

The Kennet Federation – Safeguarding and Child Protection Policy

Notes

Whilst the Executive Headteacher, Lisa Telling, has overall responsibility for Safeguarding within The Kennet Federation (TKF), she has delegated this responsibility.

Designated Safeguarding Leads within TKF: Mrs Lisa Telling, Mr Bob Burrowes, Miss Karen Feather, Mrs Sue N’Jai

Designated Safeguarding Officers within TKF:

Deputy Heads
Assistant Heads

Designated Safeguarding Governor within TKF:

Mr Chris Robinson

PRINCIPLES

Section 175 of the Education Act 2002 gives schools a statutory duty to promote and safeguard the welfare of children. The Kennet Federation (TKF) recognises its legal duty to protect children from harm, and respond to child abuse. This policy refers to the **DfE Guidance on Keeping Children Safe in Education, September 2020**. (See Part 2, the Management of Safeguarding, the responsibility of Governing Bodies and Appendix B.) The Schools and Governing Body will also have due regard to the Reading Borough Council policy document **Supporting Pupils at School with Medical conditions Model RBC Policy Version 3, August 2015**.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and their staff form part of the wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children 2017. Schools should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

Some definitions of what constitutes significant harm are given in Appendix 1.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our curriculum, teaching and learning, PSHE and extracurricular activities. In order to achieve this, all staff and volunteers in this school, in whatever capacity, will at all times act proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm.

Opportunities to teach children about mental and physical health, safeguarding, and e-safety will be provided through the delivery of PSHE.

TKF seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. TKF hopes that parents and children will feel free to talk about any concerns and will see the schools as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot guarantee confidentiality if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Within TKF, if we have suspicions about a child's physical, sexual or emotional wellbeing, or that they are being neglected, we will take action.

As a consequence, we

- assert that teachers and other members of staff/ volunteers in schools are an integral part of the child safeguarding process;
- recognise that safeguarding children is a responsibility for all staff, including volunteers, and the Governing body;
- recognise that abuse and neglect are likely to cause significant harm and detrimental impacts on a child's learning, social and emotional well-being, behaviour and attendance.
- will ensure that all staff and volunteers through training within TKF 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 or she will act as a source of expertise and advice, and is responsible for coordinating action within the school and liaising with other agencies;
- ensure (through the Designated Person) that staff with designated responsibility for child protection will receive appropriate training
- will share our concerns with others who need to know, and assist in any referral process;
- if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they will always refer such concerns to the Designated member of staff, who will refer on to Social Services in accordance with the LSCB.
- safeguard the welfare of children whilst in school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, or disability or special educational needs
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work within TKF are suitable to work with children, where a member of staff has committed an offense against a child, harmed a child, or acting in a way that cause into question their suitability for working with children.

All members of staff (including volunteers and governors within TKF, in whatever capacity, will at all times act proactively in child welfare matters. Where any member of staff fails to act in accordance with this policy, this may be dealt with as a disciplinary matter.

A checklist for what to do if you suspect that a child had been harmed, neglected or abused is at Appendix 2.

DESIGNATED PERSON

Keeping Children Safe in Education (September 2016) states that the Governing Body is required to have a named Designated Safeguarding Lead who will have the **lead responsibility** for safeguarding and children protection. This role is explicit in the roleholders job description. If in exceptional circumstances, the designated safeguarding lead (or deputy) is not available, this should not delay appropriate action being taken. KCSIE 2020

The overall Lead Designated Person for Child Protection across TKF is LISA TELLING however she has delegated this responsibility to BOB BURROWES.

- The Lead Designated Person for child protection within TKF is:

BOB BURROWES

- In the Designated Safeguarding Lead's absence the Deputy Lead is:

LISA TELLING – Executive Headteacher / SUE N'JAI/KAREN FEATHER – Heads of Schools

- In their absence, these matters will be dealt with by:

Deputy Heads / Assistant Heads

The Lead Designated 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.

The broad areas of responsibility for the designated safeguarding lead are:

Managing referrals

- Refer all cases of suspected abuse to the local authority children's social care as required
- Support staff who make referrals to the 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
- Refer cases where a crime may have been committed to the police as required
- Where possible should ensure the child's wishes or feelings are taken into account when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback.

Work with others:

The designated safeguarding lead is expected to:

- Liaise with the executive head to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- As required liaise with the 'case manager' and the designated officer(s) at the LA for child protection concerns (all cases which concern a member of staff); and

- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff

Raising Awareness:

- The Designated Person should ensure TKF policies are known and used appropriately:
- Ensure TKF Safeguarding and Child Protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Ensure that all staff members have read Keeping Children Safe in Education, Part 1, September 2020 (a record showing the document has been read is kept on CPOMS)
- Ensure all staff are aware of the process for making referrals (covered in Universal Safeguarding Training) KCSIE 2020
- Ensure the Safeguarding and 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 TKF in this
- Link with the tri partnership* to make sure staff are aware of training opportunities and the latest local policies on safeguarding. *Under the new legislation, the **three safeguarding partners** (local authorities, chief officers of police, and clinical commissioning groups) must make arrangements to work together with relevant agencies (as they consider appropriate) to **safeguard** and protect the welfare of children in the area.
- Where children leave TKF, ensure their child protection file is copied for any new school as soon as possible but transferred separately from the main pupil file.

Training:

- Updated training at least every two years
- Undertake Prevent awareness training
- Understand assessment processes
- Working knowledge of child protection conferences and review conferences, be able to attend and make effective contributions
- Encourage a culture of listening to children and taking account of their wishes and feelings

DESIGNATED GOVERNOR

The Designated Governor for Child Protection within TKF is:

Chris Robinson

Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter agency procedures.

The Governing Body 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 Governing Body will review child protection practices across TKF on a regular basis, and no less than annually, to ensure that:

- TKF is carrying out it's duties to safeguard the welfare of children at the schools;
- Members of staff and 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 and volunteers

- Only persons suitable to work with children shall be employed within TKF, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action.

RECRUITMENT

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

We accept that it is our responsibility to

- Ensure that at least one member of any recruitment panel has undertaken Safer Recruitment Training.
- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicants suitability to work with vulnerable adults.
- Check that all adults with substantial access to children within TKF have been through a Disclosure & Barring Services check before starting work, and prior to confirmation of appointment. For governors the DBS check will be carried out upon appointment; until confirmed, governors will not be left unsupervised with children.

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

- Photo identity checks to establish that applicants are who they claim to be (a current passport, or photo driving licence)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.
- This process is applicable to all staff members, including supply teachers. Where the collation of key documentation is the responsibility of another organisation e.g. Chartwells, Supply agency TKF will only proceed with allowing the adult access to the school once we are satisfied that all is in order.

VOLUNTEERS

TKF follows the guidelines laid down by the LA.

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children. For this reason, any volunteers, in whatever capacity, will be given the same consideration as paid staff. Where a parent or other 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 or other 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, a DBS check will be carried out.

INDUCTION & TRAINING

All new members of staff will receive induction training, which will give 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 within TKF (including volunteers) will receive Universal Safeguarding Training which includes TKF procedure and policy. TKF will provide this training and refresher training through the Designated Member of staff or through commissioning training every 3 years, and the designated person every 2 years. Members of staff and governors who may form

part of staff interview panels will be expected to complete Safer Recruitment Training every three years.

DEALING WITH CONCERNS

Members of staff and volunteers must not investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the Designated Lead who will refer the matter to the relevant Local Authority.

Social Services and Thames Valley Police are empowered to carry out investigations and decide whether children have been abused.

To this end, all staff, volunteers or governors will follow the procedures below;

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or

If anyone observes injuries that appear to be non-accidental, or where a child or young person makes a direct allegation or discloses that they have been abused, or

makes an allegation against a member of staff,

- They must record what they have seen, heard or know accurately at the time the event occurs, or immediately following and share their concerns with the Designated Lead.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents.

SAFEGUARDING IN SCHOOL

As well as ensuring that we address child protection concerns, we will also ensure that children who attend TKF are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the policies on Personal, Social, Health and Economic Education (PSHE) and Sex and Relationships Education. Child Protection issues will be addressed through the curriculum as appropriate, especially in:

- bullying – TKF will ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualized behaviour (including ‘sexting’ and ‘upskirting’), or bullying that is homophobic in nature;
- racist incidents;
- confidentiality;
- behaviour and the TKF rules;
- health and safety;
- physical intervention;
- allegations against members of staff.

See also Anti-bullying policy and Positive Behaviour Policy.

PREVENT

As a Federation we are expected to assess the risk of children being drawn into terrorism and have a duty to make appropriate and timely referrals. Two of TKF Designated Officers for Child Protection have attended Prevent training which was delivered by Thames Valley

Police. TKF is aware of and has access to the referral path should a concern be raised in relation to radicalisation. Typically, at Primary, a young person may express views, opinions or information which would indicate a concern in relation to the parents or older siblings. However, as a Federation we will not rule out the possibility that a young person themselves has been, or is subject to, radicalisation. Appropriate and regular training in Prevent is available to all TKF staff and forms part of TKF Safeguarding training. Certification is held centrally.

FGM MANDATORY REPORTING DUTY

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers** along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies. Teachers must personally report to the police cases where they discover that an act of FGM has been carried out or where there are suspicions it will be carried out. Within TKF we follow the FGM Referral Pathways Pack provided by our LSCB. The Designated Lead has been trained in using the pack and will support the member of staff calling the police.

CONTEXTUAL SAFEGUARDING

KCSIE states that all staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence. Training will be provided to all staff on contextual safeguarding including regular updates on themes such as county lines, exploitation etc

PEER ON PEER ABUSE

All staff will be trained to recognise that children are capable of abusing their peers. As with all forms of abuse, training will be provided to help staff identify signs and indicators. Where peer on peer abuse is either suspected or substantiated the approach and record keeping procedures remain the same as for any other safeguarding concern. In the case of peer on peer abuse the perpetrator is entitled to the same support and confidentiality as the victim and will be considered a vulnerable safeguarding concern. Careful consideration will need to be given as to how the children are best supported where both victim and perpetrator are likely to interact closely with each other e.g. the same class. The Kennet Federation is clear that peer on peer abuse is serious and will be treated as such. It will not be accepted as ‘teasing’ or ‘part of growing up’. It is also recognised that it is more likely that girls will be victims and boys perpetrators, but this is not exclusively the case. The different forms peer on peer abuse can take are:

- bullying (including cyberbullying)

- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment.
- upskirting
- sexting

LOOKED AFTER CHILDREN

The Governing Body must appoint a Designated teacher to promote the educational achievement of children who are looked after and to ensure that this person has appropriate training. (This may be the Designated Person for Safeguarding.) This responsibility lays with our SENDCo across TKF.

The most common reason for children becoming looked after is as a result of abuse and/or neglect. The Governing Body should ensure that staff have the skills, knowledge and understanding necessary to keeping looked after children safe. In particular, they should ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The Designated Safeguarding lead, through the designated teacher for looked after children, should have details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

ALTERNATIVE PROVISION

Where TKF places a pupil with an alternative provision provider, TKF continues to be responsible for the safeguarding of that pupil, and should be satisfied that the provider meets the needs of the pupil. KCSIE 2020

MISSING CHILDREN

A child going missing from an education setting is a potential indicator of abuse and neglect. The Governing Body will put in place appropriate safeguarding responses to children who go missing from education settings, particularly on repeat occasions, to help identify any risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

PHOTOGRAPHING CHILDREN

We understand that parents like to take photos of or video record their children in school events. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes. We request that photos of other children are not shared or uploaded to Social Media without permission from their parents.

We will not allow photographs or filming of pupils during a school activity without the parents' permission.

If there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

All parents are asked to complete a Photographic Use Consent form which forms part of the Induction Pack.

We will not allow images of pupils to be used on TKF websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name.

CONFIDENTIALITY and DATA PROTECTION

TKF and all members of staff within it, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance. TKF works with an outside provider to ensure that GDPR guidance is adhered to.

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

All child protection records will be kept separately from the child's main file; the Designated Lead will restrict access to those people who have a role to play in protecting the child. Child Protection information held electronically will be password protected.

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

The Designated Lead and the Governing Body should ensure that staff members do not promise confidentiality to the child and always act in the interests of the child.

Further guidance: Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers. KCSIE 2020

CONDUCT OF STAFF (See Staff Code of Conduct.)

TKF 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.

At all times, members of staff are required to work in a professional way with children.

All staff 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
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties
- contacting children through private telephones, including texting, email, Facebook, or any social networking sites.

If any member of staff has reasonable suspicion that a child is suffering harm and fails to act in accordance with this policy and the LSCB procedures, we will view this as misconduct and take appropriate action. (See Whistle Blowing policy.)

Where any member of the staff within TKF believes that the Executive Headteacher is failing to act in accordance with this policy they should bring it to the attention of the Safeguarding Governor as a matter of urgency.

All members of staff must understand that allegations that they have assaulted a child,

or placed a child at risk of harm, will be investigated in a multi-agency way, involving the Police and Social Services.

PHYSICAL CONTACT & RESTRAINT

Members of staff may have to make physical interventions with children. For further information on TKF policy, see Positive Behaviour Policy

ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff (including any volunteers or Governors) may have:

- assaulted a child.
- caused significant harm to a child
- behaved in a way that calls into question their suitability to work with children.
- committed an offence against a child.
- placed a child at risk of significant harm.

In the first instance, the Executive Headteacher (or where the Executive Headteacher is the subject of an allegation, the Chair of Governors) should immediately discuss the allegation with the Designated Lead.

The Executive Headteacher (or Chair of Governors) will gather information about the allegation and report this without delay to the LADO, Child Protection.

BEFORE AND AFTER SCHOOL ACTIVITIES/ CONTRACTED SERVICES

Where the Governing Body transfers control of use of school premises to out of school hour activities, we will ensure that these bodies have appropriate Safeguarding and Child Protection policies and procedures and link with TKF on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

MONITORING AND EVALUATION

There are a number of safeguarding measures which TKF is required to log, and the maintenance of these will provide evidence that this policy is being followed. ***These are listed in Appendix 3.***

TKF will also carry out an annual audit of safeguarding practice and procedures. ***This is detailed in Appendix 4.***

The Designated Lead will meet the Safeguarding Governor termly to discuss support, resources and training as well as

- Numbers of Child Protection concerns brought to his/ her attention by staff at TKF
- Number of such concerns that were reported to the LA and response
- Number of requests for information by LA, CAFCASS Social Workers
- Attendance at Child Protection conferences and Core Group meetings
- Number of staff including volunteers who have received Safeguarding training in the last year and who are due to receive training in the coming year.

The Executive Headteacher will report to the Governing Body termly:

- Incidents of bullying
- Racist incidents
- Complaints by parents about bullying and racist incidents

- Number of allegations against members of staff
- Number of such concerns that were reported to the LA designated officer and response
- Any concerns raised by the School Council/Junior Leadership Team relating to this policy
- Additionally the Designated Lead and the Designated Governor will meet annually with the School Council/Junior Leadership Team to discuss issues of safety including bullying.

DISSEMINATION

The Designated Lead will ensure that a copy of this policy will be made available to all members of staff, governors and volunteers. All staff will be expected to sign an annual declaration, stating they have received, read and agree to abide by this policy.

Parents' attention will be drawn to the policy through the normal TKF communication channels, including the school websites.

The name of the Designated Lead (and any Deputies) will be displayed at the school entrances, in classrooms, the school halls and the staff room.

USEFUL LINKS AND TELEPHONE NUMBERS

Berkshire child protection procedures: www.proceduresonline.com/berks/
 'What to do if you are worried your child is being abused' Dec 2006 HM Government
www.dh.gov.uk/en/Publicationsandstatistics/Lettersandcirculars/Healthservice/circulars/DH0403420
 H4003420
 Children's action teams: 0118 937 6570
 Pan Berkshire Out of Hours Emergency Team: 01344 786 543
 Single Point of Access: 0118 937 3641

Linked to:

Staff Code of Conduct .
 Whistle Blowing Policy.
 Health & Safety Policy.
 Disciplinary Procedure.
 Positive Behaviour Policy.
 Positive Handling (Team Teach) Policy.
 Attendance policy.

Signed	L Telling	EXECUTIVE HEADTEACHER
Date	May 2020	
Review Date	May 2021	

Appendix 1

Some definitions of significant harm

Abuse & neglect:

Abuse and neglect are forms of maltreatment of children. They include inflicting harm or failing to prevent the infliction of harm.

Physical Abuse: Involves hitting, shaking, throwing, burning... any physical harm. It also includes fabricating the symptoms of illness or deliberately inducing illness in a child.

Emotional Abuse: The persistent emotional maltreatment of a child. Some level of emotional abuse is involved in all types of maltreatment of a child.

Sexual Abuse: Involves a child taking part in sexual activities, whether or not the child is aware of what is happening.

Neglect: Persistent failure to meet a child's basic physical and/or psychological needs likely to result in the serious impairment of the child's health or development.

The concept of significant harm:

This is the threshold that justifies compulsory intervention in family life in the best interests of the child. There are no absolute criteria on which to rely when judging what constitutes significant harm.

Appendix 2

Action to take if you suspect that a child has been harmed, neglected or abused

- Do not take it upon yourself to investigate possible abuse or neglect.
- Concerns must be referred to a designated member of staff. **Only the designated member of staff will make referrals to children's services or the police.** This will be done as speedily as possible.
- Discuss your concerns with the designated member of staff. S/he will continue the investigation and check the child's records to see if any other incidents of concern have occurred. S/he will refer the matter if it is deemed appropriate to do so. Detailed notes of phone calls, contacts and action will be kept in the Designated Lead's **child protection file**.
- If a referral to children's services or the police goes ahead, a pupil's file will be moved to the Designated Lead's filing cabinet.

Here is some advice for the designated member of staff to consider:

- **Stop and listen to what you are being told.** Responding to an allegation or suspicion of abuse of a child immediately takes priority. Immediately alert the Designated Lead
- **Take notes of what is said**, as it is being said – if it is not possible to take notes at the time, make notes immediately afterwards. Keep the notes taken at the time, without amendment, omission or addition, whatever subsequent reports may be written.
- **Do not promise confidentiality** or agree to "keep it a secret". Action will have to be taken if you believe that any child is suffering, or is likely to suffer significant harm. Try to be clear to the child about what you think will happen next. You can assure the child or anyone else giving you information, that you will only tell those you have to tell to try to get the matter dealt with. You can and should express support for the child or person giving you information in getting the matter sorted out;
- **Avoid asking leading questions** like "Did he do X to you?" but open questions like "Can you tell me what happened?" Ask only what you need to know to ascertain whether abuse may have taken place. You do not need full details. Avoid expressing opinions beyond the facts. Leading questions and anything likely to suggest ideas or interpretations could damage subsequent investigations or criminal proceedings;
- **Physical abuse:** Using the **blue child protection classroom record**, you can ask the child about an injury. You can ask **what** happened, **when** it happened, **where** it happened, **who** was involved? You do not ask the child why it happened. Use the **body map** to plot where the injury was. Give descriptive details of the injury;
- **Consider whether a child now needs immediate protection** – consider both the child who has told you of concerns, and any other child, in the light of what you have been told or suspect. If so, initiate or take the necessary temporary protective action – e.g. by staying with the child on site until satisfactory arrangements for the child are made. You can ask and take into account the child's wishes about any immediate protection. You should aim to transfer protection of any child into the normally expected arrangements in the setting concerned, as soon as you are satisfied that these are safe;
- **Decide whether the allegation or suspicion indicates that a child is suffering, or is likely to suffer, significant harm** (the trigger for children's services child protection and/or subsequent police enquiries). Consider whether:
 - the allegation or suspicion appears to you to be seriously meant
 - if true, it would constitute or seriously risk a child suffering, or being likely to suffer significant harm (whether or not you personally believe it to be true – that assessment is for children's social care services enquiries and or police investigations)
 - the actual or likely harm is of a sexual, physical, emotional or neglect nature, sufficient to affect the child's normal physical, sexual, emotional, educational or social development.

Remember, even if have any doubts and whether or not you personally believe it - the benefit of the doubt must always be in favour of making the report.

- **Do not tell the person who is the subject of an allegation or suspicion** what you have been told or what you suspect – that may put a child at further risk and/or damage any subsequent children’s social care service or criminal investigation. Any further action will be decided in discussion the Local Authority and Childrens Services.

Appendix 3

Safeguarding measures, and current status

Requirements	Named person/location	Notes
Nominated staff member with responsibility for safeguarding children	Bob Burrowes – Designated Safeguarding Lead across TKF	In their absence: Lisa Telling, Sue N’Jai, Karen Feather, Colette Hodges
Physical Intervention policy	On school file and websites within Positive Behaviour Policy	Last updated:
Contact telephone numbers of local police and childrens services	Main school office address book & child protection file in Designated Lead’s filing cabinet	Need to identify whether family/child is resident in Reading or West Berkshire
List 99 record is kept	FBM desk-locked drawers	DBS, List 99 and evidence about qualifications kept on one computer file.
DBS check on all staff, Governors and helpers in school	FBM desk-locked drawers & individual staff files	
Verify authenticity of staff qualifications	FBM desk-locked drawers & individual staff file	All new staff have DBS checks & qualification scrutinised. QTS verification for all teachers.
Executive Headteacher/Nominee to complete designated officer training and assessment for Safeguarding children	Lisa Telling & Sue N’Jai	Training completed.
Regular update & review of staff register	Kept by the FBM on the admin computer	The computerised register is regularly updated
Universal Safeguarding Training for all staff	FBM organises	All staff training renewed every 3 years. New staff trained at entry
Visitors to TKF sites to be escorted at all times by a member of staff.		

Appendix 4

Annual audit of safeguarding practice and procedures

Key Question:	Evidence	Impact	Next steps
<i>How do we know adults in contact with our pupils are suitable?</i>	All staff are DBS checked References are read before appointment is confirmed Parent helpers are List 99 checked Governors are DBS checked Helpers only work with individual children in open spaces readily observed.	Parents/Carers and staff can be secure in the knowledge that children receive safe care at TKF. School is a safe, suitable & secure environment for pupils.	Update the register when new staff are appointed. Update the register when new parent helper volunteers assist in school. Check registers annually.
<i>How do staff know what to do if they have a safeguarding concern about a pupil?</i>	All staff are informed about safe practice. In the policy. Staff know to inform the Designated Lead when a concern becomes apparent. Consult and communicate.	Child safeguarding concerns are brought to the attention of the Designated Lead. Children's well being is better assured.	Staff, SENCo & Head are suitably trained and keep up to date with current practice.
<i>How does TKF try to minimise harassment & bullying?</i>	Through our programme of Values. A culture of openness and communication is fostered.	Bullying incidents kept to a minimum. Children feel safe in an atmosphere which is sympathetic and supportive. Prompt action taken to address issues quickly.	Develop work with the School Council/Junior Leadership Team to increase the pupil voice. Enable children to be more proactive and mutually supportive of each other.
<i>How /where does TKF keep information about specific child protection issues?</i>	In children's confidential folders. SENCo keeps detailed records of those children on the SEN register. Information is recoded and retained in class red books, kept in school office.	Records are readily available when required	Maintain the record keeping systems and regularly update.
<i>What measures are taken to minimise health and safety risks for pupils?</i>	Risk assessments are carried out. Regular H/S audits are completed by Resources committee. TKF maintains a good adult/pupil ratio. Staff are aware of their responsibilities and safe practices to support children.	Risks are minimised with children able to engage in activities safely. Staff are well trained and reminded about their responsibilities.	Executive Headteacher reports H&S issues to Governors. Revise the H&S audit programme, record and act upon findings

<p><i>How does TKF meet the needs of pupils with medical conditions?</i></p>	<p>Office have pupil medical records & health care plans, which staff are informed of.. First Aid training for all staff. Named first aiders. Medical alert boards in office, staffroom and Infant adult toilets (with pictures) Epi-pen training annually. Medicines (including inhalers) locked in cabinet administered by Secretary, Office Assistant or FBM. Disabled access and disabled toilet.</p>	<p>Children are safely cared for. Parents/carers are reassured that their children are well looked after and that in an emergency parents will be contacted.</p>	<p>Staff to maintain and update their first aid qualifications. Maintain regular Epi-pen training by the school nurse. Parents reminded to keep healthcare plans upto date and office keep records of medicine expiry dates. Medical alert notice boards updated annually (or sooner if required)</p>
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