Kingsway Infant School

SAFEGUARDING CHILDREN POLICY

INTRODUCTION

The school has a responsibility to provide a safe environment in which children can learn. Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care

The aim of safeguarding is to enable all children to have optimum life chances and to enter adulthood successfully (Keeping Children Safe in Education (KCSIE) DfE 26 KCSiE 2026

WHAT'S THE DIFFRENCE BETWEEN SAFEGUARDING AND CHILD PROTECTION?

Safeguarding is an 'umbrella' term that incorporates child protection. **Child Protection** is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm. All agencies and individuals should proactively **safeguard and promote** the welfare of children so that the need for action to protect children from harm is reduced.

THE ROLE OF THE SCHOOL

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating.

The school has a designated safeguarding lead who provides support to staff members to carry out their safeguarding duties and liaises closely with other services such as children's social care. Posters are displayed throughout the school to demonstrate to staff, the school community, and visitors, who the Designated Safeguarding Lead and Deputy DSL are.

The *Teachers' Standards 2012* state that teachers, including Headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

All staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed.

WHAT SCHOOL STAFF NEED TO KNOW

All staff members are made aware of systems within school which support safeguarding and these are explained to them as part of staff induction. These include the Child Protection and Code of Conduct policies and the DSL lead. All staff members should also receive appropriate child protection training which is regularly updated.

WHAT STAFF SHOULD LOOK OUT FOR

All staff members are made aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. Staff members working with children 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 always act in the interests of the child.

WHAT STAFF SHOULD DO IF THEY HAVE CONCERNS ABOUT A CHILD

If staff members have concerns about a child they should raise these with the school's DSL. This also includes situations of abuse which may involve staff members. The safeguarding lead will decide whether to make a referral to children's social care.

It is important to note that any staff member can refer their concerns to children's social care directly. Where a child and family would benefit from co-ordinated support from more than one agency (for example education, health, housing, Police) there should be an inter-agency assessment.

Staff and professionals working with children use the following link to report concerns about a child. However if there is concern that someone is in imminent danger or a crime is being committed then call 999.

Report Concerns about a child or Request Support

If you have concerns happen outside of school hours please see the following telephone numbers. Concerns are to be logged on CPOMS also and DSL informed.

Children's Services 0300 123 4043 or
Police 101

If, at any point there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately. Anyone can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

What lessons have been learned from poor practice?

It is important for children to receive the right help at the right time to address risks and prevent issues escalating. Research and Serious Case Reviews have repeatedly shown the dangers of failing to take effective action. A Serious Care Review is what happens when a child dies or is seriously harmed and there are concerns about how different organisations worked together to protect the child. Poor practice includes: failing to act on and refer the early signs of abuse and neglect, poor record keeping, failing to listen to the views of the child, failing to re-assess concerns when situations do not improve, sharing information too slowly and a lack of challenge to those who appear not to be taking action. In our school, if we have concerns that a child's physical, sexual or emotional well-being, or is likely to be harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures issued by Local Authority's (LA's) Safeguarding Children Board.

As a consequence, we:

- assert that teachers and other members of staff (including adult helpers/volunteers) in the school are an integral part of the child safeguarding process.
- accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities.
- recognise that safeguarding children in this school is a responsibility for all staff, including adult helpers/volunteers and the Governing Body.
- will ensure through training and supervision that all staff and adult helpers/volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions.
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He/she will act as a source of expertise and advice,

and is responsible for co-ordinating action within the school and liaising with other agencies.

- will ensure that the DSL members of staff responsible for child protection will receive appropriate training to the minimum standard set out by the LA's Safeguarding Children Board.
- will share our concerns with others who need to know, and assist in any referral process.
- will ensure that all members of staff and adult helpers/volunteers who have a suspicion that a child may be suffering, or may be at risk of suffering significant harm, are aware of the need to refer such concerns to the DSL, who will refer on to Children's Services in accordance with the procedures issued by LA's Safeguarding Children Board. Staff will also be aware that they are able to refer such matters directly if they feel the need to.
- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs.
- will ensure that all staff are aware of the child protection procedures established by LA's Safeguarding Children Board and where appropriate, act on any guidance or advice given by them. This will be updated for all staff at least once every three years.
- will ensure through our recruitment and selection of adult helpers/volunteers and paid employees that all people who work in our school are suitable to work with children.
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

PROCEDURES

1. DESIGNATED SAFEGUARDING LEAD (DSL)

The designated senior member of staff for child protection in this school is:

Debbie Knights

In their absence, these matters will be dealt with by the **Deputy DSL's**:

Aimee Smith / Sam Pither

1. The DSL is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. The designated person should ensure the relevant people are informed including the class teacher where appropriate who may monitor the situation. They will also act as a dedicated resource available for other staff, adult helpers/volunteers and Governors to draw upon.

2. The school recognises that the DSL must have the status and authority within the school management structure to carry out the duties of the post – they should therefore be a member of the Senior Leadership Team (SLT). All members of staff (including adult helpers/volunteers) must be made aware of who this person is and what their role is. The safeguarding lead will act as a source of advice and coordinate action within the school over child protection cases. They will need to liaise with other agencies and build good working relationships with colleagues from these agencies. The safeguarding lead is the first person to whom members of staff report concerns and is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the LA's Safeguarding Children Board.

If staff members have concerns about another staff member then this should be referred to the Headteacher. Where there are concerns about the Headteacher, this should be referred to the

Chair of Governors. In the absence of the Chair of Governors, staff may consider discussing any concerns with the school's Deputy DSL and make any referral via them. *(See Child Protection Policy and Part 1: KCSIE: Part Four, DfE 2026, for further information*) KCSiE 2026

To be effective they will:

- act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Services and other relevant agencies over suspicions that a child may be suffering harm.
- cascade safeguarding advice and guidance issued by the LA's Safeguarding Children Board.
- they will ask the Head of Safeguarding to investigate further, where they have concerns a referral has not been dealt with in accordance with the child protection procedures.
- ensure each member of staff and adult helper/volunteer at the school, and regular visitors (such as Education Welfare Officers, Connexions personal advisors, trainee teachers and supply teachers) are aware of and can access readily, this policy.
- liaise with the Headteacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for the role.
- ensure that this policy is updated and reviewed annually and work with the designated Governor for child protection regarding this.
- be able to keep detailed accurate secure records of referrals/concerns, and ensure that these are held in a secure place.
- ensure parents/carers are aware of the Child Protection Policy in order to alert them to the fact that the school may need to make referrals. Raising parents/carers awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child. The best opportunity to do this is at the Reception parents/carers evening prior to school enrolment in September.
- where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the DSL for child protection.
- where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.

The DSL also has an important role in ensuring all staff and adult helpers/volunteers receive appropriate training, they should:

- attend training in how to identify abuse and know when it is appropriate to refer a case.
- have a working knowledge of how LA's Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, adult helpers/volunteers and Governors.
- make themselves (and any deputies) known to all staff, adult helpers/volunteers and Governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

2. DESIGNATED GOVERNOR

The Designated (Link) Governor for Child Protection at this school is:

Nikki Osborn

Child protection is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- the school is carrying out its duties to safeguard the welfare of children at the school;
- members of staff and adult helpers/volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- child protection is integrated with induction procedures for all new members of staff, students and adult helpers/volunteers;
- the school follows the procedures and any supplementary guidance issued and agreed by LA's Safeguarding Children Board;
- only persons suitable to work with children shall be employed in the school, or work in a voluntary capacity and
- where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action.

3. SAFEGUARDING IN SCHOOL

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge. This policy should be read in conjunction with other associated policies to ensure the safety and well-being of children.

- **Adult Helpers in School**
- **Attendance and Absence**
- **Behaviour Policy**
- **Child Protection including KCSIE booklet**
- **Children Looked After**
- **Code of Conduct**
- **Complaints**
- **Confidentiality**
- **Data Protection and Security**
- **First Aid**
- **Health & Safety**
- **Inclusion & Special Educational Needs & Disability**
- **Intimate Care**
- **Medication**
- **Online Safety (including Acceptable Use Agreements)**
- **Personal, Social and Health Education (PSHE) / Relationships & Sex Education (RSE)**
- **Photographic and Film Images**
- **Privacy Notices**
- **Reducing the need for Restrictive Interventions in Schools**
- **Safer Recruitment**
- **'Stay Safe Indoors' Lockdown and Procedures**
- **Whistleblowing**

4. SAFER RECRUITMENT

In order to ensure that children are protected whilst at this school, we will ensure that our staff and adult helpers/volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in *Safeguarding Children and Safer Recruitment in Education* and ensure we meet requirements to have experienced and trained Governors in Safer Recruitment, in particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children.
- Check that all adults with substantial access to children at this school have an enhanced DBS check before starting work, and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be.[1]
- Academic qualifications, to ensure that qualifications are genuine.
- Professional and character references prior to offering employment.
- Satisfy conditions as to health and physical capacity.
- Previous employment history will be examined and any gaps accounted for.

5. INDUCTION & TRAINING

All new members of staff (including students) will receive induction training including 'Health and Safety', which will provide an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school will receive child protection information and read the following policies:

- Code of Conduct (see also Adult Helpers in School Policy)
- Confidentiality (also adult helpers/volunteers)
- Child Protection including KCSIE booklet (adult helpers/volunteers are shown this policy and referred to the website)
- Online Safety including Acceptable Use Agreement (also adult helpers/volunteers)
- Privacy Notice for Staff (also adult helpers/volunteers)
- Safe Staffing - Childcare Disqualification Regulations Declaration form (also adult helpers/volunteers)
- Prevent (online training)
- Behaviour and Anti-Bullying
- Data Protection
- Reducing the need for Restrictive Interventions in Schools
- Safeguarding Children (adult helpers/volunteers receive the quick reference guide)
- Whistleblowing (adult helpers/volunteers are shown this policy and referred to the website)

All staff will be expected to attend Level One Safeguarding Children training that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through support from the Local Authority. Staff will attend refresher training every three years, and the designated person every two years.

6. CONDUCT OF STAFF *(see Code of Conduct Policy)*

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

[1] e.g., through birth certificate, passport, new style driving licence etc.

At all times, members of staff are required to work in a professional way with children and should be aware of the dangers inherent in:

- working alone with a child;
- physical interventions;
- cultural and gender stereotyping;
- dealing with sensitive information;
- giving to and receiving gifts from children and parents/carers;
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites;
- disclosing personal details inappropriately and
- meeting pupils outside school hours or school duties.

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

7. PARTNERSHIP WITH PARENTS/CARERS

Kingsway Infant School is committed to working with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area. Subjects such as Personal, Social and Health Education (PSHE) and Relationships & Sex Education (RSE) discuss relevant safeguarding issues with children.

The school shares a purpose with parents/carers to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents/carers positively, openly and honestly and will share with parents/carers any concerns we may have about their child, unless to do so may place a child at risk of harm. We encourage parents/carers to discuss any concerns they may have in the first instance with their class teacher.

8. ADULT HELPERS/VOLUNTEERS *(see Adult Helpers in School Policy)*

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children. For this reason, any adult helpers/volunteers in school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent, carer or other adult helper/volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent, carer or other adult helper/volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children.

The outcomes of the checks carried out on all adults working in school (staff and adult helpers/ volunteers) are held in the Single Central Record maintained by the School Administrator.

9. CONFIDENTIALITY (*See Confidentiality Policy)*

The school, all members of staff and adult helpers/volunteers at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the DSL member of staff for child protection.

10. DEALING WITH CONCERNS

Members of staff and adult helpers/volunteers are not required by this school to investigate suspicions. If somebody believes that a child may be suffering or at risk of harm, they must always refer such concerns to the DSL using CPOMS (Child Protection Online Monitoring System) or in writing (school Record of Concern sheet) or the Headteacher if an allegation is about a member of staff.

Staff and adult helpers/volunteers must record what they have seen, heard or know accurately at the time the event occurs. If in doubt about recording requirements, staff should discuss with the DSL, who may refer the matter to the relevant Children's Services. These may include:

- Injuries that appear to be non-accidental.
- Where a child or young person makes a direct allegation or implies that they have been abused.
- Allegation against a member of staff.[2]

The school will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential record of any incidents and with the requirements of LA's Safeguarding Children Board. Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

11. ALLEGATIONS AGAINST STAFF, ADULT HELPERS/VOLUNTEERS *(see Child Protection & Whistleblowing Policies)*

If anyone makes an allegation that any member of staff, adult helper/volunteer or Governor may have:

- committed an offence against a child;
- placed a child at risk of significant harm and/or
- behaved in a way that calls into question their suitability to work with children, the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by LA's Safeguarding Children Board.

The Headteacher will handle such allegations, unless the allegation is against the Headteacher, when the Chair of Governors will handle the school's response (in the absence of the Chair of Governors, staff may consider discussing any concerns with the school's Deputy DSL and make any referral via them). The Headteacher (or Chair of Governors/Deputy DSL) will gather information about the allegation, and report these without delay to the Local Authority.

12. PHYSICAL INTERVENTION & RESTRAINT *(see Reducing the need for Restrictive Interventions in Schools Policy)*

Members of staff may have to make physical interventions with children and should only do this:

- to prevent a child from committing a criminal offence *(this applies even if the child is below the age of criminal responsibility)*;
- to prevent a child from injuring themselves or others and/or
- to prevent or stop a child from causing serious damage to property *(including the child's own property)*.

To be consistent with our Behaviour Policy, all members of staff are authorised by the Headteacher and Governors to have control of pupils, and **must** be aware of the policy and its implications.

'**Relational Practice: A Hertfordshire approach**' is the Local Authorities preferred approach to supporting positive behaviour management in schools and services**.**

[2] Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

13. E-SAFETY *(see Online Safety Policy)*

Our policy includes how we teach children to stay safe when using the internet in and out of school including the risks of sharing content and images online and tackling bullying, including cyber-bullying.

The school provides online safety information for parents/carers, through the website, in newsletters and at events. It is important that parents/carers understand their key role in supporting their children to behave appropriately and keep themselves safe online. Parents/carers are required to support their child in understanding and signing the Online Safety Acceptable Use Agreement for pupils.

14. PHOTOGRAPHING CHILDREN *(see Photographic and Film Images and Online Safety Policies)*

Kingsway Infant School is mindful of the "Good Practice Guidance - Taking Photographs in Schools" provided by the Information Commissioners Office together with compliance of the General Data Protection Regulation (GDPR) and current Data Protection Act (DPA). See also the school website 'School Guide for Safe and Responsible Use of Images'.

We understand that parents/carers like to take photos of or video record their children in the school play, at sports day or school presentations. This is a normal part of family life, and we will not discourage parents/carers from celebrating their child's successes. However, Kingsway Infant School is mindful of the need to protect vulnerable children in certain instances. It is important that vulnerable children should not feel excluded and therefore the Headteacher has discretion to ban the taking of photographs (including camera phones) or film which may, even unintentionally, include a protected child e.g. whole school or year group performance. Notice will be given to this effect and all visitors are requested to abide by it. Opportunities will be given for group or individual photographs at the end or staff (sensitive to the issues), will take film/photographs during the performance or dress rehearsal.

We encourage parents/carers to use film or settings on their camera that do not require flash as this could distract or dazzle a child, and cause them to have an accident,

The school cannot however be held accountable for photographs or video footage taken by parents/carers or members of the public at school functions.

Members of staff will take photographs of children, using only school cameras, iPods and iPads, whilst engaged in school activities for teaching and learning purposes; for assessment purposes or as means of celebrating successes in school.

15. BEFORE AND AFTER SCHOOL ACTIVITIES

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

16. PARTNERSHIP WITH CONTRACTED/OTHER SERVICES

Where the Governing Body contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.