



**Mendlesham Primary School**

## Local Child Protection Procedures



### History of Document

| Date Created                | Author                   | Ratified by    | Review Date                 |
|-----------------------------|--------------------------|----------------|-----------------------------|
| 25 <sup>th</sup> March 2019 | Tessa Sait - Headteacher | Governing body | March 25 <sup>th</sup> 2020 |
|                             |                          |                |                             |
|                             |                          |                |                             |

**Our designated safeguarding staff:**

|  |  |  |
|--|--|--|
|                         |               |  |
| <p><b>DSL</b><br/>Tessa Sait<br/>Headteacher<br/>admin@mendleshamschool.org.uk</p>                       | <p><b>Deputy DSL</b><br/>Tom Singleton<br/>Class Teacher<br/>admin@mendleshamschool.org.uk</p> |  |
|                        |              |    |
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|                       |             |   |
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### 1. Aim

Schools and their staff form part of the wider safeguarding system for children. Everyone who comes into contact with children and their families and carers has a role to play in keeping them safe. To fulfil this responsibility effectively, all professionals must ensure their approach is child-centred. This means that they must always consider what is in the best interests of the child.

These procedures are for all staff, parents, governors, volunteers and the wider school community. They form part of the safeguarding arrangements for our school. They should be read in conjunction with the following policies on:

| Trust Policies  | School Policies  |
|---|--|
| <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection</li> <li>• Safer Recruitment</li> <li>• Complaints Procedure</li> <li>• Whistleblowing Policy</li> <li>• Health and Safety</li> <li>• Combined Data Protection and FOI Policy</li> </ul> | <ul style="list-style-type: none"> <li>• Behaviour (including the anti-bullying strategy and approach to physical intervention)</li> <li>• Peer on peer abuse</li> <li>• Educational Visits Policy</li> <li>• Staff Code of Conduct</li> </ul> |

They should also be read in conjunction with Keeping Children Safe in Education (Department for Education, September 2018). Safeguarding and promoting the welfare of children is defined in Keeping Children Safe in Education as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

## 2. Expectations

All staff and volunteers must sign to confirm they have read and agree to these procedures before they start working with us. All children and their families will be provided with these procedures before enrolment. It is important for families to be aware of actions staff may take if there are any concerns for a child's safety, and for them to understand that they might not be consulted before action is taken. Knowing about child protection procedures ahead of time helps parents to engage better in the process, meaning that change is more likely to take place.

All adults working in our school who have contact with pupils are in positions of trust. Staff and volunteers should understand their responsibilities to safeguard and promote the welfare of pupils, including through early help. This means that staff and volunteers:

- a) are responsible for their own actions and behaviour and must avoid any conduct which would lead any reasonable person to question their motivation or intentions
- b) must work, and be seen to work, in an open and transparent way
- c) must acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded
- d) must discuss and/or take advice promptly from their line manager if they have acted in a way which may give rise to concern
- e) must apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief or sexual orientation
- f) must not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children
- g) must be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure and Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the Teaching Regulation Agency (TRA).

## 3. Early help

Early help means providing support as soon as a problem emerges, at any point in a child's life. Providing early help is more effective in promoting the welfare of children than reacting later.

Early Help at **Mendlesham Primary School**

- Class Teacher/meeting time /Teaching Assistants
- Nurture Groups
- Individual behaviour support plans
- Reports/SPSF (Suffolk Pupil Support Framework)
- Breakfast club
- After School Club
- PMHW (Primary Mental Health Worker)
- School Nurse
- Counsellors
- Anger Management
- Well-being Hub
- SENCO (Special Educational Needs Coordinator)/EP (Educational Psychologist)
- PCSO (Police Community Support Officer)
- DSL (Designated Safeguarding Lead) and Deputy DSL
- Suffolk Young Carers

- CAF (Common Assessment Framework)
- CISS (County Inclusion Support Service)
- Attendance Officer/EWO (Education Welfare Officer)
- Parenting classes

#### 4. What to look out for (recognising children who are experiencing or at risk of harm)

Children can be harmed in several ways; abuse can be physical, sexual, emotional or it can take the form of neglect (see Part 1 and Annex A of Keeping children safe in education (September 2018)).

Children sometimes suffer more than one type of abuse at a time.

Children as well as adults can be abusers; peer on peer abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up” (see Sexual violence and sexual harassment between children in schools and colleges <https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges> ).

Protecting children from the risk of radicalisation is part of our wider safeguarding duties (see The prevent duty: for schools and childcare providers), and is similar in nature to protecting children from other forms of harm and abuse.

#### 5. How to respond

If you have a concern about a child’s wellbeing, based on:

- something the child or their parent has told you
- something another child has told you
- something you have noticed about the child’s behaviour, health, or appearance
- something another professional said or did

**Pass all concerns immediately to the Designated Safeguarding Lead (DSL) or a Deputy DSL if they are not available.**

Even if you think your concern is minor, the Designated Safeguarding Lead (DSL) may have more information that, together with what you know, represents a more serious worry about a child. It is never your decision alone how to respond to concerns – but it is always your responsibility to share concerns, no matter how small.

- Do not investigate but decide whether you need to clarify your concerns by asking the child or parent open questions (beginning with words like who, how, why, what, where and when) and being careful not to lead them. Do not discuss your concerns with the parent(s) if this may increase the risk to the child.
- If you have heard a disclosure of abuse or are talking with a child or parent about your concerns, let them know what you will do next. For example, ‘I am worried about your bruise and I need to tell Mrs Smith so that she can help us think about how to keep you safe.’
- Inform the DSL immediately. If the DSL is not available, inform the Deputy DSL. If none of the designated safeguarding staff or headteacher are available, you must make the referral yourself. Details of how to do this are at the end of these procedures.
- As soon as possible after the event, make a written record using the recording form for safeguarding concerns These are available in the **staff room, the headteacher’s office and at the end of this document**. If there was a disclosure, record the words of the child or parent rather than your

interpretation. Include analysis of what you saw or heard and why it is a cause for concern. Please complete the form in full, noting dates, time and recording any relevant physical marks on the body maps.

Any member of staff is entitled to report a safeguarding concern directly to the local authority if they do not feel able to refer the matter to the DSL. Details of how to do this are at the end of these procedures.

## 6. Who to pass concerns on to

Names, photos and contact details for the DSL, Deputy DSL, Designated Teacher for Children in Care, Safeguarding Governor, Headteacher, Chair of the local governing body and relevant Trustee are provided at the beginning of these procedures. Details of how to make a referral to the local authority are at the end.

## 7. Safeguarding concerns about another adult in the school

Safeguarding concerns about another adult in the school must be referred to the Headteacher (or whoever is fulfilling the role in their absence), without delay. If the concerns are about the Headteacher they must be referred to the Chair of Governors. They will contact the local authority Designated Officer (LADO) within one working day in respect of all cases in which it is alleged that a person who works with children has:

- a) Behaved in a way that has harmed a child, or may have harmed a child;
- b) Possibly committed a criminal offence against or related to a child; or
- c) Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- d) If you feel your concern has not been responded to appropriately, please contact the Trust Lead on Safeguarding ([enquiries@johnmiltonacademytrust.co.uk](mailto:enquiries@johnmiltonacademytrust.co.uk))

## 8. Additional Safeguarding Points

### 8.1 Non-collection of children

If a child is not collected at the end of the session/day, we will:

- The teacher will walk with the child to the school office, before 3.40pm
- Provision will be made for the child to be cared for on the premises; at no time will the child be left alone or leave the premises even with a member of staff.
- Every effort will be made to reassure a worried or upset child.
- The office staff will be asked if any information about changes to the normal collection routines has been made known to them.
- A log of the non-collection will be started using the form on this policy.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents as emergency contacts to collect their child from the school, and whose telephone numbers are recorded on the Admission Form, will be contacted.
- All reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home.
- If all the above attempts are unsuccessful, a member of staff will contact the MASH Team **-0345 606 1499** no later than 4.30pm (or 6.00pm if the child is not collected from After School Club). In the event of no response from the MASH team, staff should contact Customer First **0808 800 4005**
- If there is no response from the MASH team or Customer First, the police will be called on **101**.

The log of the incident will be completed by the member of staff dealing with it and handed to the Designated Leader for Safeguarding (DSL):

**DSL – Tessa Sait**

**Deputy DSL – Tom Singleton**

## **8.2 Missing pupils**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing, we will:

- If at any time during the school day a child is noticed as missing the following procedure will take place:
- As soon as it is noticed that a child is missing, staff will alert a senior member of staff.
- The senior staff and any other available staff will carry out a thorough search of the school buildings, playground and other outdoor areas including the field and couse.
- The registers will be checked to make sure no other child is missing.
- External doors and gates are checked to establish whether there has been a breach of security. If the child is not found, the parent/guardian is contacted and the missing child is reported to the police (101), CCTV may be checked to establish the time the child absconded.

The police will want to know:

1. Where you are.
2. The name of the child.
3. The next of kin of the child.
4. A detailed description of the child (going from head to toe, clothing etc.)
5. When they were first noticed missing.
6. When and where they were last seen.
7. Circumstances of the disappearance (any trigger, arguments etc.).
8. Who is looking for the child at the moment, where they are and their mobile phone number.

When the police arrive they will co-ordinate the search and staff will comply fully with their instructions; staff should continue to search unless instructed by police to stop.

### **Follow-up to the incident**

- When the child is found their needs and those of the parent are paramount. Emotions are likely to be running high, and this should be considered when trying to establish what happened immediately before the child left the school premises.
- It should be established whether the child is injured or has been harmed in any way, and the appropriate action taken.
- After the search there will be a need to meet with staff to re-assure them and to take the opportunity to de-brief.
- An incident report should be completed by the staff member co-ordinating the search and handed to the designated Child Protection staff member. This will be placed in the school's Safeguarding File.
- The Headteacher will inform the Chair of Governors and any other relevant body as appropriate.
- A Risk Assessment review will take place in the area from which the child went missing as soon as possible, and no longer than 3 days after the event. Any identified security improvements should be put in place as soon as possible.
- A meeting should be held with both the parent and the child to establish how the incident occurred, and what actions or support will be necessary to prevent such an incident from happening again in the future. This may include:



- Pupil Support with the involvement of the Inclusion Leader/SENCo, other staff member or identified professional.
- An individual risk assessment being reviewed or put in place.
- A behaviour or learning support plan being reviewed or put in place.
- A 'check-in' or buddy system being established.
- Potential referral to an external agency where the pupil's safety, mental or emotional health and well-being are felt to be at risk.
- A sanction being applied in line with the school's Behaviour Policy, if appropriate.
- The incident should be discussed at the next staff meeting and any recommendations for improvements in the procedure should be made to the Governing Body.

### **8.3 Missing Child (Off-Site School Visits)**

If a child goes missing from an educational visit where parents are not attending and responsible for their own child, the following procedure applies:

- As soon as it is noticed that a child is missing, staff on the visit ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One staff member will search the immediate vicinity but does not search beyond that.
- A member of staff will inform the management of the venue if appropriate.
- The staff contact the police using a mobile phone and report the child as missing
- The person in charge informs the Headteacher who will then liaise with the police, inform the local authority and contact the family.
- If appropriate, the Headteacher may make his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- In an indoor venue, the staff contact the venue's security staff who will handle the search and contact the police if the child is not found. Investigation following the safe recovery of the child
- The Headteacher, with the support of the police is appropriate, carries out a full investigation taking written statements from all the staff present at the time.

An Incident Log Sheet should be completed detailing:

1. The date and time of the report
2. Which staff/children were in the group
3. When the child was last seen in the group
4. What has taken place in the group since then
5. The time it is estimated that the child went missing.
6. Any other relevant details, including the recovery of the child.
7. A conclusion is drawn as to how the breach of security happened.

If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff.

The incident is reported under RIDDOR arrangements and to the Local Authority Health and Safety Officer as appropriate.

### **8.4 Missing Child from Parental Care**

At busy times of the day and during family events at school children occasionally go missing from the care of their parents. In order to try to ensure that the child is found quickly and safely the above procedures will still apply.



## **8.5 Arrangements at the end of After School Clubs**

Every After School Club will have a register of children attending. Unless permissions have been obtained in writing to the contrary, all pupils will be signed over to their parents at the end of the club by a member of staff.

## **8.6 Children Walking Unaccompanied Recommendations: Walking to School and Walking Home Alone**

To keep traffic to a minimum outside the school and the immediate area, thus helping to keep it safe for everyone in the community, and to provide the healthiest start and end to the school day for pupils, we recommend that pupils walk to school from home as much as possible, or that parents leave the car at a reasonable distance away and walk from there.

Mendlesham Primary School recommends that children are accompanied to and from school by an adult until Year 5. However, legally the decision and responsibility for children walking alone remains with parents/carers and they may make the decision to allow their child to walk unaccompanied when appropriate for the individual child.

If a parent wishes their child to walk home unaccompanied then the school will need written permission from the parent/carer. In order to help children of Year 5 and 6 develop the skills they need to stay safe, both in preparation for secondary school and outside of school, we encourage parents of children from Year 5 onwards to consider allowing them more independence, depending, of course, on the ability of the individual child to cross roads and keep safe, the journey they have to make and their experience in making that journey. Becoming more independent, when parents are confident their child has the road safety skills, may start with your child arranging to meet up with friends and walk into school together, either from home or from a set meeting place. However, it is the parent's choice and responsibility for the school journey and the decision about when your child is ready to walk independently will remain with the parent. If you would like to discuss this with the school, please contact the Headteacher.

During the winter months, we recommend that parents ensure their child wears bright, light clothing, carries 'high visibility' items and/or carries a torch, as appropriate. Children may ride bicycles or scooters to school with parent's permission. Pupils must dismount at the site entrance as no riding of either is allowed once on the school property. Helmets should be worn at all times.

**Pupils walking home alone are reminded that they may return to school if they feel concerned for any reason or if they arrive home and are unable to get into their house. If a child returns to school under these circumstances, the school will make every attempt to contact parents/carers, following the non-collection procedure.**

# Non-collection of Child Log Sheet

Child's name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

|                            | Time | Action |
|----------------------------|------|--------|
| Reported to the office     |      |        |
| Calls made to              |      |        |
| MASH team called           |      |        |
| Instruction from MASH team |      |        |
| Child collected            |      |        |
| Collected by               |      |        |
| Comments                   |      |        |

## 9. Whistleblowing

If you are concerned about poor or unsafe practice or potential failures in the school's safeguarding regime, these should be raised with the Headteacher or the Chair of the local governing body, in the first instance. Please refer to the Trust's whistleblowing policy.

The NSPCC whistleblowing helpline is available for those who do not feel able to raise concerns regarding child protection failures internally. You can call: 0800 028 0285. This line is available from 8:00 to 20:00, Monday to Friday or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## 10. Reviewing these procedures

These procedures are reviewed at least annually and approved by the local governing body. Copies of these procedures and supporting materials, such as Keeping Children Safe in Education (Department for Education, September 2018), are available in the staffroom and on the school's website. Hard copies may be requested from the school office.

## 11. Contact details for the local authority

To seek advice before making a referral to the local authority contact the MASH (Multi Agency Safeguarding Hub) Professional Consultation Line 03456 061499 (Monday – Thursday 9am -5pm, line closes at 4.25pm on a Friday).

To make a referral to the local authority contact Customer First on 0808 800 4005, (open 24 hours a day). Members of the public and professionals can use this line. For professionals wishing to make a referral, the Multi-Agency Referral Form (MARF) can be found here:

<http://www.suffolkscb.org.uk/working-with-children/how-to-make-a-referral/>

Once completed, please email to [customer.first@suffolk.gcsx.gov.uk](mailto:customer.first@suffolk.gcsx.gov.uk)

If you are concerned a child is at immediate risk of serious harm, please call **999**.

## Record of concern about a child/young person's safety and welfare

Part 1 (for use by any staff – **must be handwritten and legible and handed directly to the DSL or ADSL**)

|   |  |                              |             |
|---|--|------------------------------|-------------|
| Pupil's name:   |  | Date of birth:               | Class/Form: |
| <b>Date &amp; <u>time</u> of incident:</b>  |  | Date & time<br>(of writing): |             |
| Name (print): .....   |  | Job title:                   |             |
| Signature: .....  |  |                              |             |
| Record the following factually:<br>Nature of concern, e.g.<br>disclosure, change in<br>behaviour, demeanour,<br>appearance, injury, witnesses<br>etc. <i>(please include as much<br/>detail in this section as<br/>possible. Remember – the<br/>quality of your information will<br/>inform the level of intervention<br/>initiated. Attach additional<br/>sheets if necessary.</i> |  |                              |             |
| What is the pupil's<br>perspective?   |  |                              |             |
| Professional opinion, where<br>relevant <i>(how and why might<br/>this have happened?)</i>  |  |                              |             |
| Any other relevant information.<br>Previous concerns etc.<br><i>(distinguish between fact and<br/>opinion)</i>  |  |                              |             |
| Note actions, including names<br>of anyone to whom your<br>information was passed and<br>when   |  |                              |             |

Check to make sure your report is clear to someone else reading it.

**Please pass this form to your DSL by hand without delay**

## Record of concern about a child/young person's safety and welfare

### Part 2 (for use by DSL)

|  |  |                 |                          |       |          |
|--|--|-----------------|--------------------------|-------|----------|
| Information received by DSL:   | Date:  | Time completed: | From whom:               |       |          |
| Any advice sought, if applicable   | Date:  | Time completed: | From: name/organisation: |       |          |
|  | Advice received:   |                 |                          |       |          |
| Action taken with reasons recorded<br>(e.g. MARF completed, monitoring advice given to appropriate staff, CAF etc) | Date:  | Time completed: | By whom:                 |       |          |
|  |  |                 |                          |       |          |
| Outcome  | Date:  | Time completed: | By whom:                 |       |          |
|  |  |                 |                          |       |          |
| Parent/carer informed?   | <b>Y</b>   | Who spoken to:  | Date:                    | Time: | By whom: |
|  | <b>N</b>   | Detail reason:  |                          |       |          |
| Is any additional detail held, if so where?  |  |                 |                          |       |          |
| Prior safeguarding history   | No. of previous records of concern:                      |                 |                          |       |          |
|  | Has the child been subject of CAF/Early Help assessment? |                 |                          |       |          |
|  | Currently on CP Plan (CPP) / Child in Need Plan (CiN)    |                 |                          |       |          |
|  | Previously on CP Plan (CPP) / Child in Need Plan (CiN)   |                 |                          |       |          |
|  | Is child known to other agencies?                        |                 | Y / N                    |       |          |
| Name of DSL:   |  |                 | Signature:               |       |          |

## BODYMAP

(This must be completed at time of observation)

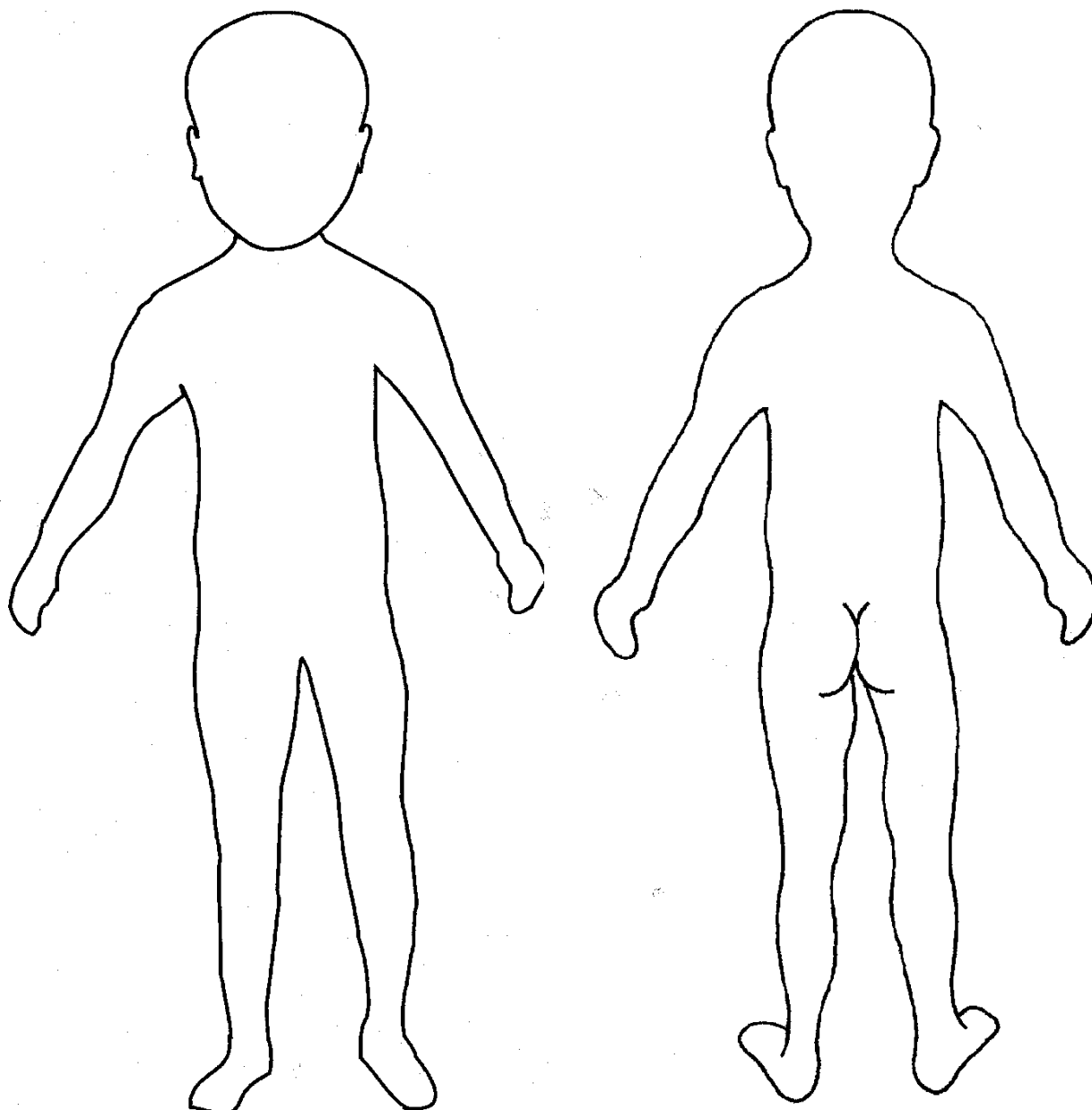
Name of Pupil: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

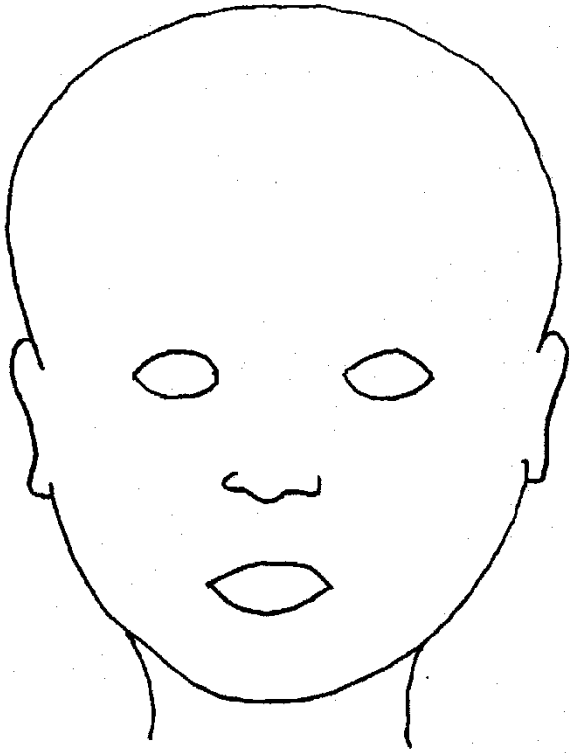
Job title: \_\_\_\_\_

Date and time of observation: \_\_\_\_\_

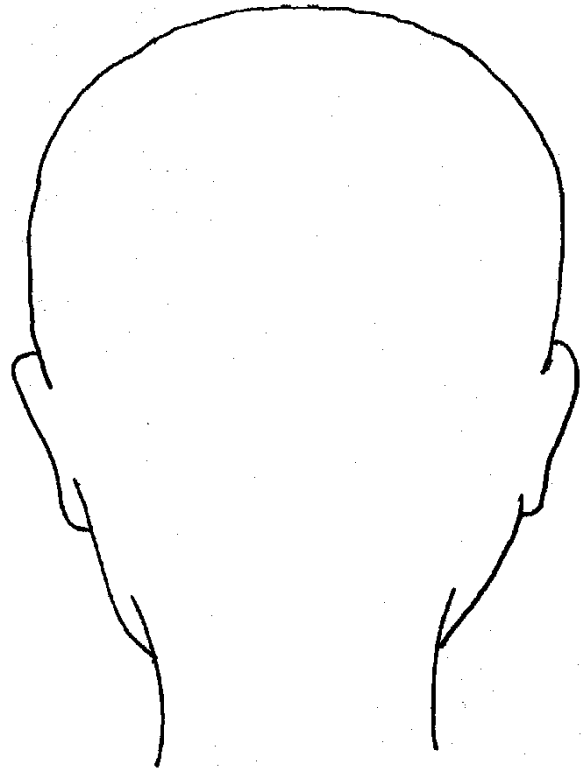


Name of pupil: \_\_\_\_\_

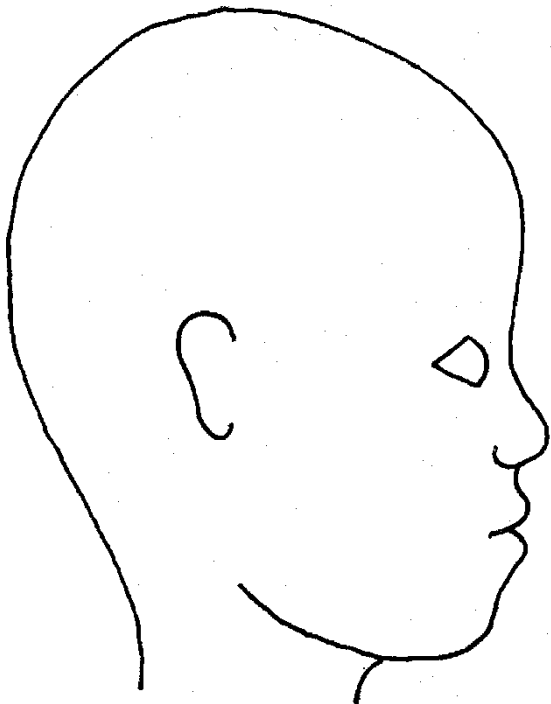
Date and time of  
observation: \_\_\_\_\_



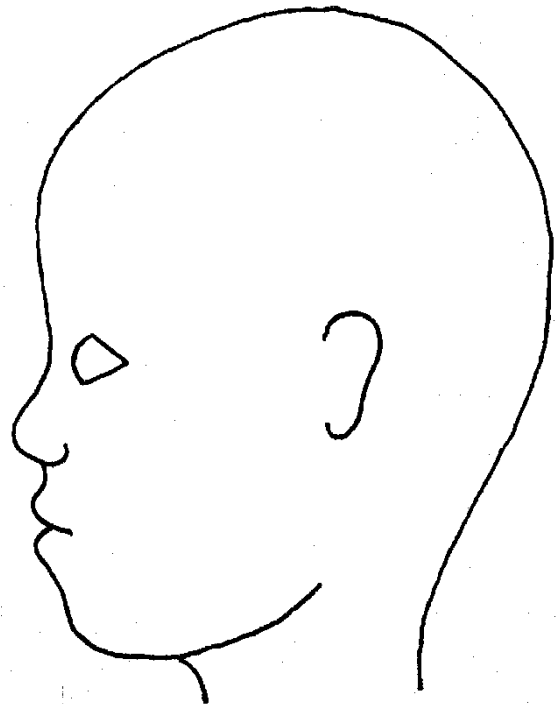
**FRONT**



**BACK**



**RIGHT**

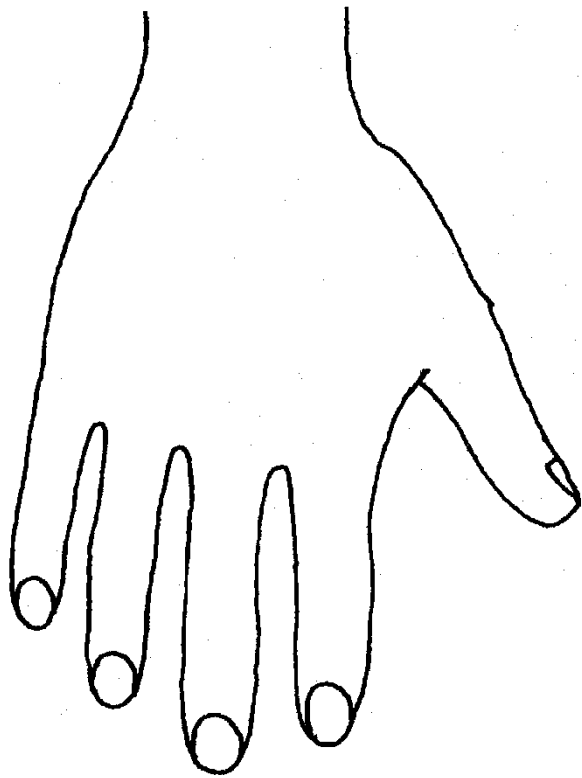


**LEFT**

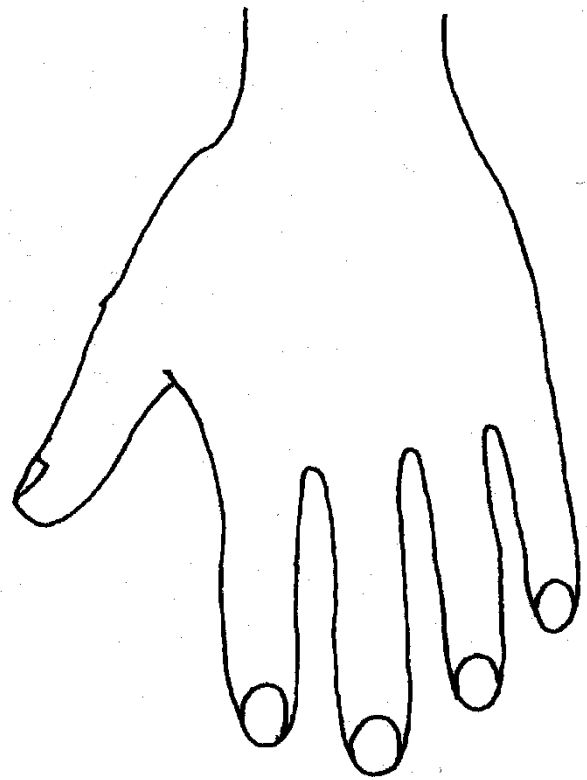


Name of pupil: \_\_\_\_\_

Date and time of observation: \_\_\_\_\_

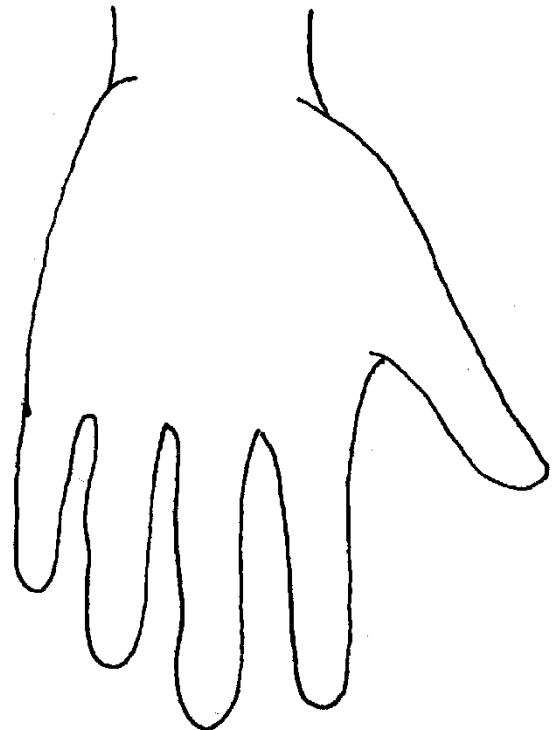


R



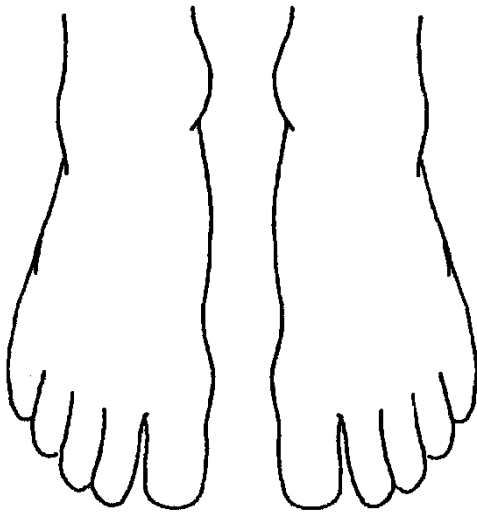
L

**BACK**

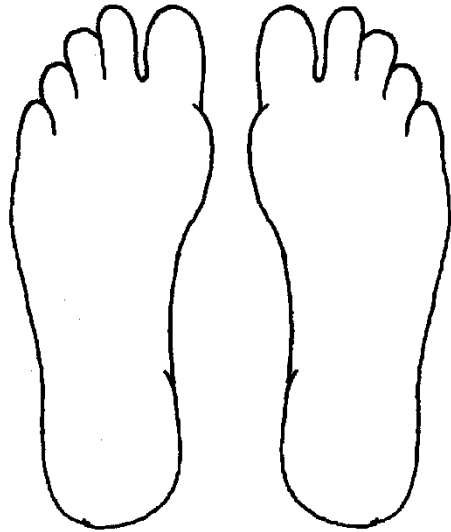


Name of Pupil: .....

Date and time of observation: .....



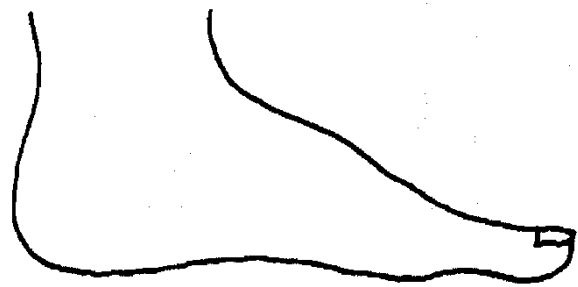
R TOP L



R BOTTOM L



R



L

INNER



R



L

OUTER

Printed Name,  
Signature and Job  
title of staff:

.....