

Safeguarding of Pupils at Paddock Wood Primary School

The legal framework:

~**Education Act 2002 (Section 175)** provides that Local Education Authorities and the governing bodies of schools....must have arrangements for ensuring their functions under the Education Acts are carried out with a view to **safeguarding and promoting the welfare of children.**

~**Children Act 2004 (section 11)**

Safeguarding is everybody's responsibility

Anyone who has contact with children must know how to *recognise* and *refer* concerns about children

~**Revised Child In Need/Child Protection Procedures - Working Together 2015**

In school we all have a duty to **safeguard and promote child welfare**

•PWPS Safeguarding Team

The team has members, from across the key stages. Angie Gorst (DSL), Carly Gavin (DSL), Mandy Delaforce (KS1), Lisa Maynard (SENCo), Tina Bryan (Inclusion support), Charlotte Gunning (PSA) and Lisa King (Office Manager/minutes).

We meet weekly to draw together and review information regarding pupil safeguarding and wellbeing. We make shared decisions regarding next steps and actions. The head teacher (or next most senior in his absence) is consulted prior to a referral being made to Social Services.

How staff report child safeguarding issues in our setting...

Incident forms and body maps are widely accessible to staff throughout the school (EYFS, PPA room, office, adult toilets and staff room).

Completed forms are given directly to a designated person:

Angie Gorst or Carly Gavin.

Designated Safeguarding Lead(s):
Angie Gorst
Carly Gavin
Link Governor: Pauline Murr

Concern out in writing on a Safeguarding concern form/body map

Hand concern form to one of the Designated Safeguarding Leads

Designated Safeguarding Lead reviews concern form. Decision made about next steps

The local authority Designated Officer (LADO) for concerns about adults is:
Kate Davis
Contact details:
03000 410888

Decision made to monitor concern

Decision made to discuss the concern informally with the parents/carers

Decision made to refer the concern to Social Services

Class teacher asked to monitor child and feedback to the Designated Safeguarding Lead or member of the School Safeguarding Team

Monitor

Once discussed with parents, Designated Safeguarding Lead decides to record concern, monitor or refer to social care

Refer

Designated Safeguarding Lead discusses the decision with the Head Teacher. If in agreement, action referral to Social Services via CDT

Record

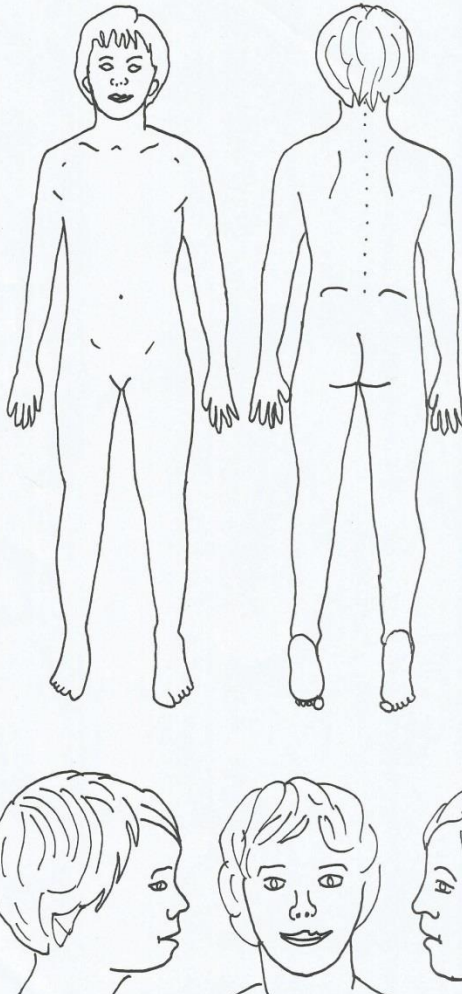
In exceptional circumstances, concerns may be referred directly to children's social services, without parental consultation

Designated Safeguarding Lead records concern and keeps in confidential safeguarding file

Contact Details
Social Services Referrals
Central Duty Team:
03000 411 111

These are the forms staff use:

CONFIDENTIAL - Body Map of.....dated.....



Description of mark(s):

Print name:
Signature:

Pupil name	Date of birth and Year Group
Name and position of person completing form (please print)	
Date of incident /concern: dd.mm.yy	
Incident / concern (who what where when)*	
Any other relevant information (witnesses, immediate action taken)*	
Action taken*	
Signature	Date form completed (dd mm yy)

The DSL (s) will consider the details of the incident report and any information they have on file. They may also do the following:

Seek consultation with HT

Seek consultation with the Regional Safeguarding Officer.

Speak with the relevant parents/carers.

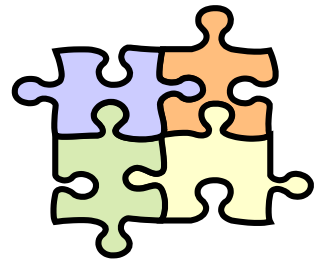
On occasions whereby concerns are grave we may make a referral directly to Central Duty Team (CDT) without speaking to the parents/carers.

There are two categories of referral: Section 17 (Child in Need) or Section 47 (Child Protection).

Concerns reported to us by CDT (Central Duty Team)

These are referred to as 'agency checks', CDT will ask us if we can add any information about a child. This is why it is important to keep all incident forms on file, even though no action may have been required at the time a concern was raised.

PIECES OF A JIGSAW



Early Help Notifications

There are occasions when an incident or circumstances do not meet the threshold for Social Services intervention. An Early Help notification can be made in order to access support from a range of services commissioned by the Local Authority.

An Early Help worker co-ordinates support and liaises with the family and school.

PWPS - Support and Preventative Action...

- ~ Early Help Notifications to access support
- ~ School based CP training for staff (every 3 years)
- ~ Young Carers Group
- ~ NSPCC - 'Childline' with years 5 & 6
- ~ E-Safety training from Kent e-Safety PCSO. Years 3/4/5/6 and parents
- ~ Counselling : Young Healthy Minds through EH and some specifically commissioned by the school
- ~ Play Therapy
- ~ Bereavement Counselling
- ~ A high level of pastoral care throughout the school

e-Safety

We promote safe use of the internet, as such have Safe Use Agreements with both pupils and staff.

We actively promote e-Safety. In KS2, the area e-Safety Officer has delivered sessions for both pupils and parents.

e-Safety awareness is reinforced throughout ICT lessons and general classroom learning.

Safer Recruitment...

Scott Opstad (Headteacher) and Lisa King (School Office Manager) are 'Safer Recruitment' trained.

Lisa King ensures that DBS checks are completed and our central record is compliant.

Safeguarding complaints or concerns regarding a member of staff...

Concerns need to be shared directly with the Head teacher.

The LADO (Local Authority Designated Officer) will provide guidance as to the management of the specific situation.

All of our staff are aware of the 'Disqualification by Association' rule. This has been raised and discussed at staff meetings.

More information regarding safeguarding children can be accessed at:

www.kscb.org.uk

Kent Safeguarding Children Board