

Woodlands Schools



Child Protection and Safeguarding Policy

This policy includes EYFS, Little Acorns and Wraparound care

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Woodlands Schools Ltd includes Great Warley, Hutton Manor, Little Acorns and Head office – referred to herein as WSL

Key Safeguarding Contacts at Woodlands Schools

DSL Hutton Manor	Paula Hobbs, Head Teacher	paula.hobbs@woodlandsschools.co.uk
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Deputy DSL Great Warley	Kirsty Kernaghan, Deputy Head Teacher	kirsty.kernaghan@woodlandsschools.co.uk
DSL Little Acorns HM	Lyn Warren, Nursery Manager	lyn.warren@woodlands-littleacorns.co.uk
DSL Little Acorns GW	Wendy Rushbrook, Nursery Manager	wendy.rushbrook@woodlands-littleacorns.co.uk
Chief Executive Director	Ken Lewis	ken.lewis@woodlandsschools.co.uk 01277 245580
Designated Director for Safeguarding	Cheralyn Beeston	cheralyn.beeston@woodlandsschools.co.uk 01277 245580
LADO	Essex	03330 139797
	Havering	01708 433222
	Southend	01702 534539
	Thurrock	01375 652535
Police contact	Brentwood	01277 262212
Family Operations Hub		0345 603 7627
Out of Hours		0845 606 1212 / 0300 123 0779
Essex Safeguarding Children’s Board (ESCB)	0333 013 8936	escb@essex.gov.uk www.escb.co.uk www.shapingthurrock.org.uk/safeguard

Essex Police Prevent prevent@essex.pnn.police.uk
01245 452 196

National Contacts 0800 028 0285

NSPCC Whistleblowing
helpline

Childline 0800 11 11

National Children's
Commissioner 0800 528 0731

Introduction

Schools and their staff form part of the wider safeguarding system for children. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

(Keeping Children Safe in Education – DfE, 2020)

This Child Protection policy is for all staff, parents, directors, volunteers and the wider school community. It forms part of the safeguarding arrangements for our schools and nurseries and should be read in conjunction with the following:

- Keeping Children Safe in Education (DfE, 2020)
- the School Behaviour policy;
- the Staff Code of Conduct;
- the safeguarding response to children missing from education
- the role of the designated safeguarding lead (Annex B of KCSIE)

Safeguarding and promoting the welfare of children (everyone under the age of 18) is defined in Keeping Children Safe in Education 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
- Taking action to enable all children to have the best outcomes

Woodlands Schools (WSL) take seriously their responsibility to protect and safeguard the welfare of children and young people in its care. This policy applies to all pupils, staff (including peripatetic), parents, directors (hereby referred to as ‘the Board’) volunteers, students and visitors to our school

All staff (including peripatetic, voluntary and temporary) who have contact with children are required to have read this policy and appendices including Keeping Children Safe in Education (KCSIE: Part I Sept 2020 and Annex A).

For the purposes of this policy ‘staff’ shall mean all staff whether full time or part time, permanent or temporary including peripatetic.

This policy applies whenever staff or volunteers are working with pupils, including where this is away from the School, for example at another institution, on school visits and trips, as well as sporting and cultural activities.

We recognise that for our pupils, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult help to prevent abuse.

The School recognises it is an agent of referral and not of investigation.

Statutory framework

There is government guidance set out in [Working Together \(HMG, 2018\)](#) on how agencies must work in partnership to keep children safe. This guidance places a shared and equal duty on three Safeguarding Partners (the Local Authority, Police and Health) to work together to safeguard and

promote the welfare of all children in their area under multi-agency safeguarding arrangements. These arrangements sit under the [Essex Safeguarding Children Board \(ESCB\)](#). In Essex, the statutory partners are Essex County Council, Essex Police and five of the seven Clinical Commissioning Groups covering the county.

Section 175 of the Education Act 2002 (Section 157 for Independent schools) places a statutory responsibility on the directors to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.

In Essex, all professionals must work in accordance with [the SET Procedures \(ESCB, 2019\)](#). Our school also works in accordance with the following legislation and guidance (this is not an exhaustive list):

[Keeping Children Safe in Education \(DfE, 2020\)](#)

[Working Together \(HMG, 2018\)](#)

Education Act (2002)

[Effective Support for Children and Families in Essex \(ESCB, 2017\)](#)

[Counter-Terrorism and Security Act \(HMG, 2015\)](#)

[Serious Crime Act 2015](#) (Home Office, 2015)

Children and Social Work Act (2017)

[Children Missing Education - statutory guidance for local authorities \(DfE, 2016\)](#)

Sexual Offences Act (2003)

Education (Pupil Registration) Regulations 2006

[Information sharing advice for safeguarding practitioners \(HMG, 2018\)](#)

[Data Protection Act \(2018\)](#)

[What to do if you're worried a child is being abused](#) (HMG, 2015)

[Searching, screening and confiscation \(DfE, 2018\)](#)

Children Act (1989)

Children Act (2004)

[Preventing and Tackling Bullying \(DfE, 2017\)](#)

Female Genital Mutilation Act 2003 (S. 74 - Serious Crime Act 2015)

[Sexual violence and sexual harassment between children in schools and colleges \(DfE, 2018\)](#)

[Promoting positive emotional well-being and reducing the risk of suicide \(ESCB, 2018\)](#)

[Preventing youth violence and gang involvement \(Home Office, 2015\)](#)

[Criminal Exploitation of children and vulnerable adult - county lines guidance \(Home Office, 2018\)](#)

[Teaching on-line safety in schools \(DfE, 2019\)](#)

[Education Access Team CME / Home Education policy and practice \(ECC, 2018\)](#)

[Understanding and Supporting Behaviour - safe practice for schools and educational settings \(ESCB 2020\)](#)

Roles and responsibilities

All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which they can learn and achieve their full potential. However, there are key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those in our school with these specific responsibilities (the Designated Safeguarding Lead – DSL, and Deputy Designated Safeguarding Lead - DDSL) are shown in the Key Safeguarding Contacts section at the beginning of this policy document.

The Board of Directors

- The Board ensure that the policies, procedures and training in our schools and nurseries are effective, complying with the law at all times. It ensures that all required policies relating to safeguarding are in place, that the child protection policy reflects statutory and local guidance and is reviewed at the Annual Review where it is presented to the Board.
- The director for safeguarding arrangements is named in the Key Safeguarding Contacts list at the beginning of this document. This director takes leadership responsibility for safeguarding arrangements in our schools and nurseries. The Board ensure there is a named Designated Safeguarding Lead and Deputy Safeguarding Lead in place at each school (also named in the Key Contacts list).
- The Board ensure that WSL contributes to inter-agency working, in line with statutory and local guidance. It ensures that information is shared and stored appropriately and in accordance with statutory requirements.
- The Board ensure that all staff members undergo safeguarding and child protection training at induction and that it is then regularly updated. All staff members receive regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe.
- The Board ensure our pupils are taught about safeguarding (including online safety and when accessing remote learning) through teaching and learning opportunities as part of a broad and balanced curriculum. From September 2020, our school will work in accordance with new government regulations which make the subjects of Relationships Education for our pupils mandatory.
- The Board and Senior Management Team are responsible for ensuring that recruitment procedures are followed that help to deter, reject or identify people who might abuse children. It adheres to statutory responsibilities to check adults working with children and has recruitment and selection procedures in place (see WSL's 'Safer Recruitment' policy for further information). It ensures that volunteers are appropriately supervised in school.

The Head Teachers and Nursery Managers

The Head Teachers and Nursery Managers are the schools' Designated Safeguarding Leads and work in accordance with the requirements upon all school staff. In addition, they ensure that all safeguarding policies and procedures adopted by the Board of Directors are followed by all staff.

The Designated Safeguarding Lead (and Deputies)

The Designated Safeguarding Leads have ultimate lead responsibility for safeguarding and child protection. Their role includes:

- managing child protection referrals

- working with other agencies
- ensuring all staff are appropriately trained
- raising awareness of all safeguarding and child protection policies and procedures
- ensure that everyone in school (including temporary staff, volunteers and contractors) is aware of these procedures and that they are followed at all times
- acting as a source of advice and support for other staff (on child protection matters)
- ensure that timely referrals to Essex Children’s Social Care (Children and Families Hub) are made in accordance with current SET procedures
- working with the local authority and the ESCB as required and ensure that information is shared appropriately

The Deputy Designated Safeguarding Leads are trained to the same standard as the Designated Safeguarding Leads. If for any reason the DSL is unavailable, the DDSL will act in their absence.

All School Staff

Everyone at WSL has a responsibility to provide a safe learning environment in which our children can learn. Any child may benefit from early help and all staff members are aware of the local early help process and our role in it. They are aware of signs of abuse and neglect so they are able to identify children who may be in need of help or protection. All staff members are aware of and follow school processes (as set out in this policy) and are aware of how to make a referral to Social Care if there is a need to do so. If staff have any concerns about a child’s welfare, they must act on them immediately and speak with the DSL (or DDSL) – they do not assume that others have taken action.

Types of abuse / specific safeguarding issues

Keeping Children Safe in Education (DfE, 2020) describes abuse in the following way:

“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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or another child or children”

Keeping Children Safe in Education refers to four categories of abuse:

- Physical
- Emotional
- Sexual
- Neglect

All staff in our school are aware of the signs of abuse and neglect so we are able to identify children who may be in need of help or protection. All staff are aware of environmental factors which may impact on a child’s welfare and safety and understand safeguarding in the wider context (contextual safeguarding). We understand that abuse, neglect and safeguarding issues are rarely ‘stand-alone’ events and that, in most cases, multiple issues will overlap.

In addition, staff are aware of other types of abuse and safeguarding issues that can put children at risk of harm and understand that behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting put children in danger.

Child criminal exploitation

Child criminal exploitation is a geographically widespread form of harm which is a typical feature of county lines criminal activity (county lines is when drug networks or gangs groom and exploit children to carry drugs and money from urban areas to suburban areas and seaside towns). Our schools work with key partners locally to prevent and respond to child criminal exploitation.

Child Sexual Exploitation (CSE)

Child Sexual Exploitation (CSE) is a form of child abuse, which can happen to boys and girls from any background or community. In Essex, the definition of Child Sexual Exploitation (CSE) from the Department of Education (DfE, 2017) has been adopted:

"Child Sexual Exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology".

It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. Our school is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The DSL will lead on these issues and work with other agencies as appropriate. The [one page process map](#) sets out arrangements for CSE in Essex.

Children missing from education

All children, regardless of their age, ability, aptitude and any special education needs they may have are entitled to a full-time education. Our school recognises that a child missing education is a potential indicator of abuse or neglect and will follow the school procedures for unauthorised absence and for children missing education. It is also recognised that, when not in school, children may be vulnerable to or exposed to other risks, so we work with parents and other partners to keep children in school whenever possible.

Parents should always inform us of the reason for any absence. Where contact is not made, a referral may be made to another appropriate agency ([Education Access Team](#), Social Care or Police). Parents are required to provide at least two emergency contact numbers to the school, to enable us to communicate with someone if we need to.

Our school must inform the local authority of any pupil who has been absent without school permission for a continuous period of 10 days or more.

The law requires us to have an admission register and an attendance register. All pupils are placed on both registers.

We inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended). This assists the local authority to:

- Fulfil its duty to identify children of compulsory school age who are missing from education; and
- Follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.

School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with this Policy if any absence of a pupil from the School gives rise to a concern about his/her welfare.

Contextual safeguarding

Safeguarding incidents and behaviours can be associated with factors outside our school. All staff are aware of contextual safeguarding and the fact they should consider whether wider environmental factors present in a child's life are a threat to their safety and / or welfare. To this end, we will consider relevant information when assessing any risk to a child and share it with other agencies to support better understanding of a child and their family.

Domestic abuse

Domestic abuse can take many forms, including psychological, physical, sexual, financial and emotional. Our school recognises that exposure to domestic abuse can have a serious, long-term emotional and psychological impact on children. We work with other key partners and will share relevant information where there are concerns that domestic abuse may be an issue for a child or family or be placing a child at risk of harm.

So-called 'honour-based violence' (including Female Genital Mutilation and forced marriage)

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal in the UK and a form of child abuse.

As of October 2015, the Serious Crime Act 2015 (Home Office, 2015) introduced a duty on teachers (and other professionals) to notify the police of known cases of female genital mutilation

where it appears to have been carried out on a girl under the age of 18. Our school will operate in accordance with the statutory requirements relating to this issue, and in line with local safeguarding procedures.

A *forced marriage* is one entered into without the full consent of one or both parties. It is where violence, threats or other forms of coercion is used and is a crime. Our staff understand how to report concerns where this may be an issue.

Mental health

Our staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. We understand that, where children have suffered abuse or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Where we have concerns this may impact on mental health, these will be raised through our child concern process and if necessary we will seek advice and work with other agencies as appropriate to support a child and ensure they receive the help they need.

Positive mental health is the concern of the whole community and we recognise that schools play a key part in this. Woodlands Schools aim to develop the emotional wellbeing and resilience of all pupils and staff, as well as provide specific support for those with additional needs. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or strengthen resiliency. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter-balance and promote further growth of resilience.

It is vital that we work in partnership with parents to support the well-being of our pupils. Parents should share any concerns about the well-being of their child with school, so appropriate support and interventions can be identified and implemented.

See Mental Health and Wellbeing Policy.

Online safety

We recognise that our children are growing up in an increasingly complex world, living their lives on and offline. This presents many positive and exciting opportunities, but we recognise it also presents challenges and risks. Any pupil can be vulnerable online, and their vulnerability can fluctuate depending on their age, developmental stage and personal circumstance. We want to equip our pupils with the knowledge needed to make the best use of the internet and technology in a safe, considered and respectful way, so they are able to reap the benefits of the online world.

The three main areas of online risk could be categorised as:

- content: being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- contact: being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults;
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying

Our school seeks to help children keep themselves safe online and when accessing remote learning in a range of ways - further information about our approach to online safety is available in our E-Safety policy.

Peer on peer abuse

Our schools may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, whilst at school, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children. Our school recognises that some children may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures. Staff receive training on managing any report of child-on-child sexual harassment or sexual violence as part of their regular safeguarding training. We will seek advice and support from other agencies as appropriate.

Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), physical abuse, sexual violence / sexual harassment, 'up-skirting', 'sexting' or initiation / hazing type violence and rituals. We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs. We use lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Our schools understand the

different gender issues that can be prevalent when dealing with peer on peer abuse and support both victim and perpetrator appropriately with the best interests of the children at heart. See Anti-Bullying Policy and Policy for Promoting Good Behaviour.

“Abuse is abuse and should never be tolerated or passed off as ‘banter’ or ‘part of growing up.’”

KCSIE Sept 2020

Prevention of radicalisation

As of July 2015, the [Counter-Terrorism and Security Act \(HMG, 2015\)](#) placed a new duty on schools and other education providers. Under section 26 of the Act, schools are required, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

It requires schools to:

- teach a broad and balanced curriculum which promotes spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion
- be safe spaces in which children / young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
- be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues

CHANNEL is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism.

Our school works in accordance with local procedures for PREVENT and with other agencies, sharing information and concerns as appropriate. Where we have concerns about extremism or radicalisation, we will seek advice from appropriate agencies and, if necessary, refer to Social Care and / or the Channel Panel.

Serious violence

All staff are aware of indicators which may signal that children are at risk from or involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in well-being, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that a child has been approached by, or is involved with, individuals associated with criminal networks or gangs.

Children with family members in prison

We are aware that children with a parent or other family members who are in prison can become at risk through poverty, stigma, isolation and poor mental health. We recognise that the National Information Centre on Children of Offenders can provide support and strategies to help such children.

Children and the court system

Children can sometimes experience the justice system by having to appear in court, either for crimes they have witnessed or crimes that have been committed against them. We recognise that the government publication Young witness booklet for 5 – 11 year olds, ‘Going to Court’ provides a child friendly, age appropriate explanation of what to expect.

The Ministry of Justice also provides important information for parents and carers with their ‘child arrangements information tool’.

Homelessness

Our local housing authority provides support and guidance for families who are homeless or are at risk of becoming homeless. We are aware that in the event of a child being in this risk category we would contact the ESCB.

<https://www.essex.gov.uk/housing>

Children potentially at risk of greater harm

We recognise that some children may potentially be at risk of greater harm and require additional help and support. These may be children with a Child in Need or Child Protection Plan, those in Care or previously in Care or those requiring mental health support. We work with Social Care and other appropriate agencies to ensure there is a joined-up approach to planning for these children and that they receive the right help at the right time.

Our school understands that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Barriers can exist when recognising abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability, without further exploration
- That they may be more prone to peer group isolation than others
- The potential to be disproportionately impacted by things like bullying, without outwardly showing signs
- Communication difficulties in overcoming these barriers

Procedures

WSL works with key local partners to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans which provide additional support (through a Child in Need or a Child Protection plan).

All staff members have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff, volunteer or visitor to the school who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred must report it immediately to the DSL (or, in their absence, the DDSL).

All action is taken in accordance with the following guidance;

- Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2019)
- Essex Effective Support
- Keeping Children Safe in Education (DfE, 2020)
- Working Together to Safeguard Children (DfE, 2018)
- 'Effective Support for Children and Families in Essex' (ESCB, 2017)
- PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)

When new staff, volunteers, peripatetic staff or regular visitors join our school they are informed of the safeguarding arrangements in place. They are given a copy of our Schools' Child Protection policy (including appendices) to read, told who our DSLs are and informed how to share concerns with them. New staff, volunteers and peripatetic staff are required to sign to confirm they have received and read these documents.

Any staff member or visitor to WSL must refer any concerns to the DSL or DDSL. Where there is risk of immediate harm, concerns will be referred immediately by telephone to the Children and Families Hub and / or the Police. Less urgent concerns or requests for support will be sent to the Children and Families Hub via the [Essex Effective Support](#) portal. The school may also seek advice from Social Care or another appropriate agency about a concern, if we are unsure how to respond to it. Wherever possible, we will share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place a child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to consult with the Children and Families Hub and/or Essex Police for advice on when to share information with parents/carers.

If a member of staff continues to have concerns about a child and feels the situation is not being addressed or does not appear to be improving, all staff understand they should press for re-consideration of the case with the DSL.

If, for any reason, the DSL (or DDSL) is not available, this will not delay appropriate action being taken. Safeguarding contact details are displayed in the school to ensure that all staff members have unfettered access to safeguarding support, should it be required. Any individual may refer to Social Care where there is suspected or actual risk of harm to a child.

When new staff, volunteers or regular visitors join our school they are given a Safeguarding Advice and Information leaflet and informed of the safeguarding arrangements in place, the name of the DSL (and DDSL) and how to share concerns with them.

Training

The DSL (and DDSL) undertake Level 3 child protection training at least every two years. The Head Teachers, all staff members and directors receive appropriate child protection training which is regularly updated and in line with advice from the Essex Safeguarding Children Board (ESCB). In addition, all staff members receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Records of any child protection training undertaken is kept for all staff and directors.

The school ensures that the DSL (and DDSL) also undertake training in inter-agency working and other matters as appropriate by attending termly local authority safeguarding update/training forums.

Professional confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. A member of staff must never guarantee confidentiality to anyone about a safeguarding concern (including parents / carers or pupils) or promise to keep a secret. In accordance with statutory requirements, where there is a child protection concern, this must be reported to the designated safeguarding lead and may require further referral to and subsequent investigation by appropriate authorities.

Information on individual child protection cases may be shared by the DSL (or DDSL) with other relevant staff members. This will be on a 'need to know' basis only and where it is in the child's best interests to do so.

Records and information sharing

Well-kept records are essential to good child protection practice. WSL is clear about the need to record any concern held about a child or children within our school and when these records should be shared with other agencies.

Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing information where there are real safeguarding concerns. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. Generic data flows related to child protection are recorded in our Records of Processing Activity and regularly reviewed; and our online school privacy notices accurately reflect our use of data for child protection purposes.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, will record it as soon as possible, noting what was said or seen (if appropriate, using a body map to record), giving the date, time and location. This is then presented to the DSL (or DDSL), who will decide on appropriate action and record this accordingly.

The DSL and the Deputy DSL responsible meet regularly to review any information and concerns regarding safeguarding issues. The DSLs meet half termly at the Child Protection Committee Meeting.

Documentation and file notes are kept either in a confidential file in chronological order (which is separate to pupil files) and stored in a secure fire-proof cabinet or on a secure, password protected and backed up server which only the DSL/Headteacher have access to. The only keys for this filing cabinet are held by the DSL. All child protection records are stored securely and confidentially and will be transferred in full to a child's new school upon leaving directly to the new DSL, either by hand delivery or recorded post (in line with ECC policy).

Any records related to child protection are kept on an individual child protection file for that child (which is separate to the pupil file). All child protection records are stored securely and confidentially and will be retained for 25 years after the pupil's date of birth, or until they transfer to another school / educational setting.

In line with statutory guidance, where a pupil transfers from our school to another school their child protection records will be forwarded to the new educational setting. These will be marked 'Confidential' and for the attention of the receiving school's DSL, with a return address on the envelope so it can be returned to us if it goes astray. We will obtain evidence that the paperwork has been received by the new school and then destroy any copies held in our school. Where appropriate, the DSL may also make contact with the new educational setting in advance of the child's move there, to enable planning so appropriate support is in place when the child arrives.

Where a pupil joins our school, we will request child protection records from the previous educational establishment (if none are received).

Interagency working

It is the responsibility of the DSL to ensure that the school is represented at, and that a report is submitted to, any statutory meeting called for children on the school roll or previously known to them. Where possible and appropriate, any report will be shared in advance with the parent(s) / carer(s). The member of staff attending the meeting will be fully briefed on any issues or concerns the school has and be prepared to contribute to the discussions.

If a child is subject to a Care, Child Protection or a Child in Need plan, the DSL will ensure the child is monitored regarding their school attendance, emotional well-being, academic progress, welfare and presentation. If the school is part of the core group, the DSL will ensure the school is represented, provides appropriate information and contributes to the plan at these meetings. Any concerns about the Child Protection plan and / or the child's welfare will be discussed and recorded at the core group meeting, unless to do so would place the child at further risk of significant harm. In this case the DSL will inform the child's key worker immediately and then record that they have done so and the actions agreed.

At WSL we follow the guidance as given in KCSIE Sept 2020, para 47 with regards to our duties under early help where the DSL or DDSL will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner. Any such cases should be kept under constant review and consideration given to a referral to children's social care for assessment for statutory services, if the child's situation does not appear to be improving or is getting worse.

Allegations involving a member of staff

All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the Code of Conduct. The WSL works in accordance with statutory guidance and the SET procedures (ESCB, 2019) in respect of allegations against an adult working with children (in a paid or voluntary capacity).

The school has processes in place for reporting any concerns about a member of staff (or any adult working with children). Any concerns about the conduct of a member of staff must be referred to the Head Teacher (or the Deputy Headteacher in their absence), as they have responsibility for managing employment issues. Where the allegation concerns an agency member of staff, the Head Teacher (or Deputy) will liaise with the agency, while following due process.

Where the concern involves the Head Teacher, it should be reported directly to the Board.

SET procedures (ESCB, 2019) require that, where an allegation against a member of staff is received, the Head Teacher or the Board must inform the duty Local Authority Designated Officer (LADO) in the Children's Workforce Allegations Management Team on **03330 139 797** within one working day. However, wherever possible, contact with the LADO will be made immediately as they will then advise on how to proceed and whether the matter requires Police involvement. This

will include advice on speaking to pupils and parents and HR. The school does not carry out any investigation before speaking to the LADO.

The School has a statutory legal duty to refer an individual, where there is the risk that he or she may harm, or has caused harm to children, to the Disclosure and Barring Service (DBS) within one month of the individual's dismissal because he or she has been considered unsuitable to work with children. Reports concerning all members of staff are made by the Head Teacher. If the Head Teacher is involved, the report is made by the Chair of the Board.

Where a teacher has been dismissed (or would have been dismissed had he or she not resigned), the Head Teacher will decide whether to make a referral to the Teaching Regulation Agency (TRA). This may be due to unacceptable professional conduct, conduct that brings the profession into disrepute or a conviction at any time for a relevant offence, for example.

Staffing matters are confidential and the school operates within a statutory framework around Data Protection.

Early Years Foundation Stage (including Little Acorns)

This Policy applies to the School's provision for the Early Years Foundation Stage (EYFS).

In accordance with the EYFS Statutory Framework, Sec 3.8, if there is an allegation of serious harm or abuse by any person living, working or looking after children in our EYFS or elsewhere, or any other abuse on the premises a report will be made to Ofsted within 14 days.

The School's policy on the use of mobile phones and cameras in the setting is clearly outlined in the Mobile Phone and Camera Policy (Little Acorns) and the Schools' E-Safety Policy. All Staff in the EYFS adhere to the restrictions placed on the use of mobile phones and cameras as specified in the EYFS Statutory Framework, section 3.4

Safeguarding training for the staff in the EYFS will include guidance on identifying the signs of possible abuse and neglect (such as significant changes in a pupil's behaviour, deterioration in wellbeing, physical indications, or comments which give cause for concern), and on how to respond in a timely and appropriate way to such signs or to inappropriate behaviour in other members of staff or any other person working with children (EYFS Statutory Framework 3.6).

Use of reasonable force

The term 'reasonable force' covers a broad range of actions used by staff that involve a degree of physical contact to control or restrain children. There are circumstances when it is appropriate for staff to use reasonable force to safeguard children and young people, such as guiding a child to safety or breaking up a fight. 'Reasonable' means using no more force than is needed. Our school works in accordance with statutory and local guidance on the use of reasonable force (see section 2) and recognises that where intervention is required, it should always be considered in a safeguarding context.

Promoting Positive Mental Health

Positive mental health is the concern of the whole community and we recognize that schools play a key part in this. Our school wants to develop the emotional wellbeing and resilience of all pupils and staff, as well as provide specific support for those with additional needs. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or strengthen resiliency. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter balance and promote further growth of resilience.

It is vital that we work in partnership with parents to support the well-being of our pupils. Parents should share any concerns about the well-being of their child with school, so appropriate support and interventions can be identified and implemented.

Whistleblowing

All members of staff and the wider school community should be able to raise concerns about poor or unsafe practice and feel confident any concern will be taken seriously by the school leadership team. We have ‘whistleblowing’ procedures in place and these are available in the school Whistleblowing Policy. However, for any member of staff who feels unable to raise concerns internally, or where they feel their concerns have not been addressed, they may contact the [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/whistleblowing-helpline) on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or by email at: help@nspcc.org.uk.

Parents or others in the wider school community with concerns can contact the NSPCC general helpline on: 0808 800 5000 (24 hour helpline) or email: help@nspcc.org.uk.

E-Safety, Mobile Phones and Cameras

The school has adequate, robust systems for filtering and monitoring of usage to keep children safe when accessing the internet at school. All staff must have a working understanding of the use of the E-Safety policy (main School) Mobile Phone and Camera Policy (Little Acorns). In addition all staff working in the EYFS must comply with the following procedures:

The EYFS does not allow the use of mobile phones, any image recording device, or personal technical equipment such as lap tops, I pads etc to be used in the setting without prior permission of the Head of EYFS.

- We do not allow the use of mobile phones, on the premises either indoors or in the outdoor play area in the EYFS..
- Staff are asked to keep their mobile phones with their personal belongings while children are on the premises, they may of course use their phones during their lunch break in the school staff room or away from the EYFS classrooms.
- In case of emergency, staff are advised that they may give the School phone number 01277 245585 Hutton Manor or 01277 233288 Great Warley to immediate family and schools etc to be contacted on.
- Parents and visitors will be asked to ensure their phones are kept in their bags for the duration of their visit.
- If parents or visitors need to use their mobile phone they will be asked to leave the premises in order to do so.
- Members of staff must not bring their own cameras or video recorders into the setting
- Photographs and recordings of children are only taken on equipment belonging to the setting
- Camera and video use is monitored by the Head of EYFS.
- Where children have access to devices on site they are provided access to secure networked connection only and have no 3G or 4G access on school site.

Safer Employment Practices

Woodlands Schools follow the Government’s recommendations for the safer recruitment and employment of staff who work with children, set out in “Keeping Children Safe in Education” Sept 2020. All staff at Woodlands Schools Ltd **must** read KCSIE Part 1 plus Annex A on joining and at the start of each academic year, (reading this document forms part of the induction process as

outlined in Appendix E). All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, and all directors are checked with the Disclosure and Barring Service (DBS) before starting work. All volunteer helpers and contractors working regularly during term-time, such as contract catering staff and ICT support technicians, are also vetted. The School checks the DBSs of all adults not employed by the school who work with or supervise our pupils off site, for example on residential trips. Visiting speakers are also checked in terms of their suitability e.g. referencing.

In addition to the DBS checks, a check on prohibition is carried out on anyone who is appointed to carry out teaching work. Prohibition checks are carried out on staff employed within management roles from September 2015.

Staff who are employed by another organisation and not directly by Woodlands Schools (e.g. agency staff in Little Acorns and maintenance contractors) are required to provide evidence of identity and, if applicable, DBS status on arrival and prior to commencing their work here. They are required to sign in at the front office and wear a visitor's badge or tabard (Little Acorns) at all times. Agencies must provide proof that all necessary checks have been carried out.

All members of Staff involved in school recruitment have attended safer recruitment training.

Please refer to the Safer Recruitment Policy.

Appendix A

Procedures to be followed for a missing child or in the event of a child not being collected by a Parent/Guardian

When a parent/guardian fails to appear when expected to collect their child the following actions are taken:

After 10 minutes

- the parent/guardian is contacted
- if that call is unanswered, the second authorised person is contacted
- if that call is unsuccessful, the given 'emergency' number is contacted
- within the schools, in the rare event of none of these calls being fruitful, we would call the parents of friends from the child's age group who may be able to give further information, or may have details of grandparents or other family members or alternatively may go round to the pupil's home
- should all these measures prove fruitless within 30 minutes, the appropriate authority would be contacted i.e. police within the school, social care within Little Acorns. This contact will be made once the Head Teacher/Nursery Manager deems sufficient time has passed for the parents/guardians to make contact and should not exceed two hours.
- during this procedure, the child would be accompanied and gently reassured by a familiar staff member. An additional authorised member of staff would monitor the telephone. Two members of staff would remain in the settings until the child has been collected. The pupil contact details are kept in the appropriate offices for the setting.
- on trips or activities where the children are to be collected from another location, the same procedures are followed. Contact and medical details are included in the Risk Assessment pack which the Group Leader takes with them

Procedures for when a child is lost

On school premises:

- inform the Head Teacher or Deputy Head Teacher or authorised person
- inform the Caretakers to stop any vehicles leaving or entering the school and close the main gates to prevent anyone leaving, potentially with the lost child
- equipped with walkie-talkies or mobile phones, the authorised person will organise a systematic search of the school and grounds and inform the police and parents
- authorised person to ensure that all movement around the school ceases until the situation is resolved
- If the child is not located within a time frame not exceeding 15 minutes the police will be called

At another location:

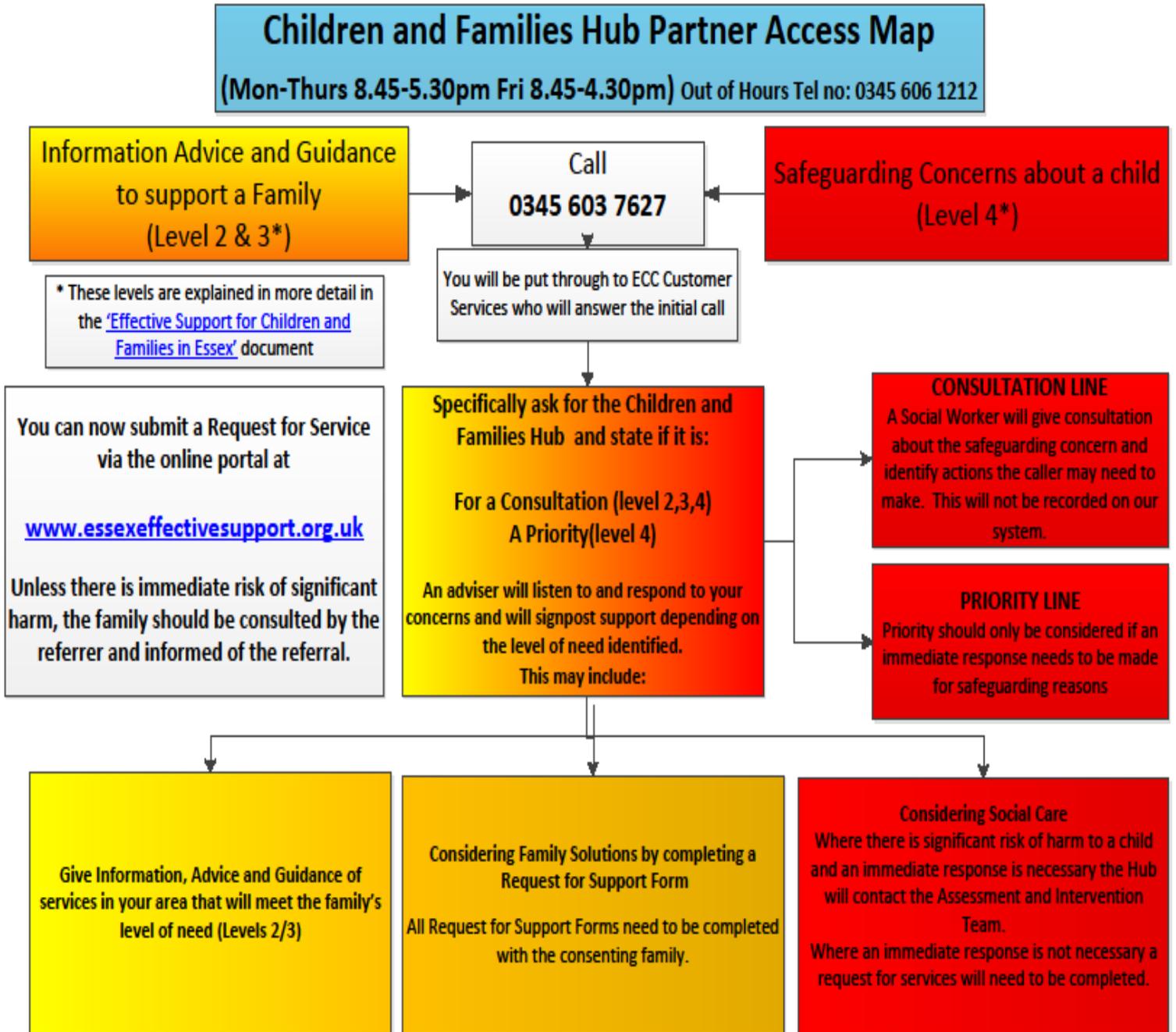
- inform staff at location, Parent Helpers and the Management of the venue
- liaise with venue management with regard to their procedures for a lost child
- the senior member of staff to be responsible for the safeguarding of the group

- inform the Head Teacher of the pupil's home school (Great Warley or Hutton Manor)
- check with the venue management that they are following their procedures i.e. police have been contacted, however a time frame of 15 minutes should not be exceeded before contacting the police.
- the Head Teacher liaises with the venue, the staff and the parents

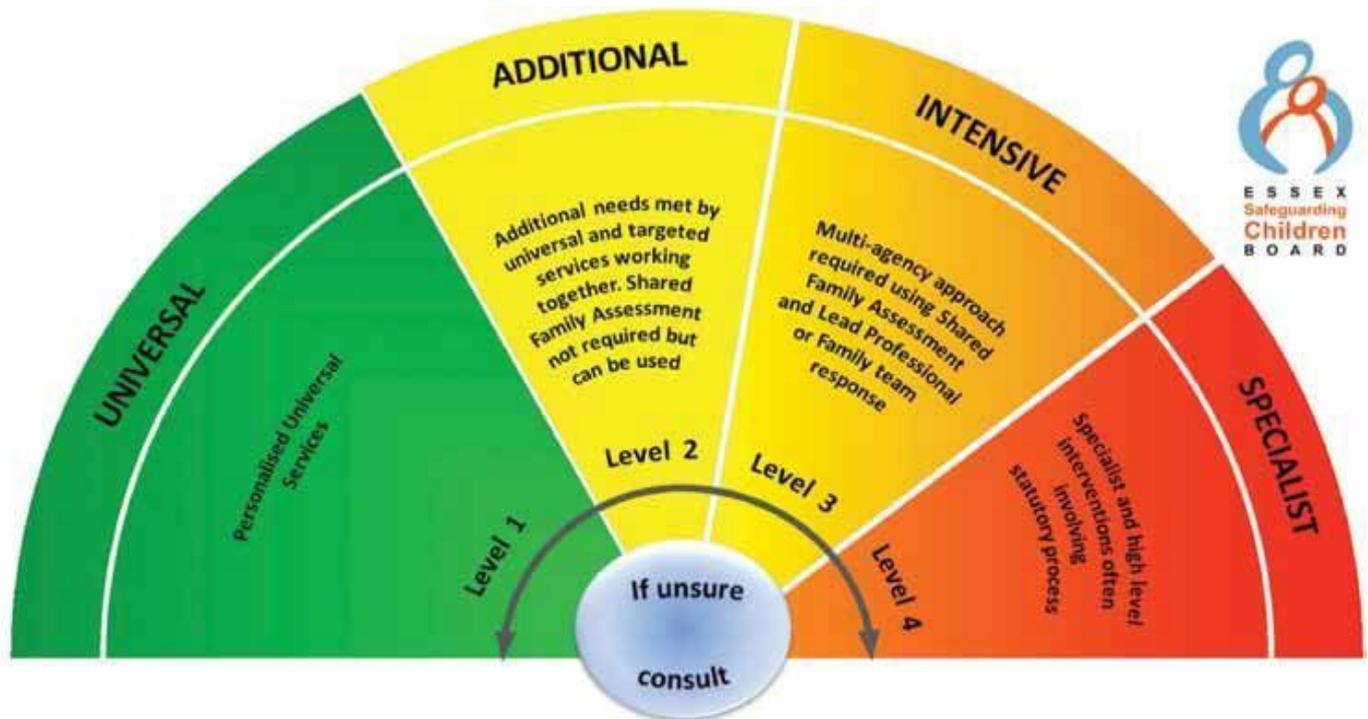
Measures to be in place beforehand:

- ensure that every out of school Risk Assessment folder is accompanied by sufficient contact detail lists for every accompanying Teacher
- ensure that the list of contact details is easily accessible in the School Office
- ensure that the Group Leader and a further authorised member of staff remains on site until the last child has been collected
- ensure that walkie-talkies are fully charged at all times
- ensure a copy of the emergency procedures policy has been requested in the case of a visit to a commercial location

Appendix B: Children and Families Hub flow chart



Appendix C: Essex Windscreen of Need and levels of intervention



All partners working with children, young people and their families will offer support as soon as we are aware of any additional needs. We will always seek to work together to provide support to children, young people and their families at the lowest level possible in accordance with their needs

Children with **Additional** needs are best supported by those who already work with them, such as Family Hubs or schools, organising additional support with local partners as needed. When an agency is supporting these children, an Early Help Plan and a Lead Professional are helpful to share information and co-ordinate work alongside the child and family.

For children whose needs are **Intensive**, a coordinated multi-disciplinary approach is usually best, involving either an Early Help Plan or a Shared Family Assessment (SFA), with a Lead Professional to work closely with the child and family to ensure they receive all the support they require. Examples of intensive services are children's mental health services and Family Solutions.

Specialist services are where the needs of the child are so great that statutory and/or specialist intervention is required to keep them safe or to ensure their continued development. Examples of specialist services are Children's Social Care or Youth Offending Service. By working together effectively with children that have additional needs and by providing coordinated multi-disciplinary/agency support and services for those with intensive needs, we seek to prevent more children and young people requiring statutory interventions and reactive specialist services

Appendix D: Role of the DSL

Role of the designated safeguarding lead

Governing bodies, proprietors and management committees should ensure an appropriate senior member of staff, from the school or college leadership team, is appointed to the role of designated safeguarding lead. The designated safeguarding lead should take lead responsibility for safeguarding and child protection. This should be explicit in the role holder's job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

Deputy designated safeguarding leads

It is a matter for individual schools and colleges as to whether they choose to have one or more deputy designated safeguarding leads. Any deputies should be trained to the same standard as the designated safeguarding lead and the role should be explicit in their job description.

Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead, this lead responsibility should not be delegated.

Manage referrals

The designated safeguarding lead is expected to:

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required.

Work with others

The designated safeguarding lead is expected to:

- liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the "case manager" (as per Part four) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- liaise with staff (especially pastoral support staff, school nurses and SENCOs) on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.

Training

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to, and understands, the school or college's child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raise Awareness

The designated safeguarding lead should:

- ensure the school or college's child protection policies are known, understood and used appropriately;
- ensure the school or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and

- link with the three safeguarding partners to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

Child protection file

Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained.

Availability

During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the designated safeguarding lead, to define what “available” means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable.

It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Appendix E: Additional safeguarding arrangements during COVID-19

When schools were instructed to close, we assessed the needs of all our pupils and put in place plans to support them and their families during the summer term. These plans included an education offer and arrangements to support pupils with their safety and wellbeing. Where appropriate, the plans included actions and interventions from other agencies, as we continued to work with partners to provide an appropriate level of support. These plans were regularly reviewed to ensure they reflected current need and were updated accordingly to ensure appropriate support is in place.

We have now moved to full opening and our usual Child Protection Policy applies. However, as a response to COVID-19 and to ensure we are compliant with [government guidance](#) and Health and Safety law, other arrangements are in place and we have communicated this to all parents.

We have a robust risk assessment in place and will continue to regularly review this and update it as required. This review process will consider whether our current plans and protective measures are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

If, as a result of future local lockdown arrangements, the school is subject to further closure, our previous arrangements for monitoring and supporting pupils will be reinstated.