

LANGDON PRIMARY SCHOOL

Safeguarding and Child Protection Policy

Reviewed Spring 2020

Agreed by the Governing Body 4.2.20

Due for review Spring Term 2021

Addendum re: Coronavirus/Covid-19 added 2.4.20

What to do if you have a welfare concern in Langdon Primary School

Why are you concerned?

- For example
 - Allegation/ child shares a concern or worry
 - Indicators of abuse or neglect

Immediately record your concerns (if urgent, speak to a DSL first)

- Follow the schools procedure
 - Reassure the child
 - Clarify concerns if necessary (**T**ED: **T**ell, **E**xplain, **D**escribe)
 - Use child's own words
 - Sign and date your records
 - Seek support for yourself if required from DSL

Inform the Designated Safeguarding Lead (Lynn Paylor Sutton, Head Teacher)

Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Access the KSCB Support Level Guidance document and procedures: www.kscmp.org.uk
- Refer to other agencies as appropriate e.g. Internal or community services, early help open access, LADO, Police or Request for Support for integrated childrens' services
- If unsure then consult with Area Education Safeguarding Advisor (Insert name and contact information) or Local Authority Social Worker at Central Referral Unit

If you are unhappy with the response

Staff:

- Follow local escalation procedures
- Follow Whistleblowing procedures

Pupils and Parents:

- Follow school complaints procedures (available via the school website at www.langdonprimaryschool.co.uk or through the school office 01304 852600)

Record decision making and action taken in the pupil's Child Protection/safeguarding file

Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.
- How long you will monitor
- Where, how and to whom you will feedback and how you will record

Review and request further support (if necessary)

At all stages the child's circumstances will be kept under review
The DSL/Staff will request further support if required to ensure the **child's safety is paramount**

Safeguarding Policy

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Key Contact Personnel in School

Designated Safeguarding Lead: Lynn Paylor Sutton, Head Teacher

Deputy Designated Safeguarding Lead(s): Emma Keem, Teacher

Named Safeguarding Governor: Dorcas O'Dell

1. Introduction and Ethos

- Langdon Primary School is a community and all those directly connected (staff, volunteers, governors, parents, families and pupils) have an essential role to play in making it safe and secure. We recognise our statutory responsibility to safeguard and promote the welfare of all children.
- At Langdon School we recognise the importance of providing an ethos and environment within school that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly.
- Our school core safeguarding principles are:
 - We are an important part of the wider safeguarding system for children.
 - It is our whole school responsibility to safeguard and promote the welfare of children.
 - All children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
 - All children have a right to be heard and to have their wishes and feelings taken into account.
 - All our staff understand safe professional practice and adhere to our safeguarding policies.

2. Definition of Safeguarding

- "Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to pupil's welfare, health and safety." (Inspecting safeguarding in early years, education and skills, Ofsted, 2019).
- All safeguarding policies will be reviewed at least annually by the Governing Body which has responsibility for oversight of school safeguarding and child protection systems. The Designated Safeguarding Lead/Head Teacher will ensure regular reporting on safeguarding activity and systems in school to the Governing Body. The Governing Body will not receive details of individual pupil situations or identifying features of families as part of their oversight responsibility.
- There are four main elements to our child protection policy
 - **Prevention** (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
 - **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
 - **Support** (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
 - **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).

- The procedures contained in this policy apply to all staff (including temporary staff, students and volunteers) and governors and are consistent with those of the Kent Safeguarding Children Multi-Agency Partnership (KSCMP).

3. Context

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:
 - DfE guidance Keeping Children Safe in Education 2019 (KCSIE)
 - Working Together to Safeguard Children 2018 (WTSC)
 - Ofsted: Education Inspection Framework (2019)
 - Framework for the Assessment of Children in Need and their Families (2000)
 - Kent and Medway Safeguarding Children Procedures (Online)
 - Early Years and Foundation Stage Framework 2017 (EYFS)
- Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.
- The school acknowledges that this policy recognises a range of specific safeguarding issues including (but not limited to):
 - Bullying (including cyberbullying)
 - Children with family members in prison
 - Children Missing Education (CME)
 - Child missing from home or care
 - Child Sexual Exploitation (CSE)
 - Child Criminal Exploitation (County Lines)
 - Domestic abuse
 - Drugs and alcohol misuse
 - Fabricated or induced illness
 - Faith abuse
 - Female Genital Mutilation (FGM)
 - Forced marriage
 - Gangs and youth violence
 - Gender based abuse and violence against women and girls
 - Hate
 - Homelessness
 - Honour based abuse
 - Human trafficking and modern slavery
 - Mental health
 - Missing children and adults
 - Online safety
 - Peer on peer abuse
 - Preventing radicalisation and extremism
 - Private fostering
 - Relationship abuse
 - Sexual Violence and Sexual Harassment
 - Upskirting
 - Youth produced sexual imagery or "Sexting"

(Also see Annex A within 'Keeping children safe in education' 2019)

4. Related Safeguarding Policies

- . This policy is one of a series in the school's integrated safeguarding portfolio and should be read in conjunction with the policies as listed below:
 - Behaviour and Discipline Policy (Incorporating Anti-Bullying, Physical Intervention and Exclusions) Searching, screening and confiscation
 - Data Protection and Information Sharing procedures
 - Image Use procedures
 - Sex & Relationship Education Policy
 - Health and Safety Policy and procedures
 - Attendance Policy and procedures
 - Risk Assessments
 - First Aid and Accidents Policy and procedures
 - Managing Allegations Against Staff Policy
 - Staff Discipline and Conduct Policy
 - Safer Recruitment procedures
 - Whistleblowing Policy

5. Key Responsibilities

- The governing body and Head Teacher have read and will follow KCSIE 2019.
- The school has a nominated governor for safeguarding. The nominated governor will take the lead role in ensuring that the school has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policies are reviewed at least annually and when required.
- The Governing Body and staff will ensure that the DSL is properly supported in their role.

5.1 Designated Safeguarding Lead (DSL)

- The school has appointed Lynn Paylor Sutton – Head Teacher - as the Designated Safeguarding Lead (DSL). The DSL has the overall responsibility for the day to day oversight of safeguarding and child protection systems in school.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSL and any deputy DSL's training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.
- Deputy DSLs are trained to the same standard as the DSL. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.
- **It is the role of the DSL to:**
 - Act as the central contact point for all staff to discuss any safeguarding concerns
 - Maintain a confidential recording system for safeguarding and child protection concerns
 - Coordinate safeguarding action for individual children
 - In the case of Children Looked After the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
 - Liaise with other agencies and professionals in line with WTSC 2018
 - Ensure that locally established referral procedures are followed as necessary
 - Represent, or ensure the school is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences)
 - Manage and monitor the school's role in any multi-agency plan for a child.
 - Be available during term time (during school hours) for staff in the school to discuss any safeguarding concerns

- Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE (2019)

5.2 Members of Staff

- **All members of staff have a responsibility to:**
 - Provide a safe environment in which children can learn.
 - Be prepared to identify children who may benefit from early help.
 - Understand the early help process and their role in it.
 - Understand the school's safeguarding policies and systems.
 - Undertake regular and appropriate training which is regularly updated.
 - Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
 - Know what to do if a child tells them that he or she is being abused or neglected.
 - Know how to maintain an appropriate level of confidentiality.
 - Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

5.3 Children and Young People

- **Children and young people (pupils) have a right to:**
 - Contribute to the development of school safeguarding policies
 - Receive help from a trusted adult.
 - Learn how to keep themselves safe, including online

5.4 Parents and Carers

- **Parents/carers have a responsibility to:**
 - Understand and adhere the relevant school/policies and procedures.
 - Talk to their children about safeguarding issues with their children and support the school in their safeguarding approaches.
 - Identify behaviours which could indicate that their child is at risk of harm including online and seek help and support from the school, or other agencies.

Parents can obtain a copy of the school Safeguarding and Child Protection Policy and other related policies on request and can view them via the school website at www.langdonprimaryschool.co.uk

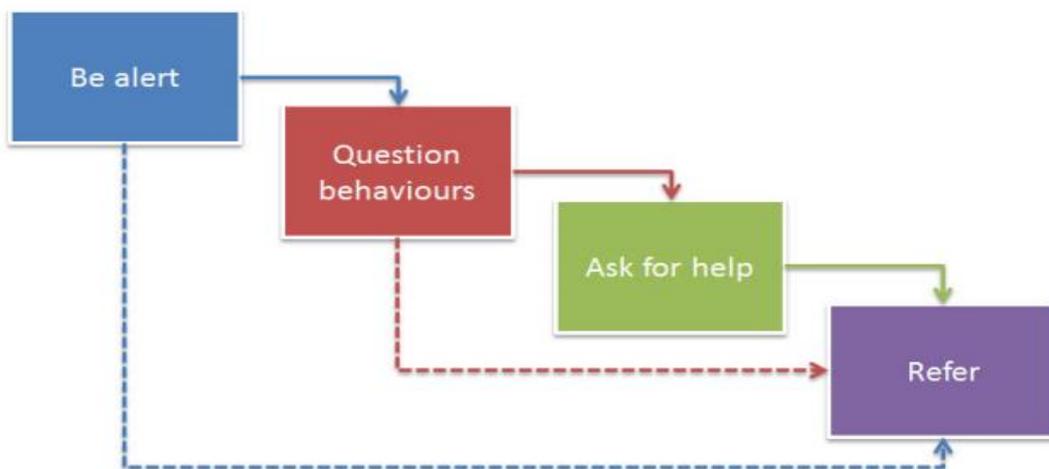
6. Recognition and Types of Abuse and Neglect

- All staff in school should be aware of the definitions and indicators of abuse and neglect. There are four categories of abuse:
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
- Members of staff are aware that child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness.
- The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.

- Parental behaviours may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

7. Safeguarding and Child Protection Procedures

- Langdon Primary School adheres to the KSCMP Safeguarding Children Procedures. The full KSCMP procedures and additional guidance relating to specific safeguarding issues can be found on the KSCMP website www.kscmp.org.uk
- All members of staff are expected to be aware of and follow this approach:



- It may not always be appropriate to go through all four stages sequentially and if a child is in immediate danger or is at risk of harm, a request for support should be made immediately to Children's Social Work Services and/or the police.

The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.

- The DSL may seek advice or guidance from Area Education Safeguarding Advisor from the Education Safeguarding Service before making a decision regarding next steps. They may also seek advice or guidance from a social worker at the Front Door service.
- All members of staff are made aware of the internal and local early help support services. Where a child is being offered or receiving early help support, staff will be supported to understand their role in any early help assessment or intervention. This includes identifying emerging problems, liaising with other professionals, and in some cases acting as the lead practitioner.
- The DSL will keep all early help cases under constant review and consideration will be given to a request for support to the Front Door if the situation does not appear to be improving or is getting worse.
- All staff are aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- **In all but the most exceptional circumstances, parents /carers will be made aware of the concerns for their child at the earliest possible stage.** In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will

be sought in line with guidance provided by KSCB, unless there is a valid reason not to do so, for example if to do so would put a child at risk of harm or would undermine a criminal investigation.

- In the absence of the availability of the DSL to discuss an immediate and urgent concern, staff can seek advice from the Deputy DSL. They may also seek advice from the Education Safeguarding Service or via consultation with a social worker from the Front Door. If anyone other than the DSL makes a referral to external services, then they will inform the DSL as soon as possible.
- On occasion, staff may pass information about a child to the DSL but remain anxious about action subsequently taken. Staff should feel able to check the progress of a case with the DSL so that they can reassure themselves the child is safe and their welfare is being considered. If following this process, the staff member remains concerned it is the responsibility of that staff member to follow the school's escalation process.
- If a child's situation does not appear to be improving, then the DSL (or the person that made the request for support) will consider re-referral. Professional disagreements (escalation) will be responded to in line with the KSCMP procedures and DSLs may request support via the Education Safeguarding Service.

8. Record Keeping

- Staff will record any welfare concern that they have about a child on the school's safeguarding incident/concern form (with a body map if injuries have been observed) and pass them without delay to the DSL. Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated by the member of staff. If there is an immediate concern the member of staff should consult with a DSL as this needs to take priority.
- All safeguarding concerns, discussions and decisions (and justifications for those decisions) will be recorded in writing. If members of staff are in any doubt about recording requirements, they should discuss their concerns with DSL.
- Incident/Welfare concern forms are kept in the school staff room, on the notice board or are available from the DSL or Deputy DSL.
- Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the school. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.
- All safeguarding records will be transferred in accordance with data protection legislation to the child's subsequent school/setting, under confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.

9. Multi-agency Working

- Langdon Primary School recognises and is committed to its responsibility to work with other professionals and agencies in line with statutory guidance (WTTSC 2018)

Schools are not the investigating agency when there are child protection concerns. We will however, contribute to the investigation and assessment processes as required. We recognise the importance of multi-agency working and will support attendance at relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.

- The DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

10. Confidentiality and Information Sharing

- Langdon Primary School recognises that all matters relating to child protection are confidential. The Headteacher/DSL will only disclose information about a pupil to other members of staff on a 'need to know' basis.
- All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- DfE Guidance on Information Sharing (July 2018) available at <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice> provides further detail.

11. Complaints

- The school has a **Complaints Procedure** available to parents, pupils and members of staff and visitors who wish to report concerns. This can be found on the school website or a copy can be obtained through the school office.
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific Managing Allegations Against Staff Policy. This can be found on the school website or a copy can be obtained through the school office.

12. Staff Induction, Awareness and Training

- All members of staff have been provided with a copy of Part One of "*Keeping Children Safe in Education*" (2019) which covers Safeguarding information for all staff. School leaders will read the entire document. School leaders and all members of staff who work directly with children will access Annex A within Keeping Children Safe in Education 2019. Members of staff have signed to confirm that they have read and understood Part One and Annex A. A record of this is kept in the school's Safeguarding file in the Head Teacher's office.
- The DSL will ensure that all new staff, students and volunteers (including temporary or peripatetic staff) are aware of the school's internal safeguarding processes.
- All staff members (including temporary staff) will receive training to ensure they are aware of a range of safeguarding issues.
- All staff members (including temporary staff) will receive regular safeguarding and child protection updates, at least annually.
- All staff members (including temporary staff) will be made aware of the schools expectations regarding safe and professional practice via the staff behaviour policy (or code of conduct) and Acceptable Use Policy.
- The DSL and Head Teacher will provide an annual report to the Governing Body detailing safeguarding training undertaken by all staff and will maintain up to date register of who has been trained.

- Although the school has a nominated lead for the Governing Body, all members of the governing body will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

13. **Safe Working Practice**

- All members of staff are required to work within clear guidelines on Safe Working Practice / the school's Code of Conduct.
- Staff should be aware of the school's **Behaviour and Discipline Policy**, and any physical interventions must be in line with agreed policy and procedures.
- Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should adhere to the school's online safety and Acceptable Use policies.

14. **Staff Supervision and Support**

- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.
- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.
- The school will provide appropriate supervision and support for all members of staff to ensure that:
 - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
 - All staff will be supported by the DSL in their safeguarding role.
 - All members of staff have regular reviews of their own practice to ensure they improve over time.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership or other similar organisations directly.
- The school will ensure that members of staff who are working within the foundation stage are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage (EYFS) 2017.

15. **Safer Recruitment**

- Langdon School is committed to ensure that develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our pupils and staff.
- The Governing Body and Head Teacher are responsible for ensuring that the school follows safe recruitment processes outlined within guidance.
- The Governing Body and Head Teacher are responsible for ensuring that the school maintains an accurate Single Central Record (SCR) in line with statutory guidance.
- The Governing Body will ensure that there is at least one of the persons who conducts an interview has completed safer recruitment training.
- We are also committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools.

- We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings.

16. Allegations Against Members of Staff and Volunteers

- We recognise that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received. Such allegations should be referred immediately to the Head Teacher, or senior teacher Emma Keem, in their absence who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the Head Teacher then staff are advised that allegations should be reported to the Chair of Governors who will contact the LADO in the first instance.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the Head Teacher and/or governors.
- All members of staff are made aware of the school's Whistleblowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: help@nspcc.org.uk
- Langdon School has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or Schools Personnel Service.

When in doubt – consult

17. Safeguarding Children with Special Educational Needs and Disabilities

- Langdon School acknowledge that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse.
- We will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.
- Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

18. Peer on Peer Abuse

- All members of staff at our school recognise that children are capable of abusing their peers. Peer on peer abuse can take many forms, including but not limited to, bullying, cyberbullying, gender-

based abuse, hazing (initiation type violence), sexually harmful behaviour, violence and 'sexting'. Staff and leadership are to be mindful that some potential issues may be affected by gender, age, ability and culture of those involved.

- We never be tolerated abuse in any form.
- 'Upskirting' is a criminal offence and will not be tolerated. It typically involves someone taking a photograph under a person's clothes without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- 'Sexting' (Youth Produced Sexual Images) will not be tolerated. The school will respond to cases of 'sexting' in line with UKCCIS "Sexting in Schools and Colleges" guidance and in line with Kent Safeguarding Children Multi-agency Partnership (KSCMP) guidance.

19. Gangs, County Lines, Violent Crime and Exploitation

- **We recognise** the impact of gangs, county lines, violent crime and exploitation. It is recognised that the initial response to child victims is important and that staff will take any allegation seriously and work in ways that support children and keep them safe.
- All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:
 - Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs.
 - Increased absence from school.
 - Change in friendships/relationships with others/groups.
 - Significant decline in performance.
 - Signs of self-harm/significant change in wellbeing.
 - Signs of assault/unexplained injuries.

20. Online Safety

- It is recognised that the use of technology presents challenges and risks to children and adults both inside and outside of school.
- The DSL has overall responsibility for online safeguarding within the school.
- We identify that the issues can be broadly categorised into three areas of risk:
 - **content:** being exposed to illegal, inappropriate or harmful material
 - **contact:** being subjected to harmful online interaction with other users
 - **conduct:** personal online behaviour that increases the likelihood of, or causes, harm.
- The DSL and leadership team have read annex C regarding Online Safety within 'Keeping Children Safe in Education' 2019.
- Langdon School recognises the specific risks that can be posed by mobile phones and cameras and in accordance with KCSIE 2019 and EYFS 2017 has appropriate procedures in place that are shared and understood by all members of the school community.
- Staff are not permitted use of their own cameras, mobile phones or other devices when recording children or contacting parents – school equipment only must be used. School devices for recording children will not be permitted in areas such as toilets, changing rooms during PE lessons, changing rooms outside of school eg. swimming pools, residential or day visit centres or any other location where pupils or staff may be placed in a vulnerable position.

- Visitor's mobile phones should be turned off when in school unless permission for use in school is granted by the Head Teacher.
- Staff are provided with an email address to use for all official communication online. The use of personal email addresses by staff for any official school business is not permitted. Staff should be mindful of maintaining a good work-life balance when responding to school emails.
- All staff are expected to engage in social media, at school or at home, in a positive, safe and responsible manner. Access to school social media accounts (Facebook – Langdon Primary School page; Langdon PTFA page) is limited to the Head Teacher. Staff are advised not to publish specific and/or detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others or undermining confidence in, or damaging to, the professional image or reputation of themselves, their profession or of the school. Staff should not communicate with or add as 'friends' any current or past learners or their family members via any personal social media sites, applications or profiles. Any pre-existing relationships or exceptions that may compromise this, must be discussed with Head Teacher. Staff should not communicate school business with individual parents via social media sites; proper communication channels eg. telephoning or emailing from school accounts, should always be used.
- Pupils are not permitted to have mobile phones in school during school hours (including during Breakfast and After School Care Club. Mobile phones must be handed into the school office for safekeeping at the beginning of the day and collected just prior to leaving the school site. Parents wishing to make contact with their child must do so via the school office. Staff will telephone parents on a child's behalf using the school telephone if necessary. Staff will not use their own mobile phones for contacting parents. In accordance with DfE guidance, staff will search pupils' mobile phones where the child's or parental consent has been granted, if they believe it contains content or images that contravene our policies. Staff can request deletion of content if it is considered to be in contravention and can confiscate mobile phones. Confiscated phones will be released to parents. If staff believe that the phone might contain illegal content or provide evidence relating to a criminal offence, it will be handed over to the police for further investigation.
- We will ensure that appropriate filtering and monitoring systems are in place when pupils and staff access school systems and internet provision.
- We acknowledge that whilst filtering and monitoring is an important part of schools' online safety responsibilities, it is only one part of our approach to online safety. Pupils and adults may have access to systems external to the school control such as mobile phones and other internet enabled devices and technology and where concerns are identified appropriate action will be taken.
- We will ensure a comprehensive whole school curriculum response is in place to enable all pupils to learn about and manage online risks effectively and will support parents and the wider school community (including all members of staff) to become aware and alert to the need to keep children safe online.

21. Curriculum and Staying Safe

- We recognise that schools play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and that of others. Online safety is integrated into the curriculum.

- Our school systems support children to talk to a range of staff. Children will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

22. The Use of School Premises by Other Organisations

- Where services or activities are provided separately by another body using the school premises, the Head Teacher and Governing Body will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers.
- If this assurance is not achieved, then an application to use premises will be refused.

23. Security

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.
- The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

24. Monitoring and Review

- All school staff (including temporary staff, students and volunteers) will have access to a copy of this policy. The policy will also be available to parents/carers.
- The policy forms part of our school development plan and will be reviewed annually.

25. Local Support

- All members of staff at Langdon School are made aware of local support available.
 - **Contact details for Area Safeguarding Advisor (Education Safeguarding Service)**
 - 03000 41 56 48
 - **Contact details for Online Safety in the Education Safeguarding Service**
 - **Rebecca Avery**, Education Safeguarding Advisor (Online Protection):
 - **Ashley Assiter**, Online Safety Development Officer
 - **03000 415797**
 - esafetyofficer@kent.gov.uk (non-urgent issues only)
 - **Contact details for the LADO**
 - **Telephone: 03000 410888**
 - Email: kentchildrenslado@kent.gov.uk
 - **Childrens Social Work Services**

- Front door: 03000 411111
- Out of Hours Number: 03000 419191
- **Kent Police**
 - 101 (or 999 if there is an immediate risk of harm)
- **Kent Safeguarding Children Multi-agency Partnership (KSCMP)**
 - kscmp@kent.gov.uk
 - 03000 421126

26. National Support

Support for staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline

Support for Pupils

- NSPCC: www.nspcc.org.uk
- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- Young Minds: www.youngminds.org.uk
- The Mix: www.themix.org.uk

Support for adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- Kidscape: www.kidscape.org.uk
- The Samaritans: www.samaritans.org
- Mind: www.mind.org.uk
- NAPAC (National Association for People Abused in Childhood): napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk

Domestic Abuse

- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk
- Domestic abuse services: www.domesticabuseservices.org.uk

Honour based Violence

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

Sexual Abuse and CSE

- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now!: www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- CEOP: www.ceop.police.uk
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk

Online Safety

- Childnet International: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Parents Info: www.parentinfo.org
- Internet Matters: www.internetmatters.org
- Net Aware: www.net-aware.org.uk
- ParentPort: www.parentport.org.uk
- Get safe Online: www.getsafeonline.org

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Child Protection Policy Addendum in response to Covid-19

Version 1 of 1 – 2.4.20

Context

- On 20th March 2020 parents were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19). Schools and childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.
- The way Langdon Primary School is currently operating in response to coronavirus is fundamentally different to the way that we usually operate, however, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2019, remain the same:
 - the best interests of children will always come first
 - if anyone has a safeguarding concern about any child they should continue to act and act immediately
 - a DSL or deputy DSL is available
 - unsuitable people are not allowed to enter the children's workforce and/or gain access to children
 - children should continue to be protected when they are online
- This addendum of Langdon Primary School's Safeguarding and Child Protection Policy contains details of any amendments to our existing safeguarding arrangements.
- This addendum will be reviewed following any updates to national and local guidance and procedures and issued following any changes that are made.

Key Contacts

	Name	Email	Phone Number
Designated Safeguarding Lead (DSL)	Lynn Paylor Sutton	lpaylorsutton@langdon.kent.sch.uk	School: 01304 852600
Deputy Designated Safeguarding Leads	Emma Keem	ekeem@langdon.kent.sch.uk	School: 01304 852600
Headteacher	Lynn Paylor Sutton	lpaylorsutton@langdon.kent.sch.uk	School: 01304 852600
Chair of Governors	Antony Brenton	abrenton@langdon.kent.sch.uk	School: 01304 852600
Safeguarding Governor	Dorcas O'dell	Do'dell@langdon.kent.sch.uk	School: 01304 852600
Back up DSL if Langdon School contacts are unavailable	Fiona Crascall	fcrascall@askckschool.org	School: 01304 812539

Designated Safeguarding Leads (DSLs)

- Ideally a DSL (or deputy DSL) will be present on-site however if this is not possible, a named DSL will be available to be contacted via phone or online video - for example when working from home.
- Should this not be possible then Langdon Primary School share a DSL from Ash Cartwright and Kelsey School, who will be available to be contacted via email, phone or video call.

- Where a trained DSL (or deputy) is not on site, in addition to the above, the member of the teaching staff on duty will assume responsibility for co-ordinating safeguarding on site. This will include updating safeguarding files and liaising with the offsite DSL (or deputy) and as required liaising with social workers where they require access to children in need and/or to carry out statutory assessments at the school/college.
- All staff on-site will have access to a trained DSL (or deputy) and know on any given day who that person is and how they can speak to them. Up to date details of the DSL/Deputy DSLs will be visible in the school entrance hall and on the exterior noticeboard to staff and children.
- The DSL/Deputy DSL's will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Vulnerable children

- Ensuring that vulnerable children remain protected is a top priority at Langdon Primary School. Vulnerable children include those who have a social worker and those children with Education, Health and Care Plans (EHCPs). Please see DfE guidance for further information on [vulnerable children](#).
- There is an expectation that children with a social worker will attend a provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child or they can be safely cared for at home. Where parents or carers are concerned about the risk of the child contracting COVID-19, professionals will talk through these worries with the parent or carer following the advice set out by Public Health England.
- Children with an EHCP will be risk-assessed in consultation with the Local Authority and parents and a decision will be made about whether they should continue to attend school.
- Langdon Primary School has the flexibility to offer a place to other learners who may also be considered vulnerable. Please contact the Head Teacher to discuss this further.
- If vulnerable children are not attending school, we will regularly keep in contact by telephone with them.
- Langdon Primary School will continue to work with those professionals involved with children and share relevant information with them such as social workers, early help workers and virtual school head teachers. This is especially important during the COVID-19 period. This will include information about attendance and any welfare concerns. If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.
- Langdon Primary School will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance Monitoring

- Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

- Langdon Primary School and social workers will agree with families or carers whether Children in Need should attend and we will follow up with family or carers where a child is supposed to be attending but is not.
- In all circumstances where a vulnerable child does not take up their place, or does not continue to attend, we will notify their social worker and follow up with the family or carer.
- We will also follow up with parents or carers any situations whereby the children of critical workers, or children that are considered vulnerable but not open to any agencies, are not attending when a place for their child has been previously arranged.
- We will complete both the KCC and government [daily online attendance](#) form to keep a record of children of critical workers and vulnerable children who are attending school.

Reporting Concerns

- All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online. If a member of staff has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible. If the concern is urgent, the member of staff will speak immediately to a DSL in person or via phone if they are not on site. In the event a member of staff cannot make contact with a DSL, this will not delay them taking immediate action to safeguard a child. Concerns will be recorded using existing safeguarding processes as outlined in our Safeguarding and Child Protection Policy.
- Learners are encouraged to report concerns via existing school systems or to a trusted adult at home.
- Parents and carers are encouraged to report concerns via existing school systems.
- Where staff are concerned about an adult working with learners, they should report the concern to the head teacher. If there are concerns about any member of staff or a volunteer, the LADO service will be consulted with. Concerns around the head teacher should be directed to the Chair of Governors.

Safeguarding Training and Induction

- DSL training is unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.
- All existing staff have read KCSIE 2019 Part 1 and accessed safeguarding training. Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of the school Safeguarding and Child Protection Policy which includes the Covid-19 Addendum.

Safer Recruitment

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. During Covid-19 if we recruit new staff we will continue to follow the relevant safer recruitment practices.
- If volunteers are recruited we will continue to follow the guidance in accordance with KCSIE 2019 and. Volunteers who have not had the relevant checks will not be left unsupervised with a child.
- If staff from other settings volunteer or begin working at Langdon Primary School we will ensure they have a relevant DBS check following DfE guidance at this time. We will risk assess staff from other settings, as we would for a volunteer.
- If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:
 - the individual has been subject to an enhanced DBS and children's barred list check;
 - there are no known concerns about the individual's suitability to work with children;
 - there is no ongoing disciplinary investigation relating to that individual.
- In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.
- We will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child in accordance with KCSIE 2019.
- We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During the Covid-19 period all referrals will be made by emailing misconduct.teacher@education.gov.uk.
- We will continue to update the single central record and will log details of any risk assessment carried out on volunteers and staff on loan from elsewhere.

Supporting Children In School

- Langdon Primary School is committed to ensuring the safety and wellbeing of all its learners.
- We will be a safe space for all children to attend and flourish. A senior member of staff will ensure that there are appropriate staff on site and that staff to learner ratios have been considered to maximise the safety of children.
- We will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets which can be found at the gov.uk website, DfE website, PHE website and the Kelsi and kent.gov website.
- We will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported.
- We will continue to record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.

Peer on Peer Abuse

- Langdon Primary School continues to recognise and respond to cases of peer on peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 19.
- We recognise that the current circumstances and the changeable nature of current Government guidance may mean that the school may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
- The DSL will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.

Online Safety

- Langdon Primary School expectations with regards online behaviour and education when using school provided devices or internet access on site will continue to be implemented in line with existing policies. Any concerns regarding onsite online behaviour or use will be responded to in line with existing policies.
- We will continue to provide a safe online learning environment where learners use school provided devices on site; appropriate filtering and monitoring will continue to be implemented. Learner's internet use will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.
- Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing policies.

Supporting Children Not In School

- Langdon Primary School will continue to ensure the safety and wellbeing of all children that remain on our school roll.
- All DSLs will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2019, provide pastoral support and consider whether they would also benefit from external support.
- There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those about whom DSLs have concerns about who do not receive a statutory service. This could include telephone contact and/or doorstep visits but is at the discretion of the DSL.
- Langdon Primary School staff, and particularly the DSL, will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site. Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.
- We recognise that this is a difficult time for children and young people who consider our school to be a safe place and understand that the current situation may impact on the mental health of learners, staff and parents or carers.

- We will utilise our website and social media presence to ensure that safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

Online Safety Away From School

- All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Safeguarding and Child Protection Policy addendum. Where necessary, referrals will be made to LADO, children's social care and, as required, the police.
- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
 - Childline: www.childline.org.uk
 - UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
 - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- Parents and carers are encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.
- All communication with learners and parents and carers will take place using Langdon School provided email accounts or approved communication channels for example, KLZ Home Connect or SeeSaw. Any pre-existing situations which mean this cannot be complied with must be discussed with the DSL.
- We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in Behaviour and Discipline Policy and the Staff Discipline and Conduct Policy.
- When delivering remote learning, staff will:
 - Only use online tools that have been evaluated and agreed by leadership;
 - Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account;
 - Pre-record teaching content.
- Staff will not take part in 'live' remote learning using webcams or chat facilities. Staff will only pre-record any online lessons in order that they can be audited by the Head Teacher prior to distribution. All participants will wear suitable dress, use professional language and ensure backgrounds of all videos are neutral and appropriate. Staff must ensure personal information and/or inappropriate or unsuitable personal items are not visible. Other household members should not be in the background or shot.

Additional support and links

As well as through existing Langdon School mechanisms, learners, staff and parents or carers can access age appropriate and practical support and advice via a range of national and local services:

- Childline: www.childline.org.uk
- Kent Resilience Hub: <https://kentresiliencehub.org.uk>
- NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

DfE Guidance

- Coronavirus (COVID-19): guidance for schools and other educational settings
<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- Coronavirus (Covid-19): guidance for parents and carers
<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

Specific Links relating to Coronavirus for Learners and Parents/Carers

- Kent County Council: www.kent.gov.uk/social-care-and-health/health/coronavirus
- Childline: www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/
- Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/
- Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>
- Kent Children's University: Home Resources Learning Packs: www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/
- Sport England: www.sportengland.org/stayinworkout
- Children's Commissioner:
 - Children's guide to coronavirus: www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/
 - Resources for parents during coronavirus: www.childrenscommissioner.gov.uk/coronavirus/resources/
- Place2be:
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/

Online Safety

- NCA-CEOP: www.thinkuknow.co.uk/
- Internet Matters: www.internetmatters.org/
- Childnet: www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19
- UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc
- NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/
- Parent Info: <https://parentinfo.org/>
- BBC Own it: www.bbc.com/ownit

Domestic Abuse

- Domestic Abuse Services: www.domesticabuseservices.org
- Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline

- Oasis Domestic Abuse service – Service provider, East Kent. (Thanet and Dover):
www.oasisdaservice.org/home
- Clarion Housing Association – Service provider for North and South Kent
South Kent: (Ashford, Folkestone & Hythe and Canterbury) Rising Sun Domestic Abuse service
helpline: 01227 452852 (Mon-Fri 9am – 5pm)
- National Women’s Aid Domestic Abuse 24hr helpline: 0800 2000247