. The designated member of staff will keep records securely. It is the responsibility of the designated member of staff to discuss concerns with Children and Families Service and Social Workers or external services. If such concerns arise about the safety of a child, the child will be monitored closely and any additional concerns will be passed on to the appropriate agencies. The designated member of staff will offer support and advice to other members of staff dealing with pupils. If, at any point, there is a risk of

immediate serious harm to a child, a referral should be made to Children and Families or the police. The designated safeguarding leads at each school are listed in appendix one.

1.5 Early help

Our staff may identify children who may benefit from 'Early Help' as soon as a problem emerges at any point in a child's life and will refer with parental consent for support; and contribute to agencies in preparing an Early Help assessment.

1.6 Process for referring pupils – to be considered alongside the [CHCSP Escalation Policy](#)

- The concern is raised to the Designated Safeguarding Lead in writing through an event log immediately
- The designated lead will consider the concern and decide the course of action
- If necessary, the concern is passed to Hackney Children and Families Services First Access Screening Team (FAST team)

1.7 Records of Child Protection and Safeguarding Concerns

Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual pupils. This information may be shared with other agencies as appropriate. Parental consent will be sought before making a Child in Need (S17 of the [Children Act 1989](#)) referral to Children and Families Services. If consent is withheld, consideration will be given to the potential impact of this for the child and to the need for a child protection referral (S47 of the [Children Act 1989](#)), which does not require parental consent. The school will take into account the views and wishes of the child who is the subject of the concern but staff will be alert to the dangers of colluding with dangerous "secrets".

Child Protection (CP) records are kept confidential and can only be accessed by appropriate professionals and agencies. CP records are kept securely by the Designated Safeguarding Lead and separately from educational records. They may only be accessed by the Designated Safeguarding Lead, their Deputy and the senior managers of the school. Referrals made to Children and Families Services under the London procedures will be recorded on an Agency Referral form, with copies sent securely to Children and Families Services and the Local Schools Safeguarding Coordinator.

For further information on pupil records please see the [Data Protection & Retention Policy](#).

1.8 CHSCP Escalation Policy

Staff should refer to the [City & Hackney Children's Safeguarding Children Partnership \(CHSCP's\) Escalation Policy](#) for guidance about the process for resolving professional difference when staff in one agency, feel that the actions, inactions or decisions of another agency do not adequately safeguard children.

1.9 Training for all staff

All staff members must receive regular refresher training, at least annually, to keep up to date with any relevant safeguarding and child protection developments.

All staff working in early years settings who have contact with children and families will have supervisions which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

1.10 Induction Training

The DSL will ensure that all new staff and volunteers including teaching, non-teaching, support, supply, peripatetic, contract staff and third-party contractors (whose employees or sub-contractors have access to school premises), governors, volunteers and trustees working in or on behalf of the



school, are appropriately inducted as regards the school's internal safeguarding procedures and communication lines.

1.11 Training of Designated Safeguarding Leads

The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSL's training will be updated formally every two years but may have refresher training at regular intervals, at least annually, to keep up with any developments relevant to their role.

1.12 Allegations against a member of staff

The schools will follow the guidance set out in **Keeping Children Safe in Education (2020, updated January 2021)**, Department of Education.

We understand that a child may make an allegation against a member of staff, including supply staff and volunteers, if such an allegation is made, the member of staff receiving the allegation should immediately inform the Headteacher. If the allegation is against the Headteacher, the Executive Principal must be notified. If the allegation is against the Executive Principal, the Chair of Governors (see contact details below) must be notified. In all cases the Designated Officer³ (DO – see contact details in appendix 1) at Children and Families must be notified and a HR Advisor from the Human Resources Department. Further advice can be obtained from the Designated Officer for the local authority or Children and Families. In all cases it is the requirement to notify all allegations against staff to the Designated Officer before commencing an internal investigation.

When an allegation is made against an individual, the Headteacher will assess whether the alleged person who works with children or the matter meets the following threshold, advice may be taken from Human Resources:

- Behaved in a way that has harmed a child, or may have harmed a child.
 - Possibly committed a criminal offence against or related to a child. or
 - Behaved towards a child or children in a way that indicates they may pose a risk of harm to children or to a particular child.
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- A member of staff could be subject to an allegation even if they have not harmed a child or intended to. It is enough that the member of staff conduct could pose a risk to the child.

Where appropriate, the school will inform Ofsted of the allegation and actions taken, within the necessary timescale. In relation to early years provision at our schools, we will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere), and any action taken in respect of the allegations. This notification will be made as soon as reasonably possible and always within 14 days of the allegations being made.

1.13 Whistleblowing

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and the senior leadership team will always take such concerns seriously.

³ please note that LADO is now called the Designated Officer (DO) for the local authority.



All members of staff are made aware of the school's Whistleblowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

Members of Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: help@nspcc.org.uk.

**Decisions never have to be taken in isolation
considerations should be given to consult**

1.14 Single Central Record (SCR)

The school admin team is responsible for entering information onto the SCR. The Headteacher and/or the DSL monitors the SCR monthly and completes a monitoring form. The Federated Governing Body reviews a report on the SCR at least annually and Link Governors review the register at their school at least annually.

Hackney Education carries out periodic audits. The Headteachers are responsible for ensuring recommendations are acted upon swiftly. The Headteacher will ensure the SCR meets Ofsted requirements.

1.15 Early years

At schools that have early years provision, the headteacher will ensure:

- the relevant staffing ratios are met, where applicable;
- each child in the Early Years Foundation Stage is assigned a key person.

2. Governors and Members

- Governors and Members (including Associate Members and Local Advisory Board Members) are briefed and understand their roles and responsibilities regarding safeguarding and safer recruitment.
- Governors and Members review the Safeguarding and Child Protection Policies annually.
- Governors and Members ensure that independent companies to which activities are contracted have the required child protection procedures (e.g. play centres or after school clubs).
- In addition to an enhanced DBS check, all governors will be checked under section 128 of the Education and Skills Act 2008 as a section 128 direction disqualifies a person from holding or continuing to hold office as a governor of a maintained school.

2.1 Requirement to read guidance

All governors are required to read this policy and at least section 1 of the [Keeping Children Safe in Education, Part 1 for All Staff](#) and act according to the guidance given in both documents.

2.2 Designated Link Governor

The Central Governing Body has nominated a designated Governor (See Named Contacts, Appendix 1) and each Local Advisory Board has nominated a designated Member (see individual school's websites) who act as link persons between the Federated Governing Body, Local Advisory Boards and the nominated Designated Safeguarding Lead. Governors and Members will review the safeguarding procedures/practices including access to training through termly meetings with the Headteachers.

3. Pupils

3.1 Teaching Pupils about Safeguarding

We believe that pupils should be provided with information that helps them protect themselves. Pupils are taught how to be safe through promoting safety online, personal, social, health and economic education.

Pupils will be educated at a level appropriate to their age and ability about a range of safeguarding concerns through personal, social, health and economic education (PSHE), tutorials (if appropriate) and through relationships and sex education (RSE). This will include, but is not limited, to bullying (including online bullying), radicalisation, child sexual exploitation (CSE), stranger danger, road safety, sexual abuse, neglect, online safety, gender based violence/sexual assaults and 'sexting'.

3.2 Peer on Peer/ child on child abuse (Managing allegations against other pupils)

All members of staff must recognise that children are capable of abusing their peers. Peer on peer abuse can take many forms, including (but not limited to) bullying, cyberbullying, gender-based abuse, hazing (initiation type violence), sexually harmful behaviour and violence and 'sexting'. The school is mindful that some potential issues may be affected by the gender, age, ability and culture of those involved.

Further information about the school's response to specific allegations of abuse against pupils can be located in the school's Behaviour Management, Anti-bullying, and Online Safety Policies.

The school will take steps to minimise the risk of all forms of peer on peer abuse. We will ensure that appropriate curriculum time is dedicated to enable children to develop an awareness and understanding of abusive behaviour and to ensure that children recognise warning signs and supports of support both within the school and externally (such as the Police community liaison, Child Line etc.).

The school will respond to cases of "sexting" (or Youth Produced Sexual Imagery) in line with the UKCCIS "Sexting in Schools and Colleges" guidance and KSCB guidance.

3.3 Physical Contact and Restraint

Members of staff may have to make physical interventions with children. Members of staff should only do this where it is necessary to protect the child, or another person from danger and when the member of staff has received appropriate training.

The schools have adopted the **Hackney Education Policy on Positive Handling**.

3.4 Female Genital Mutilation (FGM)

Female Genital Mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons.

We believe that all our pupils should be kept safe from harm. Female Genital Mutilation affects girls particularly from North African countries, including Egypt, Sudan, Somalia, Sierra Leone and Nigeria. It is illegal in the United Kingdom to allow girls to undergo female genital mutilation either in this country or abroad. People guilty of allowing FGM to take place are punished by fines and up to fourteen years in prison. It is a statutory duty for teachers, social workers and health-care professionals, to report to the police where they discover that FGM appears to have been carried out on a girl under 18. NB Staff should not examine pupils. Those failing to report such cases will face disciplinary sanctions. Unless the teacher has a good reason not to, they should consider and discuss any such case with the school's designated safeguarding lead and involve children's social care as appropriate. FGM can also link to Honour Based Abuse (see KCSIE for further information).

Staff with teaching responsibilities have **a specific legal duty to act** with regards to concerns about female genital mutilation (FGM), but all staff should speak to the DSL where there are concerns.



Our safeguarding designated staff have received training on:

- Key Issues
- Risk factors
- High Risk Absences
- Symptoms
- Long term health problems

3.5 Preventing Radicalisation

In order for schools and childcare providers to fulfil the Prevent Duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. In order to protect children from the risk of radicalisation our schools will assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This may be through the form of influences in the home or activities out of school, visitors invited to the school and accessing websites or social media that promote radicalisation.

The Designated Safeguarding Lead should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme that focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Guidance can be sought from the prevent coordinator in Hackney: Tracey Thomas, Hackney Prevent Co-ordinator, telephone: 0208 356 8104. Any referral can go via the FAST team who will guide referrers to prevent if necessary.

More information can be found in [The Prevent duty, Departmental advice for schools and childcare providers.](#)

3.6 Child Missing Education and safeguarding concerns

All children, regardless of their circumstances, are entitled to a full time education that is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education is a potential indicator of abuse or neglect and therefore pupil attendance and absence is closely monitored in our schools. The law requires all schools to have an admission and attendance register.

Our schools will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more. Please refer to Annex A of the [Keeping Children Safe in Education](#) guidance.

3.7 Child Sexual Exploitation (CSE)

CSE is a form of abuse which involves children receiving something in exchange for sexual activity. CSE involves an imbalance of power in the relationship; it can involve varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. In addition to the behavioural indicators above, key indicators of CSE include appearing with unexplained gifts or new possessions; associating with other young people involved in exploitation; and having older boyfriends or girlfriends. Any concerns regarding CSE should be immediately reported to the DSL.

3.8 Grooming

Grooming is the process by which an individual prepares a child, significant adults and the environment for abuse of this child. Children and young people can be groomed online or in the real world, by a stranger or by someone they know. Groomers may be male or female. They could be any age. Many children and young

people do not understand that they have been groomed, or that what has happened is abuse. The signs of grooming are not always obvious. Groomers will also go to great lengths not to be identified.

3.9 Child Criminal Exploitation (CCE) including County Lines

CCE recognises the concern that exists with regard to children and young people who are used, through whatever means, to engage in criminal activity by other young people or adults who are able to coerce them to do so. The young people involved may not identify themselves as being 'exploited' as such, but it is clearly to their detriment that they are involved in this type of activity.

'County lines' – term used to describe the approach taken by gangs originating from large urban areas who use young people to travel to locations elsewhere such as county and coastal towns to sell class A drugs, and/or be couriers to move drugs and money between the new market and their urban hub.

'Contextual safeguarding' - is an approach to understanding, and responding to, young people's experiences of significant harm and risk beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

3.10 Photographing children

We understand that parents/carers like to take photos of their children or video them in the school play, at sports day or school presentations. This is a normal part of family life and we do not discourage parents from celebrating their child's success.

Staff are allowed to bring their personal phones to school for their own use, but will limit such use to non-contact time when pupils are not present. Staff members' personal phones will remain in their bags or cupboards during contact time with pupils.

Staff will not take pictures or recordings of pupils on their personal phones or cameras.

We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

However, there are restrictions on the use of images of children (e.g. data protection) and there may be health and safety considerations. We adhere to the following guidelines:

- We seek written parental consent for the use of photographs and images for use by the school (including the school website and brochures) when a child joins the school.
- If visitors come to the school to make videos or take photographs for use outside the school we will seek specific parental consent.
- Staff should be sensitive to the feelings of pupils who may be uncomfortable about being photographed.
- Staff should be aware of the use of flash photography and the impact it may have on some of our pupils.
- Children's full names are not named in our publications.
- Personal devices, including mobile phones, must not be used to photograph children. Only the school's equipment may be used.

3.11 Parents taking photos of school events

Parents are permitted to take photographs of their children at school events. The photograph should focus on their child and should not be uploaded to social media sites. Please see the [Information Commissioner's Office](#) advice on taking photographs.

3.12 Children with Education Health & Care Plan (EHC)

We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. All members of staff who support these pupils will be made aware to the need for vigilance for the signs of abuse.

The school has a responsibility to pay heed to the Equality Act and children with SEN and disabilities when excluding students.

3.13 Online⁴ Safety & Social Media

The schools have a separate policy on [Internet Use and Online Safety](#). Please refer to the federation [Online Safety & Acceptable Use Policy](#). The school has also produced a guide to monitoring and being aware of the impact and use of Social Media in and out of schools. Please refer to the federation's [Social Media & Networking Policy](#).

All schools to reference the UKCCIS Guidance: Sexting in schools and colleges, responding to incidents and safeguarding young people (2016).

3.14 Transporting Pupils

In certain situations, e.g. out of school activities, staff, volunteers or governors may agree to transport pupils. Wherever possible any transport arrangements should be made in advance by a designated member of staff. Any transport should be provided other than in private vehicles, with at least one adult additional to the driver acting as an escort in agreement with parents.

Adults should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They must ensure that the vehicle is roadworthy and appropriately insured and that the maximum capacity is not exceeded.

3.15 Before and After School Activities and Educational visits

Staff and volunteers should take particular care when supervising pupils in the less formal atmosphere of an educational visit, particularly in a residential setting, or after-school activity. Educational risk assessments must be carried out on all off site activities. Staff and volunteers remain in a position of trust and the same standards of conduct apply. For further information, please refer to chapter 23 of the [Health & Safety Policy](#).

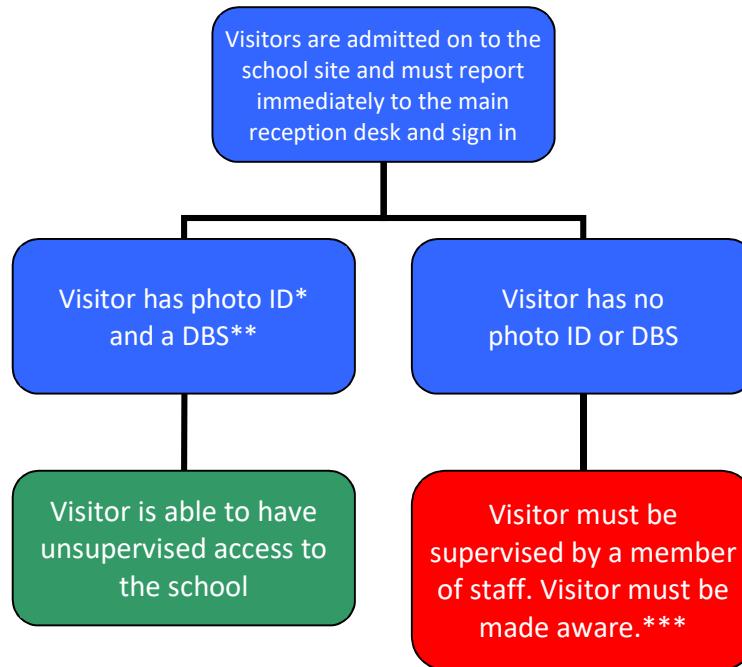
4. Site Safety

- Risk assessments are carried out regularly & communicated to pupils & staff.
- There is a designated Health and Safety link member on each school committee.
- There is a RIDDOR reportable accident book with evidence of action taken and impact of action. All other first aid incident reports are kept in a medical folder.
- All members of staff are required to wear ID badges at all times.
- All members of staff are aware of their responsibilities to report health and safety concerns to the site manager immediately.
- Windows should not be blocked or covered and fire doors should be kept closed at all times.

4.1 Visitors to school

The procedure is as follows:

⁴ E Safety has now changed to online safety.



* Valid photo ID, Driving Licence or passport , Hackney Education/NHS/LB Hackney photo ID badge.

** Schools should have a copy of a letter from HLT to confirm that employees of the Trust are DBS checked.

*** If a visitor does not have the relevant ID/checks they must wait until a suitable member of staff is available to supervise access.

All visitors must sign into the visitor book. The member of staff signing the visitor in must mark the badge clearly with a large 'S' to show the visitor must be supervised.

It is everyone's responsibility to politely challenge anyone without the correct ID.

The following queries often arise:

What do I need for supply agency staff?

You need written confirmation that appropriate checks, including DBS checks have been carried out and by whom (most commonly the relevant HR department).

A letter or copy of a contract that states that an agency or contractor has carried out all appropriate checks, including DBS checks is sufficient.

Part time staff may use the same DBS check for two or more posts as long as they are at a similar level and you are satisfied themselves about their appropriateness. This might include, for example, a teacher employed part time for PPA or supply cover in one school and as a classroom assistant in another.

What about other agency staff? The school does not employ them so should they be included on the SCR?

Yes, contracted staff that come into regular contact with children such as cleaning, caretaking and kitchen staff should be included on the single central record **but**, as for supply staff, written assurances provided by the employing organisation are sufficient proof that the relevant checks have been undertaken. SCHOOLS DO NOT NEED TO COMPLETE A DBS SEPARATELY FOR THESE PEOPLE.

Do schools need to ask social workers, EP's, sports coaches and inspectors for a copy of their DBS clearance?

No, staff like this should be DBS checked by their 'providing' organisation i.e. the supply agency, PCT, LA, etc. If the schools have been given written assurances that key LA staff such as social workers have been checked then that is enough. Proof of appropriate checks is most often provided by way of a photo - identity badge (similar to those carried by HMI and other inspectors).

For sports coaches etc., staff must obtain a written notification that the company has completed the relevant checks. If schools are checking these and making a suitable register of visitors, this is sufficient.

Should we keep documents evidencing identity?

No, schools do not have to keep documents evidencing identity, once these have been verified and the single central record includes the name of the person who did so.

5. Links to other policies

This policy has been written in consideration of the [Keeping Children Safe in Education](#) statutory guidance for schools, September 2020. It should also be read alongside [Working Together to Safeguard Children](#) which applies to all schools.

The following policies are linked to this policy

- Health and Safety
- Positive Handling
- Behaviour Policy
- Attendance & Punctuality Policy
- Relationships, Sex & Health Education Policy
- Medicines and Pupils with Medical Needs
- Recruitment
- SEND
- Whistleblowing
- DBS Policy for Schools
- Social Media & Networking Policy
- Data Protection & Retention Policy
- Equalities
- Online Safety and Acceptable Use



Appendix 1 – Named Contacts

Designated Safeguarding Leads

De Beauvoir Primary School (Tel: 020 7254 2517)

Rebecca Mackenzie – Headteacher
Daniela Rader – Deputy Headteacher
Ben Bignall – Deputy Headteacher

Gainsborough Primary School (Tel: 020 8985 4622)

Jenna Clark – Executive Headteacher
Rachel Alexander-Gordon – Deputy Headteacher & SENDCo
Charlotte Harris - Children's Centre Supervisor and Family Support Worker

Holy Trinity CE Primary School (Tel: 020 7254 1010)

Catherine Thomas – Interim Headteacher
Angela Hunt - Assistant Head

Morningside Primary School (Tel: 020 8985 5382)

Janet Taylor – Headteacher
Sheena Khangura – Deputy Headteacher
Jo Stonehouse – Deputy Headteacher
Rachel Smith – Assistant Headteacher

Springfield Community Primary School (Tel: 020 8800 9007)

Anna Case – Headteacher
Mel Lines – SENDCo

St John & St James CE Primary School (Tel: 020 8985 2045)

Jo Smith – Headteacher
Sharon Rees – Family Support Worker
Maisie Adamsdale – SENDCo

St John the Baptist CE Primary School (Tel: 020 7739 4902)

Designated Safeguarding Lead:
Eleanor Seed – Assistant Headteacher and SENDCo
Deputy Designated Leads:
Toni Mason – Headteacher
Joy Salmon – Pastoral Care Co-ordinator
Sarah Lowden - Deputy Headteacher
Sarah Mather - Assistant Headteacher

St Matthias CE Primary School (Tel: 020 7254 1148)

Lucy Blewett – Headteacher
Kelly Durcan – SENDCo
Alice Martin – Deputy Headteacher

Executive Principal (for allegations against a headteacher or central federation staff)

Sian Davies
Contact via Holy Trinity Primary School – Tel: 020 7254 1010
Email: admin@primaryadvantage.hackney.sch.uk

Chair of Governors (for allegations against the Executive Principal or governors)



John Clark
Contact via Holy Trinity Primary School – Tel: 020 7254 1010
Email: governors@primaryadvantage.hackney.sch.uk

Nominated Designated Safeguarding Governor

Donna Thomas
Email: governors@primaryadvantage.hackney.sch.uk

Designated Officer for the Local Authority

Liezel LeRoux –
Email: liezel.leroux@hackney.gov.uk
Tel: 020 8356 4569 (LADO)
020 8356 8082 (Duty line)

Appendix 2: Procedure for a parent failing to collect a child at federation pre-schools

What does 'Uncollected Child' mean?

In the event that a child is not collected by an authorised adult (16 years and over) at the end of a session/day, pre-schools will put these procedures into practice. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

Procedures

Parents of children starting at the setting are asked to provide the following specific information which is recorded on the registration form:

- Name, surname and home address.
- Place of work, address and telephone number.
- Three names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting.
- Name of a person who has parental responsibility for the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they should inform us in writing of how they can be contacted.
- On occasions when the parents or the persons normally authorised to collect the child are not able to collect the child, they should provide us with written details of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child (for example, a password system).
- If parents are unable to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.
- In the event that children are not collected from the setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises we will apply our child protection procedures as set out in our safeguarding children and child protection policy.

Non collection at the end of a session

If a child is not collected at the end of the session/day, we will follow the following procedures:

- The child's file is checked for any information about changes to the normal collection routines.
- If no information is available, we will attempt to contact parents/carers using all contact numbers provided.
- If this is unsuccessful, we will attempt to contact those adults who are authorised by the parents to collect their child from the setting and whose telephone numbers are recorded on the registration form.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on the registration form or in their file.

Non-collection after one hour

If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the following procedures for uncollected children:

- We contact the local authority children's social services care team.
- The child stays at the setting in the care of two workers until the child is safely collected either by the parents or by a social care worker.
- Social Care will attempt to find the parent or relative. If they are unable to do so, the child will be looked after by the local authority.



- Under no circumstances should staff go to look for the parent or take the child home with them.
- A full written report of the incident will be recorded in the child's file.

Depending on circumstances, schools may charge parents for the additional hours worked by their staff.

Appendix 3: Missing children procedure at federation pre-schools

All practitioners at federation pre-schools have the highest regard for the safety of the children in their care. Pre-school staff will always be extremely aware of the potential for children to go missing during sessions and will ensure that exits and entrances are kept secure and that magnetic releases are in working order.

Even when all precautions are properly observed, emergencies can still arise. Therefore, practitioners will undertake periodic head counts, especially at the transition points between sessions. If for any reason a member of staff cannot account for a child's whereabouts during a session at the setting, the following procedure will be activated:

- The manager or person in charge and the rest of the pre-school team must be informed that the child is missing.
- A thorough search of the entire premises will commence.
- The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The manager or person in charge will nominate as many staff as possible to search the area surrounding the premises.
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the nursery grounds.
- If after 10 minutes of thorough searching the child is still missing, the manager or person in charge will inform the police and then the child's parent/carer.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other staff members will maintain as normal a routine as is possible for the rest of the children attending the setting.
- The manager or person in charge will be responsible for meeting the police and the missing child's parent/carer.
- The manager or person in charge will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers. Once the incident is resolved, the manager or person in charge and the nursery team will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing from the setting will be recorded on Incident Record Sheet, and in cases where either the police or social care have been informed, Ofsted will also be informed, as soon as is practicable.

Outings and Lost Child Procedures

- All children are accounted for during the day and their arrival and departure time is marked in the online register and staff make regular head counts.
- When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher than normal ratios to ensure the children are safe at all times.
- If a child is missing, staff alert the manager (or person in charge) who calmly checks both inside and outside the building. If there is no sign of the child the police are contacted immediately and parents are also informed of the situation. Staff would then wait for the police to arrive and follow their instructions. The manager would continue the search whilst awaiting the police.

Ofsted will be contacted and a written report sent by the manager or person in charge informing them of the incident.

Policy written	August 2013
Policy Revised	January 2021
Adopted by Governing Body	January 2021
Review date	September 2021

The Central Governing Board have reviewed this policy with careful consideration of our approach to equalities as outlined in the Equalities Policy, January 2020.

We would like to acknowledge the work of other colleagues in drafting this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes and LA and Statutory guidelines where appropriate.

