

	Old Newton CE Primary School Inspire Nurture Flourish <i>Increasing in Wisdom - Growing in Love</i>	Approved Date: October 2024 Annual review Review date: October 2025
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Child Protection Procedure

At Old Newton CE Primary School we recognise that Child Protection is the responsibility of all staff, governors and volunteers working at the school.

This procedure should be read in conjunction with our Safeguarding Policy and Whistleblowing Policy.

Leadership

- The Designated Safeguarding Lead (DSL) takes lead responsibility for child protection.
- All referrals come to the DSL or alternate.
- The designated safeguarding leads (DSL) are
 - Jo Lockyear, Headteacher (DSL)
 - Leanne Lambourne, Office Manager (ADSL)
 - Jasmine Southgate Teacher (ADSL)
 - Andrew Berry, Principal

The DSL will be available during school hours for staff and parents to discuss any safeguarding concerns.

The DSLs can be contacted out of school hours by staff by using the contact numbers available to all staff on Arbor.

If parents have safeguarding concerns out of school hours or during holiday periods then we advise

1. In an emergency with immediate risk to a child, call the police on **999**
2. Make an [online referral to the Suffolk MASH](#)
3. If you are worried about a child contact the NSPCC **0808 800 5000** or make an [online referral](#)
4. Or contact the Emergency Duty Service in Suffolk on **0808 800 4005**

Training

- All staff receive statutory training every two years as well as termly updates on the latest safeguarding concerns and systems.
- All staff meetings prioritise safeguarding as the top agenda item.

Confidentiality

- Information is shared with the DSL or ADSL (Alternate DSL) in a timely manner and on a need to know basis. Information is shared when children are at risk of serious harm.
- Safeguarding concerns about pupils must be forwarded immediately to the DSL (or alternate DSL in their absence) without discussing with anyone else
- Safeguarding concerns about adults must be forwarded immediately to the Head of School (or in their absence the Principal) without discussing with anyone else. If the concern is about the Head of School this must be forwarded to the Principal. If the concern is about the executive Head the concern must be forwarded to the Chair of the Trust Board
- When a child in our school discloses information that gives staff cause for concern, staff know never to promise that they will keep the information secret as this may not be in the best interests of the child.
- Children's safeguarding records and allegations of abuse against staff are maintained carefully, checked regularly by the DSLs and kept securely.
- Half termly checks of safeguarding by the Head and annual checks by the Principal ensure that processes are carefully monitored

Disclosure

Staff receive regular training to know what to do if a child discloses a safeguarding issue to them:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on.
- Do not promise to keep it a secret
- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it
- Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly (see 7.1), and tell the DSL as soon as possible that you have done so

Recording

If anyone has a concern they must record this via the electronic system of "My Concern". If this is not possible they must record concerns on the **Yellow Safeguarding Form stored in the staff room**, then return it immediately to the DSL. Any staff member is also able to use the contact list below to refer the issue themselves.

The DSL will then make a decision on how to progress the concern. They could:

- Call 999 if immediate danger to the child is suspected (including FGM)
- Contact parents of the child (unless this would increase the risk to the child)
- Call the Professional Consultation Line on **03456 061 499** to speak with a MASH social worker to discuss whether or not a referral is required,
- Complete the [**Multi-Agency Referral Form**](#) (MARF).

- In emergencies call **03456 066 167** if a referral is to be made
- Contact the Local Authority Designated Officer LADOCentral@suffolk.gcsx.gov.uk or using the LADO central telephone number **0300 123 2044**,
- Initiate an Early Help Assessment (EHA)
- Ask staff to monitor the situation
- Take no further action

Our Early Help Offer

- Lunchtime clubs run by school staff
- Breakfast /sports clubs
- Regular Personal Social and Health Education (PSHE) sessions including Sex and Relationships Education (SRE)
- Good transition plan in place year on year, between phases and to secondary school placements.

Child on Child Abuse

Our school recognises that children can abuse other children (often referred to as peer on peer abuse) and it can take many forms.

It can happen both inside and outside of school and online. It is important to recognise the indicators and signs of peer on peer abuse and know how to identify it. This can include (but is not limited to):

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- consensual and non-consensual sharing of nudes and semi-nudes images and/or videos;

We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs. We use lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable.

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future. For further information please see [Appendix 1 of the Tilian Safeguarding Policy](#).

Any incidents of child on child abuse will be managed in the same way as any other child protection concern and will follow the same procedures. For further details please refer to the school Behaviour Policy.

Pupil Voice

In our school we believe that children should feel able to express any concerns in a safe and secure environment. We want our children to be able to speak about any concerns to a staff member and therefore we ask pupils, through the annual questionnaire, whether there is an adult in school that they could tell. We also remind them regularly throughout the year that they can tell any staff member and how it will be dealt with. We appreciate that some pupils may still feel unable to speak out and therefore we also encourage pupils to tell someone at home and create opportunities for pupils to report their concerns in a way which doesn't require face to face disclosure. In our classes we have worry boxes, monsters and trees to

allow pupils to report by writing down their concerns (which can be anonymous). The teacher will look at these, build work into RSHE or Circle Time or, for serious concerns, report these to the DSL.

Parents and families

All staff seek to build strong, positive relationships with all parents/carers and families at Old Newton CE Primary School. We have an open-door policy and staff are visible at the school gates at the beginning and end of the day.

We encourage parents and carers to join us in learning events throughout the year including share assemblies, curriculum events and church services.