



**Newton Leys**  
Primary School & Nursery

# **CHILD PROTECTION POLICY**

**Newton Leys Primary School and Nursery**

## **1. KEY CONTACTS in school/setting**

### **Headteacher:**

Name: Pippa Villa (Headteacher)

### **Senior designated safeguarding lead:**

Name: Pippa Villa

### **Deputy designated safeguarding lead:**

Name: Amanda Matsangou –  
Assistant Headteacher

### **Additional Designated safeguarding lead trained**

Name: Verity Rhodes – Business Manager

Name: Laura Moore – EY

Name: Suzanne Blay & Jenny Christmas – Wrap Around/ Holiday Club Manager

### **Designated e-safety lead:**

Name: Stephanie Palmer

### **Designated Prevent lead:**

Name: Pippa Villa

### **Designated CSE lead:**

Name: Pippa Villa (Headteacher)

### **Designated LAC (Looked After Children) lead:**

Name: Kate Westerby

### **Chair of governing body:**

Name: Kate Overall

### **Designated governor for safeguarding:**

Name: Shepherd Kombo

### **Designated governor for safer recruitment:**

Name: Penny Dent

## **2. SAFEGUARDING STATEMENT**

Safeguarding is everybody's business. Newton Leys Primary School and Nursery is committed to ensuring that all our children and young people are safe and feel safe; that children, parents/carers and staff are able to talk about any safeguarding concerns and feel assured that they will be listened to; and that all staff and volunteers are aware of and implement safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or be at risk of, harm.

**In any case where an adult is concerned that a child is, or may be, at risk of significant harm they must make a referral directly to Milton Keynes Council Multi-Agency Safeguarding Hub (MASH) *see contact details at the end of this document.***

**If a child or other person is at immediate risk of harm, the first response should always be to call the police on 999.**

Adopted from LA policy

Reviewed Governing Body: March 2018

This policy applies to all adults, including volunteers, working in or on behalf of Newton Leys Primary School and Nursery.

### **General Principles**

Safeguarding and the welfare of children is the responsibility of all school staff.

We will ensure that at all times the school is open there is a DSL available on site. We will ensure there are appropriate systems in place for seeking and taking into account the child's wishes and feelings when making decisions, taking action and deciding what services to provide to protect individual children. In line with the Education Act 2002, we will ensure that arrangements are in place to safeguard and promote the welfare of children and young people by:

- Establishing a safe environment in which children can learn and develop, where they feel secure, build their confidence and independence and are encouraged to talk and are listened to. At Newton Leys Primary School & Nursery we have an extended school day (8.30 – 3.30pm) to timetable opportunities for children to feel relaxed and comfortable therefore facilitating conversations between staff and children.
- Providing children and young people with opportunities to discuss issues and report problems affecting their safety and welfare.
- Including opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse
- Ensuring safe recruitment practices including DBS checks
- Ensure there is a nominated Governor for safeguarding/ child protection
- Ensuring robust procedures for recognition and referral where there are welfare or child protection concerns
- Raising awareness amongst staff, volunteers and children of child protection issues, the designated safeguarding lead and ensuring staff are equipped to deal with concerns and keep children safe
- Emphasise the need for good levels of communication between all members of staff.
- Identify children and young people who are suffering or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe both at home and in school.
- Monitoring and supporting children and young people who are in care or subject to child protection plans and contributing to the implementation of their plan
- Develop and promote effective working relationship with other agencies, especially the Police, Social Services and Local Authority and contribute to effective partnership working between all those providing services for children.
- Promoting partnership working with parents

### **3. DEFINITIONS**

**Safeguarding** is protecting children from maltreatment; preventing the impairment of health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes. (*Working Together to Safeguard Children 2015*).

**Child protection** is a part of safeguarding and promoting welfare. This refers to activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm (*Working Together to Safeguard Children 2015*).

#### 4. LEGISLATION AND GUIDANCE

Newton Leys Primary School and Nursery adopts the key statutory guidance ***Keeping Children Safe in Education*** published by the Department for Education in Dec 2017 (proposed changes): [Keeping children safe in education - Publications - GOV.UK](#) and any subsequently published supplementary advice, including ***Childcare disqualification requirements – supplementary advice***:

[Disqualification under the Childcare Act 2006 - Publications - GOV.UK](#)

***Keeping Children Safe in Education*** guidance incorporates:

- What school staff should know and do
- The role of the school
- The role of school staff
- What school staff need to know
- What school staff should look out for
- What school staff should do if they have concerns about a child
- Types of abuse and neglect
- Specific safeguarding issues
- Managing allegations and concerns about teachers and other staff
- Further information on child sexual exploitation (CSE) and female genital mutilation (FGM)
- Preventing radicalisation

**All staff** must as a minimum read the separate 15 page document ***Keeping Children Safe in Education: Information for All School and College Staff (2016)*** (which reproduces and summarises Part One of the main guidance).

All organisations who work with children and young people are bound by the overarching statutory inter-agency guidance ***Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (DfE March 2015)***:

[Working together to safeguard children - Publications - GOV.UK](#)

#### Inspection Framework

Newton Leys Primary School and Nursery notes the guidance on standards and expectations for safeguarding children published by Ofsted and aims to achieve these.

This includes the revision of the new inspection framework which came into effect from October 2017: ***Common Inspection Framework: education, skills and early years*** and any accompanying inspection evaluation schedules and handbooks.

[Common inspection framework: education, skills and early years from October 2017 - Publications - GOV.UK](#)

#### Local Child Protection Procedures

Newton Leys Primary School and Nursery is aware of and compliant with multi-agency child protection procedures that have been agreed locally through Milton Keynes Safeguarding Children Board (MKSCB) and which are based on statutory guidance ***Working Together 2015***.

[Milton Keynes Safeguarding Children Board procedures](#)

MKSCB procedures include detailed chapters on what to do if you have a concern and how to make a referral; safer recruitment guidance; and managing allegations against staff

Adopted from LA policy

Reviewed Governing Body: March 2018

(LADO guidance). They also include a range of other information and guidance regarding more specialist safeguarding topics.

**All designated teaching staff and governors** must be aware of this guidance and its implications.

Schools are not investigating agencies and it essential that child protection issues are addressed through agreed procedures, however schools continue to play a role after referral and need to develop strong links with partner agencies, particularly Children's Social Care, via the MASH.

Newton Leys Primary School and Nursery recognises the importance of multi-agency working and will ensure that staff are able to attend or appropriately contribute to all relevant meetings including Family Support (Child in Need) Meetings; Child Protection Conferences; Core Groups; Strategy Meetings.

## **5. ROLES AND RESPONSIBILITIES**

All adults working with or on behalf of children have a responsibility to protect them.

Early Help is about ensuring that children and families receive the support they need at the right time.

Working Together to Safeguard Children (2015) defines Early Help as:

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

*Effective early help relies upon local agencies working together to:*

- *identify children and families who would benefit from early help;*
- *undertake an assessment of the need for early help; and*
- *provide targeted early help services to address the assessed needs of a child and their family which focuses on activity to significantly improve the outcomes for the child.'*

There are, however, key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed at the front of this document.

It is the role of the governing body and the school leadership team to ensure that the Designated Leads for Safeguarding have received the necessary training, have access to the resources needed to enable them to carry out their responsibilities and have regular professional supervision to support them in this role at least annually. They will be given time to effectively fulfil the duties that their role demands.

The school leadership team will ensure that Designated Leads for Safeguarding attend the required training and that they refresh their training every two years and their knowledge and skills refreshed at least annually.

All other staff (teaching and non-teaching) must undertake an appropriate level of training and must undergo refresher training every year.

All staff must complete FGM training and report known cases.

All staff must complete Prevent Training.

It is the role of the Designated Leads for Safeguarding to ensure that the child protection procedures are followed within the school and to make appropriate, timely referrals to the Milton Keynes Multi-Agency Safeguarding Hub (MASH) in accordance with MKSCB multi-agency safeguarding procedures.

It is the role of the Designated Leads for Safeguarding to ensure that all staff who are employed within the school, including temporary staff and volunteers, are aware of the school's internal procedures in addition to the government guidance *Keeping Children Safe in Education*; to advise other staff; and to offer support to those requiring this.

The Head Teacher, in conjunction with the Designated Leads for Safeguarding, will provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and governors; and other relevant safeguarding issues. This report is provided to the Head of Safeguarding Milton Keynes Council by the end of Term 2 (December), to be collated with other Annual Reports to Governing Bodies for the purposes of providing assurance to MKSCB.

The role of the Nominated Governor for Safeguarding is to ensure that the school has effective child protection policy and procedures in place and that the policy and structures supporting safeguarding children are reviewed annually. Governors must not be given details relating to individual child protection cases or situations, in order to ensure confidentiality is not breached.

A statement in the school brochure will inform parents and carers about our school's duties and responsibilities under child protection procedures. Parents can obtain a copy of the school Child Protection Policy on request.

## **6. TRAINING**

The Designated Leads for Safeguarding will undertake specialist child protection training, which will be updated every year.

The Head Teacher (*where not a designated lead*) and all staff members will undertake child protection training which is updated yearly, in line with advice from MKSCB.

## **7. SAFEGUARDING IN THIS SCHOOL INCLUDES:**

- ensuring pupil health and safety;
- referring concerns or allegations about a child to the Local Authority promptly;
- bullying;
- preventing extremism and radicalisation
- involvement in 'County Lines'
- ICT/ social media abuse
- youth produced sexual imagery

- sexual violence and sexual harassment
- Grooming by school staff
- all forms of abuse;
- harassment and discrimination;
- teaching children to understand and manage risks;
- meeting the needs of pupils with medical conditions;
- meeting the needs of children with additional needs
- preventing FGM
- providing first aid;
- drug and substance misuse;
- educational visits;
- intimate care;
- internet safety by training, advice, awareness and the use of appropriate filters and monitoring systems;
- prohibition checks on teachers prior to commencing work
- holding a neutral notification folder
- receiving weekly updates from CASPAR & Andrew Hall
- all Governors DBS checked
- overseas checks for staff who have lived/ worked outside the UK
- issues which may be specific to a local area or population, for example gang activity;
- school security; and

## 8. SAFER RECRUITMENT

The governing body and school leadership team are responsible for ensuring that the school follows safe recruitment processes in accordance with government requirements and MKSCB procedures, including:

- Ensuring the Head Teacher, other staff responsible for recruitment and one member of the governing body completes safer recruitment training
- Ensuring the upkeep of a Single Central Record of all staff and regular volunteers
- Ensuring written recruitment and selection policies and procedures are in place
- Adhering to statutory responsibilities to check staff who work with children
- Taking proportionate decisions on whether to ask for any checks beyond what is required
- Ensuring that volunteers are appropriately supervised

Newton Leys Primary School and Nursery ***is compliant with guidance contained in part 3 of Keeping Children Safe in Education and in local procedures for managing safer recruitment processes, which are set out in chapter 2.7 Milton Keynes Safeguarding Children Board procedures***

### Safe Working Practice

Newton Leys Primary School and Nursery has developed a clear Code of Practice that staff understand and have agreed to. (*Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, 2009* can be downloaded from the DFE archive site; whilst old, it does give some useful guidance). [Safer Working Practices 2009](#)

The Code of Practice offers guidance to staff on the way they should behave when working with children.

### **9. INFORMATION SHARING and CONFIDENTIALITY**

All staff are aware that they must not promise to keep 'secrets' with children and that if children disclose abuse, this must be passed on to the Designated Leads for Safeguarding as soon as possible and the child should be told who their disclosure will be shared with.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only.

Newton Leys Primary School and Nursery *is guided by local procedures for information sharing and confidentiality, which are set out in chapter 2.4 Milton Keynes Safeguarding Children Board procedures*

### **10. RECORD KEEPING**

Child Protection records are kept centrally and securely by the Designated Leads for Safeguarding. Staff are aware that they must make a record of child protection issues and events as soon as possible and that these records must be signed and dated. Child protection records must not be made in the child's academic file.

### **11. CONCERNS ABOUT A MEMBER OF STAFF**

At Newton Leys Primary School & Nursery we have an embedded and open approach to safeguarding. As part of that approach we have a 'Neutral Notification' file. If concerns are raised about a member of staff from any stake holder, the Headteacher (DSL) will record the concern as this may become evidence for a safeguarding case against a member of staff in the future.

### **12. ALLEGATIONS AGAINST MEMBERS OF STAFF and VOLUNTEERS (LADO procedures)**

Newton Leys Primary School and Nursery recognises that it is possible for staff and volunteers to behave in a manner that causes harm to children and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult.

***Keeping Children Safe in Education Part 4: Allegations of abuse made against teachers and other staff*** sets out the duties of employers and employees in handling allegations and also in caring for their employees. This section covers a range of relevant processes, incorporating **the role of the LADO**.

Newton Leys Primary School and Nursery *is guided by local procedures for managing allegations against staff, carers and volunteers, which are set out in chapter 2.8 Milton Keynes Safeguarding Children Board procedures*



## **11. THE USE OF SCHOOL PREMISES BY OTHER ORGANISATIONS**

Where services or activities are provided separately by another body using the school premises, the governing body will expect that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

## **12. CROSS REFERENCE TO OTHER SCHOOL POLICIES**

Newton Leys Primary School and Nursery recognises that a number of other school policies and procedures form part of the wider safeguarding and child welfare agenda and therefore this Child Protection Policy should be read in conjunction with the policies listed below:

- Prevent Policy
- Anti-bullying policy
- E-safety policy
- Photography and Videos
- Health and safety policy
- Procedures for accessing risk e.g. school trips
- Safer recruitment policies and practice
- Induction and Code of Conduct for staff
- Looked after children (LaC)

(This is not an exhaustive list and schools may include others not mentioned here.)

## **13. POLICY REVIEW**

The governing body is responsible for reviewing this policy annually and ensuring that it is compliant with current legislation and good practice. Also for ensuring that the school maintains an up to date list of key contacts and related policy and procedures are kept up to date.

## **14. CONTACTS AND FURTHER INFORMATION**

**To make a referral or consult Children's Services regarding concerns about a child:**

**Multi-Agency Safeguarding Hub (MASH):**

Tel: 01908 253169 or 253170 during office hours or  
Emergency Social Work Team 01908 265545 out of office hours  
email: [children@milton-keynes.gov.uk](mailto:children@milton-keynes.gov.uk)

**For allegations about people who work with children:**

Contact the MASH as above

Or:

Local Authority Designated Office (LADO)

Tel: 01908 254306

email: [lado@milton-keynes.gov.uk](mailto:lado@milton-keynes.gov.uk)

**If in doubt – consult.**

For information about **safeguarding training for schools and education settings** contact the secretary to the Children & Families Head of Safeguarding:

**Tel: 01908 254962 or email: [sue.butler@milton-keynes.gov.uk](mailto:sue.butler@milton-keynes.gov.uk)**

For general queries regarding safeguarding, please feel free to contact the Children & Families Head of Safeguarding:

Adopted from LA policy

Reviewed Governing Body: March 2018

**Tel: 01908 254307 or email: [jo.hooper@milton-keynes.gov.uk](mailto:jo.hooper@milton-keynes.gov.uk)**

More information and guidance about safeguarding children, including inter-agency training opportunities, can be found on:

Milton Keynes Safeguarding Children Board website: [www.mkscb.org/mkscb/](http://www.mkscb.org/mkscb/)

<b>National contacts</b>	
NSPCC 24/7 Helpline/textline	Tel: 0808 800 5000/88858 Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
ChildLine	Tel: 0800 1111
NSPCC FGM Helpline	Tel: 0800 028 3550 Email: <a href="mailto:fgmhelp@nspcc.org.uk">fgmhelp@nspcc.org.uk</a>
DfE Prevent Helpline for schools & parents	Tel: 020 7340 7264 (non-emergency) Email: <a href="mailto:Counter.extremism@education.gsi.gov.uk">Counter.extremism@education.gsi.gov.uk</a>
The Lucy Faithfull Foundation (LFF)	Tel: 0800 1000 900 Email: <a href="mailto:help@stopitnow.org.uk">help@stopitnow.org.uk</a> <a href="http://www.parentsprotect.co.uk">www.parentsprotect.co.uk</a>
National Bullying Helpline	Tel: 0845 22 55 787