

Swallownest Primary School

Safeguarding Policy  
Incorporating  
Child Protection



Whole School Policy for

Safeguarding  
Incorporating Child  
Protection

<b>Headteacher:</b>	<b>Mr L McHale</b>
Policy written:	September 2017
Policy reviewed:	September 2018
Policy reviewed:	September 2019
Policy reviewed:	September 2020
Policy reviewed:	September 2021
Policy reviewed:	September 2022
Next review:	September 2023

## 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.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all members of staff are provided with and given time to read statutory documents:

- ['Keeping Children Safe in Education'](#), DfE (2022)
- 'Working together to Safeguard children', July 2018
- 'Guidance for safer working practice for those working with children and young people in education settings', May 2019
- 'Guidance for safer working practice for those working with children and young people in education settings', addendum April 2020

This policy will be reviewed in full by the Governing Body on an annual basis. This policy was last reviewed and agreed by the Governing Body in September 2022. It is due for review in September 2023.

Signature      Headteacher      Date:      September 2022

Signature      Chair of Governors      Date:      September 2022

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#### I. PURPOSE & AIMS

1.1 The purpose of Swallownest Primary School's safeguarding policy is to ensure every child who is registered 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 the best outcomes.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about 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 at our school. The elements of our policy are prevention, protection and support.

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

## *What is Abuse?*

- Abuse may fall into a number of categories: - physical abuse, sexual abuse, emotional abuse and neglect. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.
- Additional guidance on other safeguarding issues such as Child Sexual Exploitation, Children Missing from Education, Female Genital Mutilation, Domestic Abuse and Preventing Radicalisation is contained in Part One of 'Keeping Children Safe in Education 2022' along with information about the indicators of abuse contained in Chapter 1.2.4 of the Rotherham Safeguarding Children Board Procedures - <https://rotherhamscb.proceduresonline.com/>

### *Early Help and support for children in need:*

Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. We will work with local agencies in Rotherham to put processes in place for the effective assessment of the needs of individual children who may benefit from early help services. This may be a child who:

- Is disabled and has specific additional needs
- Has special education needs
- Is a young carer
- Is showing signs of engaging in anti-social or criminal behaviour

- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic abuse; and /or
- Is showing early signs of abuse and/or neglect

## 2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our school will establish and maintain an ethos where children 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, (Five- Helping Hands).

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that all staff at our school plays 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.

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, (yellow CFC). 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. Year 6 children attend Crucial Crew on an annual basis. Regular PSHE lessons are taught to all children. School employs a Learning Mentor who supports children and families whenever a need arises. School works regularly with the NSPCC and Barnados to reinforce important messages.

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 (2018).

### 3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Designated Safeguarding Lead	Leyton McHale	0114 287 2484 head@swallownestprimary.org
Deputy Safeguarding Lead	Emily Peake (Deputy Head Teacher)	0114 287 2484 epeake@swallownestprimary.org
Head Teacher	Leyton McHale	0114 287 2484 head@swallownestprimary.org
Named Safeguarding Governor	Dr Angela Oliver	0114 287 2484 (via school)
Chair of Governors	Carl Maw	0114 287 2484 (via school)

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 Swallownest Primary 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 named governors who champion safeguarding within the school.

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 Rotherham Local Safeguarding Children Board (LSCB) policies and procedures;
- The school contributes to inter-agency working in line with Working Together to Safeguard Children (latest);
- The school has due regard to the Prevent Duty Guidance (2015), under Section 26 of the Counter-Terrorism and Security Act 2015, which aims to prevent children and young people from being drawn into extremism and terrorism. This may include making a referral to the Channel programme which provides a mechanism for schools to make referrals via MASH if they are concerned that an individual might be vulnerable to radicalisation.
- The school has due regard to the new mandatory reporting duty, commencing in October 2015, of the Female Genital Mutilation Act 2003 which will place a statutory duty on teachers (along with social workers and healthcare professionals) to report to



the police where they discover that FGM appears to have been carried out on a girl under 18 years.

- A member of the senior leadership team are designated to take the lead responsibility for safeguarding and child protection and that there is an alternate (deputy) and appropriately trained member of staff identified to deal with any issues in the absence of the designated safeguarding lead professional. There will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this policy, Part One of 'Keeping children safe in Education' and the staff code of conduct;
- All staff undertake appropriate child protection training that is updated regularly; in addition, all staff members will receive safeguarding and child protection updates (for e.g via e-mail and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- 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 (2022); and also Chapter 5.2 of Rotherham LSCB Child Protection Procedures.
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 Safeguarding is an agenda item at each Governing Body meeting, where it is documented the training that has taken place, the number of staff attending and any outstanding training requirements for the school. All safeguarding activity that has taken place will be discussed, for example, meetings attended, reports written, training or induction given. Individual children will not be identified.

### The Headteacher

3.5 At Swallownest Primary School the Headteacher is responsible for:

- Identifying members of the senior leadership team to be Designated Safeguarding Leads (DSL); to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are 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;
- Liaising 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 (DSL) will carry out their role in accordance with the responsibilities outlined in Annex B of 'Keeping Children Safe in Education'. The DSL will provide advice and support to other staff on child welfare and child protection matters.

3.7 The DSL at Swallownest Primary 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, including Early Help assessments.

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

3.9 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 to the appropriate level recommended by the Rotherham Local Safeguarding Children's Board. A training pack can be obtained by contacting Rotherham SG team.

#### 4. TRAINING & INDUCTION

4.1 When new staff, volunteers or regular visitors 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 and told who our Designated Safeguarding Leads are.

4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record this

information and discuss issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Designated Safeguarding Lead. At induction, all staff will also be provided with a copy of Part One of 'Keeping Children Safe in Education' (2022) and will be expected to read this.

4.3 In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with 'Keeping Children Safe in Education 2022' and advice from Rotherham LSCP. All staff members will also receive regular safeguarding and child protection updates (for example - via e-mail or at staff meetings) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

4.4 All regular visitors and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSLs are and what the recording and reporting system is. (See example at Appendix 2)

4.5 The DSL, the deputy DSLs, 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 Rotherham Local Safeguarding Children's Board at least once every two years. They will also receive regular safeguarding updates throughout the school year in order to keep up with any developments relevant to their role.

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 Governor Development Service

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. Part One of 'Keeping Children Safe in Education' (2022) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation, Female Genital Mutilation, Children Missing from Education and Preventing Radicalisation. In addition, local guidance can be accessed via Rotherham Safeguarding Children Partnership at <http://www.rscp.org.uk/> The DSLs will also provide regular safeguarding updates for staff.

## 5. PROCEDURES FOR MANAGING CONCERNS

5.1 Swallownest Primary School adheres to child protection procedures that have been agreed locally through the Rotherham Local Safeguarding Children's Board.

5.2 Every member of staff including volunteers working with children at our school 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 should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

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, has a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

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 one of the DSLs. In the absence of all four, the matter should be brought to the attention of the most senior member of staff.

5.5 If a child is in immediate danger or risk of harm, a referral should be made to Children's Social Care and/or the Police immediately. Anyone can make a referral but in situations where referrals are not made by the DSL, they should be informed as soon as possible afterwards that a referral has been made by someone else.

5.6 All concerns, discussions and decisions made the reasons for those decisions should be recorded in writing using the agreed reporting procedure in this school. (CFC/CPOMS)

5.7 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Social Care - Multi-Agency Safeguarding Hub (MASH) as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

5.8 All referrals will be made in line with Rotherham Local Safeguarding Children's Board procedures - Chapter 1 'Referring Safeguarding Concerns about Children'

5.9 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 DSLs 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 MASH, or the police if:

- the situation is an emergency and the designated senior person, their deputy 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. If any member of staff does not feel the situation has been addressed appropriately at this point should contact the Safeguarding Children's Unit directly with their concerns.

5.12 If staff members have concerns about another staff member then this should be referred to the headteacher or principal. Where there are concerns about the headteacher or principal this should be referred to the chair of governors, chair of the management committee or proprietor of an independent school as appropriate.

## 6. RECORDS AND INFORMATION SHARING

6.1 If staff are concerned about the welfare or safety of any child at our school they will record their concern on CPOMS, complete a Cause for Concern form (if appropriate) and alert the DSL immediately.

6.2 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.

6.3 Child protection information will only be kept in an electronic file. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here (CPOMS).

6.4 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.

## 7. WORKING WITH PARENTS & CARERS

7.1 Swallownest Primary 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.

7.2 When new children 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 MASH.

7.3 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.

7.4 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 MASH in those circumstances where it is appropriate to do so.

7.5 In order to keep children safe and provide appropriate care for them, the school requires 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).

The School will retain this information on the pupil file. 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.

## 8. CHILD PROTECTION CONFERENCES

8.1 Social Care 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.

8.2 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; any member of staff may be required to contribute to this process.

8.3 All reports for child protection conferences will be prepared in advance using the guidance and preferably the template provided. This can be obtained by contacting MASH. 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.

8.4 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.

## 9. SAFER RECRUITMENT

9.1 We will ensure that the interviewing panel 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 (2022).

9.2 At Swallownest Primary 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 be provided with a copy of our school's code of conduct at induction. They will be

expected to know our school's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion 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.

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. Doors, ideally, should have a clear glass panel in them and be left open.

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 the guidance document 'Safer working practices for adults who work with children and young people' (Safer Recruitment Consortium, 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.

## II. 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 Rotherham Local Safeguarding Children Board Child Protection Procedures: Chapter 5 and Part 4 of statutory 'Keeping Children Safe in Education', DfE (2022) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 01709 823914 or via MASH on 01709 336080.

11.4 If an allegation is made or information is received about an 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. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that the Headteacher or Chair of Governors is not 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 01709 823914 or via MASH on 01709 336080.

11.7 The School has a legal duty to refer to the Disclosure and Barring Service (DBS) 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:

<b>Policy</b>
Staff Code of Conduct
Behaviour, Exclusions and Anti-Bullying
Recruitment and Selection
Whistle Blowing
Attendance
E-Safety
Health and Safety (inc Site Security)
Racial Equality Policy
Supporting Children with Medical Needs
Intimate Care
First Aid
Educational Visits inc overnight stays

### 13. STATUTORY FRAMEWORK


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

- 'Working Together to Safeguard Children' DfE (2018)
- 'Keeping Children Safe in Education' DfE (2022)
- <http://www.rotherham.gov.uk/safeguarding>
- Guidance for Safer Working Practices for Adults who work with Children and Young People (October 2015 version produced by the Safer Recruitment Consortium)



# Swallownest Primary School

## Appendix 1: Cause for Concern form



# Cause For Concern

Swallownest Primary School  
Headteacher: Leyton McHale

<b>Concern for: (please circle)</b> Child   Parent   Staff   Visitor	<b>Name</b>	<b>Nature of concern (exactly as seen or heard)</b>											
<b>Staff member completing CFC:</b>	<b>Date   Time   Place</b>												
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 15%; padding: 5px;"><u>Action</u></th><th style="width: 60%; padding: 5px;"><u>ACTIONS LADDER</u></th><th style="width: 25%; padding: 5px;"><u>Outcome</u></th></tr></thead><tbody><tr><td style="height: 40px;"></td><td style="text-align: center; vertical-align: middle;">➔</td><td></td></tr><tr><td style="height: 40px;"></td><td style="text-align: center; vertical-align: middle;">➔</td><td></td></tr><tr><td style="height: 40px;"></td><td style="text-align: center; vertical-align: middle;">➔</td><td></td></tr></tbody></table>			<u>Action</u>	<u>ACTIONS LADDER</u>	<u>Outcome</u>		➔			➔			➔
<u>Action</u>	<u>ACTIONS LADDER</u>	<u>Outcome</u>											
	➔												
	➔												
	➔												

**Child's thoughts/wishes**

Signed off by designated teacher:Date:

*Guidance: Please do not interpret what is seen or heard; simply record the facts and pass this form immediately to the designated teacher.  
Possible actions: discuss with child; Monitoring sheet; Check behaviour data base; Contact parents; Check registers SEN, CP; Referral*



## 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 class safeguarding file. 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 01709 823914.

The people you should talk to in school are:

Designated Safeguarding Lead: Mr L McHale  
Location of office: Headteacher's  
Office  
Contact Number: 0114 287 2484

Deputy: Designated Safeguarding Lead: Mrs E Peake  
Location of office: Headteacher's  
Office  
Contact Number: 0114 287 2484

Deputy: Designated Safeguarding Lead: Mrs J  
Mathieson  
Location of office: Main School Office  
Contact Number: 0114 287 2484

Safeguarding Governor: Dr Angela Oliver  
Contact Number: 0114 287 2484 (via  
school)

At Swallownest Primary School we strive to safeguard and promote the welfare of all of our children.





## Swallownest Primary School

### Appendix 3: Safeguarding Referral Procedures

A referral should be made to MASH when:

- A child or young person makes a clear allegation of abuse;
- A child has been abandoned;
- Further concerns have arisen in relation to an open case to Children's Social Care;
- Concerns of significant harm have risen for a child receiving a service as a Child in Need;
- Further concerns have arisen of increased or additional risk to a child currently subject to a Child Protection Plan;
- A child sustains an injury and there is professional concern about how it was caused;
- There are any circumstances which suggest that a child is suffering or is likely to suffer Significant Harm;
- An unborn child may be at risk of significant harm - for more information see Safeguarding Unborn and Newborn Babies Procedure and Concealment and Denial of Pregnancy Procedure;

- A non-mobile infant sustains any injury, however slight, without an adequate accidental explanation;
- A member of the public makes an allegation that someone has abused a child;
- Professional concern exists about abuse or neglect, despite no allegation being made;
- A child has been made the subject of an Emergency Protection Order or a Police Protection Order;
- Concerns have arisen for a child who is the subject of a Supervision Order or Care Order;
- Despite professional intervention, either on a single agency basis or as part of early help intervention, because of suspected neglect or abuse there is concern that a child is suffering or is likely to suffer significant harm or requires additional support - see Practice Guidance: Significant Harm - The Impact of Abuse and Neglect for more information;
- There are concerns that a child or young person is being sexually exploited - for more information see Action Following Referral of Safeguarding Children Concerns Procedure, Child Sexual Exploitation (CSE) and Safeguarding Children and Young People from Sexual Exploitation Procedure;
- A child is reported missing from home or care and there are additional concerns about their vulnerability - for more information see Safeguarding Children and Young People who go Missing from Home and Care;

- There are concerns a child may be harmed because of use of technology or social media - for more information see *E-Safety: Safeguarding Children Exposed to Harm through the Digital Media*;
- Concern exists about a child having contact with a person who may pose a risk, or potential risk, to children (see *Individuals who Pose a Risk to Children Procedure*);
- A child is being denied access to urgent or important *Medical Assessment* or services;
- There are suspicions that a child might be harmed because of fabricated or induced illness (see *Protocol for Safeguarding Children in Whom Illness is Fabricated or Induced*);
- A child is at risk of being subjected to illegal procedures, for example:
  - *Safeguarding Girls and Young Women at Risk of Abuse through Female Genital Mutilation Procedure*;
  - *Safeguarding Children and Young People from Forced Marriage Procedure*;
  - *Safeguarding Children and Young People from Honour Based Violence Procedure*;
  - There are grounds for concern that a person may be a victim of human trafficking (see *Safeguarding Children who may have been Trafficked from Abroad Procedure and National Referral Mechanism: guidance for child first responders* (Home Office, August 2013)).

- A child is at risk or vulnerable to being drawn into terrorism - for more information see *Supporting Children and Young People Vulnerable to Violent Extremism Procedure*;
- A child is at risk of being harmed through experiencing or seeing or hearing the ill-treatment of another, e.g. through *Domestic Abuse*;
- A child is at risk of being harmed because of concerns about their parents' mental health see - *Safeguarding Children at Risk where a Parent has Mental Health Problem Procedure*;
- Either an adult or a child makes allegations of non-recent abuse, for more information see - *Safeguarding Children and Young People Involved in Organised or Multiple Abuse, and other Complex Investigations Procedure*.

For information about thresholds, see *Multi-Agency Threshold Descriptors*.

Please note this list is not exhaustive.

*Useful Contact numbers and e-mail addresses/websites:*

Local Authority Children's Social Care - Multi-Agency Safeguarding Hub (MASH) for all referrals, advice and support including referral to Early Help and Family Engagement services:

- 01709 336080

South Yorkshire Police non-emergency number - 101  
In an emergency ring 999

Rotherham Safeguarding Children's Partnership  
(LADO/Duty Advice):

- 01709 823914

Education Safeguarding Officer

- 01709 822690

Rotherham LSCP

<http://www.rscp.org.uk/>

National Helplines/Websites:

NSPCC Confidential helpline - 0808 800 5000

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Childline - 0800 1111

Annex 4

Peer-on-peer (Child on Child) abuse

For the purposes of this policy, "peer-on-peer abuse" is defined as abuse between children.

The school has a zero-tolerance approach to abuse, including peer-on-peer abuse.

All staff will be aware that peer-on-peer abuse can occur between pupils of any age and gender, both inside and outside of school, as well as online. All staff will be aware of the indicators of peer-on-peer abuse, how to identify it, and how to respond to reports. All staff will also recognise that even if no cases have been reported, this is not an indicator that peer-on-peer abuse is not occurring. All staff



will speak to the DSL if they have any concerns about peer-on-peer abuse.

All staff will understand the importance of challenge inappropriate behaviour between peers, and will not tolerate abuse as "banter" or "part of growing up".

Peer-on-peer abuse can be manifested in many different ways, including:

- Bullying, including cyberbullying and prejudice-based or discriminatory bullying.
- Abuse in intimate personal relationships between peers.
- Physical abuse - this may include an online element which facilitates, threatens and/or encourages physical abuse.
- Sexual violence - this may include an online element which facilitates, threatens and/or encourages sexual violence.
- Sexual harassment, including online sexual harassment, which may be stand-alone or part of a broader pattern of abuse.
- Causing someone to engage in sexual activity without consent.
- The consensual and non-consensual sharing of nude and semi-nude images and/or videos.
- Upskirting.
- Initiation- and hazing-type violence and rituals, which can include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group, and may also include an online element.

All staff will be clear as to the school's policy and procedures regarding peer-on-peer abuse and the role they have to play in preventing it and responding where they believe a child may be at risk from it.

All staff will be made aware of the heightened vulnerability of pupils with SEND, who evidence

suggests are more likely to be abused than their peers. Staff will not assume that possible indicators of abuse relate to the pupil's SEND and will always explore indicators further.

All staff will be made aware of the heightened vulnerability of LGBTQ+ pupils, who evidence suggests are also more likely to be targeted by their peers. In some cases, pupils who are perceived to be LGBTQ+, regardless of whether they are LGBTQ+, can be just as vulnerable to abuse as LGBTQ+ pupils. The school's response to sexual violence and sexual harassment between pupils of the same sex will be equally as robust as it is for incidents between children of the opposite sex.

Pupils will be made aware of how to raise concerns or make a report and how any reports will be handled. This includes the process for reporting concerns about friends or peers. Pupils will also be reassured that they will be taken seriously, be supported, and kept safe.