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## 1 PRINCIPLES

Section 175 of the Education Act 2002 gives maintained schools and academies statutory duties to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State. This academy recognises its legal and moral duty to promote the wellbeing of children, and protect them from harm, and respond to child abuse. At Riverside Primary Academy we have three Designated Child Protection teachers who collate all concerns and liaise regularly with staff and other agencies. Our whole staff are trained regularly to follow our school procedures for reporting any concerns relating to children's wellbeing and child protection.

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. 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 teaching and learning, extra curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this academy, 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.

The academy seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The academy hopes that parents and children will feel free to talk about any concerns and will see the academy 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 promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare. In our academy, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected or radicalised, we will take appropriate action in accordance with the procedures issued by Gateshead's Safeguarding Children Board and the Police.

As a consequence, we:

- assert that teachers and other members of staff (including volunteers) in the academy are an integral part of the child safeguarding process;
- accept totally that safeguarding children is an appropriate function for all members of staff in the academy, and wholly compatible with their primary pedagogic responsibilities;
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and
- the Governing body; will ensure through training and supervision, that all staff and volunteers in the academy are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions; (a Child Protection Training File is located in DHT Office)
- will designate more than the minimum senior members of staff with knowledge and skills in recognising and acting on child protection concerns. They will act as a source of expertise and advice, and will be responsible for coordinating action within the academy and liaising with other agencies; (currently Julie Goodfellow HT, Lianne Smith HT, Jane Sumner SENDCO)
- ensure (through the designated members of staff) that staff with 'designated responsibility' for child protection will receive appropriate training to the minimum standard set out by the Gateshead Safeguarding Children Board; - (see training log located in main office)
- will share our concerns with others who need to know, and assist in any referral process; (see doc. Information Sharing: July 2018 [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf))
- will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the designated members of staff, who will refer on to Children's Social Services or Police in accordance with the procedures issued by Gateshead's Safeguarding Children Board; (please also refer to 'staff, Student, Visitor Induction' and 'Staff, Student' and 'Helper Code of Conduct' saved on the network drive for school policies)

- safeguard the welfare of children whilst in the academy, through positive measures to address, **all** kinds of bullying. Bullying of any kind will **not** be tolerated and children must be safeguarded against it. (also see Anti bullying policy)
- will ensure that all staff are aware of the child protection procedures established by Gateshead’s Safeguarding Children Board and act on any guidance or advice given by them;
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our academy are suitable to work with children,
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children. (see section 12)
- will investigate, record and monitor extremist views
- will report any suspected extremist activities to the police and relevant authorities.

## **2 DESIGNATED SAFEGUARDING OFFICERS**

Schools and Academies are required to have one ‘Designated Safeguarding Officer’. The designated persons are key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

Due to the heavy workload in the area of safeguarding, our academy has three Designated Members of Staff who are allocated families to work with. They are:

Julie Goodfellow (Headteacher)  
Lianne Smith (Deputy Headteacher)  
Jane Sumner (SENDCo and Inclusion Manager)  
Ruth Knott (TLR)

On the occasion that all four members of staff are attending safeguarding training, the next in line for contact regarding Child Protection would be any of the threshold salary teachers and for Health and Safety the next in line would be Gabrielle Rutherford. When all three Designated members of staff are out of school, their location and contact information will be obtainable at the school’s main office for staff.

The academy recognises that:

1. The designated person need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a senior member of staff in the academy;
2. All members of staff (including volunteers) must be made aware of who this person is and what their role is;
3. The designated person will act as a source of advice and coordinate action within the academy over child protection cases;
4. The designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies;
5. They should possess skills in recognising and dealing with child welfare concerns;
6. Appropriate training and support should be given;
7. The designated person is the first person to whom members of staff report concerns;
8. The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the local authority;
9. The designated person is not responsible for dealing with allegations made against members of staff. (refer to Whistle blowing section 14 of this policy)
10. In our academy, the designated person is also the person to whom suspected child sexual exploitation, incidents that fall under the remit of the Prevent duty and any other extremist activities must be reported. ( for further guidance see: <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>)
11. In our academy, the designated person is the person to whom issues of any gender identification or sexual identification must be reported.

To be effective they will:

1. Act as a source of advice, support and expertise within the academy and be responsible for coordinating action regarding referrals by liaising with Children’s Social Services and other relevant agencies over suspicions that a child may be suffering harm;
2. Cascade safeguarding advice and guidance issued by the Gateshead
  - a. Safeguarding Children Board and Clennell Education Solutions, Operation Encompass and/or the Police following guidance from the document ‘Information Sharing’, (July 2018);
3. Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, ask the Head of
  - a. Safeguarding to investigate further (Headteacher and / or Chair of Governors) ;
4. Ensure each member of staff, volunteers at the academy, and regular visitors (such as Education Welfare Officers, Connexions, personal advisors, trainee teachers and supply teachers) are aware of and can access readily, this policy;
5. Liaise with the Headteacher (if not Headteacher another designated person ie Deputy Headteacher or Jane Sumner) to inform him/her of any issues and on-going investigations and ensure there is always cover for the role;

6. Ensure that this policy is updated and reviewed annually and as changes occur and work with the designated governor (Clare Freemantle) for Child Protection regarding this;
7. Be able to keep detailed accurate secure records of referrals/concerns, and ensure that these are held in a secure place;
8. Ensure parents are aware of the Child Protection Policy (via website) in order to alert them to the fact that the school may need to make referrals;
9. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child;
10. Where children leave the academy roll, ensure any child protection file is transferred to the new school as soon as possible but certainly within the 15 day national requirement, separately from the main file, and addressed to the Designated Person for Child Protection;
11. Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils;

The Designated Safeguarding Officer also has an important role in ensuring all staff and volunteers receive appropriate training. They will:

1. Attend training in how to identify abuse and know when it is appropriate to refer a case; (Clennell Education Solutions Training Plan)
2. Have a working knowledge of how Gateshead's Safeguarding Children
  - a. Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required;
3. Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors;
4. Make themselves known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection;
5. This should be relevant to their needs to enable them to identify and report any concerns to the Designated Safeguarding Officer immediately.

### **3 DESIGNATED GOVERNOR**

The Designated Governor for Safeguarding at this school is Clare Freemantle.

Safeguarding is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the Designated Safeguarding Officers are given sufficient time to carry out their duties, including accessing training. The Governors will review safeguarding practices in the school as changes occur, and refresh their knowledge of this policy no less than annually, to ensure that:

- The academy is carrying out its duties with regards to safeguarding
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- Safeguarding and Child protection is integrated with induction procedures for all new members of staff and volunteers;
- The academy follows the procedures agreed by Gateshead’s Safeguarding Children Board, and any supplementary guidance issued by the Local Authority; The Academy also seeks advice from Clennell Education solutions.
- Only persons suitable to work with children shall be employed in the academy, or work here in a voluntary capacity;
- Where safeguarding concerns about a member of staff are raised, take appropriate action in line with Gateshead’s Allegations against Staff Procedures and Gateshead’s Disciplinary Procedures. The Academy will also seek advice from Clennell Education Solutions.

#### **4 RECRUITMENT OF STAFF**

In order to ensure that children are protected from grooming and abuse whilst at this academy, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised. We accept that it is our responsibility to follow the guidance set out in ‘Safeguarding Children and Safer Recruitment in Education’, in particular we will ensure that staff and nominated governors will attend Safer Recruitment Training and keep the training up to date. The following people have had Safer Recruitment Training:

Paul Marshall (Chair of Governors)  
 Julie Goodfellow (Headteacher)  
 Lianne Smith (Deputy Headteacher)  
 Gabrielle Rutherford (School Business Manager)

The following checks are satisfactorily completed before a person takes up a position in the academy:

- Identity checks to establish that applicants are who they claim to be;
- Academic qualifications, to ensure that qualifications are genuine;
- Two references prior to offering employment; ensure the validity of these references
- Satisfy conditions as to health and physical capacity within the context of their role;
- Previous employment history will be examined and any gaps accounted for;
- DBS checks to enhanced level.

#### **5 VOLUNTEERS AND WORK PLACEMENTS**

The academy will ensure that due diligence checks are carried out to ensure that all volunteers are suitable to work with children.

## **6 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 at the school (including volunteers) will receive Child Protection information ("What To Do If You Suspect A Child Is Being Abused) and a copy of this policy on starting their work at the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through the Designated Members of Staff.

Staff will complete training as per the schedule as adopted by the academy (Clennell Education Solutions).

## **7 DEALING WITH CONCERNS**

Members of staff and volunteers are not required by this academy to 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 in line with the academy's procedures. To this end, volunteers and staff 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 implies 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, (what, when, where, time and if any witnesses were present) and share their concerns, via the Academy's reporting procedure, with the Designated Safeguarding Officer (or Headteacher if an allegation about a member of staff) and agree action to take.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of Gateshead's Safeguarding Children Board. Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

## **8 MISSING CHILDREN**

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the academy are kept safe from harm whilst they are in our charge. To this end, this policy must be seen in light of the academy's other policies.

## **9 PHOTOGRAPHING AND RECORDING CHILDREN**

We understand that parents like to take photos of or record their children in the school play, at Sports Day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes. However, we will not allow others to photograph or film pupils during an academy activity without the parents'/ carers' permission. We will not allow images of pupils to be used on academy websites, publicity, or press releases, without express permission from the parent/carer, and if we do obtain such permission, we will not identify individual children by name unless express permission has been given to do so. All new children to the academy require parents to give written permission to allow the academy to manage this. The academy cannot however be held accountable for photographs or footage taken by parents or members of the public at academy functions.

## **10. E-Safety (MOBILE TECHNOLOGY & SOCIAL MEDIA)**

### **Aims:**

- To clarify our expectations of all staff, students, visitors, children and parents whilst using mobile technology and social media with reference to our academy.
- To clarify the sanctions when the policy is broken.

It is accepted that mobile technology and social media is being used by most staff, students, visitors, children and parents in our academy. We trust that everyone will use it safely and responsibly and not involve our academy in any negative publicity.

To protect everyone from allegations of misconduct, we have the following protection in place.

### **Requirements:**

- 1. Mobile Phones** are not permitted to be used by anyone on the academy site in any area where children are present, or in the staffroom (except during times outlined in section 9 above). This is firstly, to prevent the children or adults on our site being photographed or recorded (voice or picture) and secondly, for personal business not to be conducted within the time employees are paid to be working. Visitors to our school will be reminded of our policy by everyone. Any member of staff wishing to use their mobile phone during school time will need to either go outside to use their phone at break times or make sure they are not in an area used by children.

*The exceptions to this expectation are when staff are on school visits, as they are given permission to use their mobile phone in accordance with their professional role; not putting themselves at risk of any allegations or taking photographs on a personal device without the express permission of the parent or the Headteacher. In similar circumstances, the Headteacher will have their mobile phone switched on whilst school visits are taking place, so that staff can contact her immediately in an emergency, should the school telephone not be answered. If the Headteacher needs to use their phone for any school business other than a direct telephone call, they will notify the office staff or the Deputy Headteacher; thereby protecting themselves from allegations.*

Children are not permitted to use mobile phones in the academy unless it is part of a 'Bring your device to school day'. Those children who bring them, need to hand them in at the office.

- 2. iPads and any other photographic or sound recording devices** can very quickly be used to upload video clips, images and sound onto social media, YouTube etc. To protect yourself from allegations of misconduct, you are required to use all mobile devices in accordance with the law and academy policy.
- 3. Facebook and Twitter** are used by many people, including the academy, and should be used responsibly;
  - Our parents are periodically reminded not to use negativity against the academy on a public site. If they fail to comply, they should be reported by the person finding the 'issue' to Facebook or twitter online administrators. If it is on our own accounts, we will remove them from our accounts after the first occurrence.
  - Children within our primary school are not old enough to hold their own Facebook or twitter account. However, many do have them. This is parental choice but good practice on our behalf would be to inform parents/ carers if an adult notes any pupil misuse or account vulnerability. Demonstrating to parents/carers any matters arising from Online-Safety lessons in school is how we support our children, and staff should be concerned about informing families of facts that might help them keep their children safe from harm. Staff may inform parents/carers if they suspect a child has set up an account without parental permission.
  - Employees, students and visitors are expected to use their personal social media accounts responsibly, protecting the academy from negativity and the creation of a poor reputation. It is expected that no reference will be made about the academy, the children, the staff, students or visitors at any time. It is not acceptable to post information that refers to the academy, the business, the activities or the people therein. Adults/work experience students should be aware

that in doing so, the governors will be informed and the matter will be dealt with using the usual methods of dealing with misconduct. In some cases, this could potentially result in dismissal from your work placement or your post. Please note that serious instances of misconduct might be referred for legal advice or action.

#### **4. General Issues**

- a. Staff are expressly forbidden to make contact with any pupil via a personal e-mail account or mobile phone (including text messages) at any time. Messaging pupils via the official school VLE is acceptable and will be regularly monitored.
- b. Remember that information from your laptop or mobile phones relating to confidential matters or school photographs could be used by anyone with illegal intentions- not necessarily you. (This includes staff, parents, governors and visitors). If this occurs, the responsibility lies with you and it is expected that your electronic equipment is password protected. It is good practice to delete photographs not needed. Academy photographed projects/work would be better stored on CD or disc or on your school network.
- c. It is *absolutely essential* that you do not allow anyone access to the computer using your password or that you leave your computer logged on but unsupervised. I can not stress how serious this issue is and how unpleasant the consequences could be. The Headteacher and Chair of Governors reserve the right to intercept and report individuals who appear to be using school equipment for illegal purposes.
- d. Any extended academy provision using school Computing equipment must adhere to this policy.
- e. Whilst working online, ensure you maintain a watchful eye to monitor the risk of cyber bullying, displays of inappropriate images or extremist materials.

Whilst some of the above might appear direct, it is there to clarify the policy of this academy. There is no intention to 'catch people out' for innocent mistakes. The security applied is there to identify intentional illegal usage of the internet including grooming or radicalisation of young people. We endeavour to protect our children and staff from harm and allegations being made against them.

## **11 CONFIDENTIALITY**

The academy, and all members of staff at the academy, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national guidance. (Refer to 'Information Sharing' [July 2018]). Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know. Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their

duty is to forward this information without delay to the Designated Safeguarding Officer for Child Protection.

## **12 CONDUCT OF STAFF**

The academy has a duty to ensure that high standards of professional behaviour exist 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;
- Contacting children through private telephones (including texting), email, MSN, or social networking sites;
- Disclosing personal details inappropriately;
- Meeting pupils outside school hours or school duties.

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and Gateshead's Safeguarding Children Board procedures, we will view this as misconduct, and take appropriate action.

## **13 PHYSICAL CONTACT AND RESTRAINT**

It is recognised that the vast majority of pupils in our school respond positively to our Academy's Vision and Values and our behaviour and conduct expectations. The well-being, welfare and safety of all pupils and staff at Riverside Primary Academy is of paramount importance.

It is acknowledged that in exceptional circumstances, staff may need to take action in situations where the use of reasonable force may be required.

Our academy acknowledges that physical techniques are only part of a whole setting approach to behaviour management. Positive Handling will only be used as a last resort when all other behaviour management strategies have failed or when pupils, staff or property are at risk.

Riverside Primary Academy does not support the routine use of physical interventions.

All staff at our school understand that school cannot use force as a punishment; it is always unlawful to use force as a punishment.

Positive Handling uses the minimum degree of force necessary for the shortest period of time to prevent a pupil harming themselves, others or property.

The scale and nature of any physical intervention must be **proportionate** to both the behaviour of the individual to be controlled, and the nature of the harm they might cause

Every effort will be made to ensure that all staff in this school:

- (i) Clearly understand this policy and their responsibilities in the context of their duty of care in taking appropriate measures where reasonable force is necessary and
- (ii) are provided with appropriate training to deal with these difficult situations.

**Please refer to Behaviour and Discipline Policy, Sanctions and Appendix 1.**

#### **14 ALLEGATIONS AGAINST MEMBERS OF STAFF/WHISTLEBLOWING**

If anyone makes an allegation that any member of staff (including any volunteer or Governor) who may have:

- Committed an offence against a child or other member of the academy community ;
- Placed a child at risk of significant harm;
- Behaved in a way that calls into question their suitability to work with children; other member of the academy community

The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by Gateshead Council and our academy. The Headteacher, rather than the Designated Members of Staff will handle such allegations, unless the allegation is against the Headteacher, when the Chair of Governors will handle the school's response. The Headteacher (or Chair of Governors) will gather information about the allegation, and report these without delay to the Local Safeguarding Board.

#### **15 BEFORE AND AFTER SCHOOL ACTIVITIES / HIRE OF FACILITIES**

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and Child Protection policies and procedures, and that there are arrangements in place to link with the school on such matters.

Considerations for Health and Safety, Safeguarding (including the Prevent Duty) and Child Protection will be made explicit in Terms and Conditions for hiring and the Letting Policy. Prior to the hiring of school facilities the following documentation must be completed and collected.

- Application for Hire of Facilities
- Terms and Conditions for Hiring
- Lettings Policy
- Insurance – Liability Insurances Checked
- Risk Assessment of activities, facilities and environments
- Confirmation of DBS for staff
- Staff List
- Confirmation of Staff who are first aid trained

## **16 CONTRACTED SERVICES**

Where the Governing Body contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and Child Protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Under the ‘Prevent Duty’ of care, contracted services will be appropriately monitored to ensure extremist view or materials will not be used. Such considerations will be made explicit in any contract or service level agreement with the provider.

## **17 GATE TIMES**

Parents and Carers have been informed of these timings. Any changes must be implemented after informing them.

### **Foundation Stage and Key Stage 1**

<b>PURPOSE</b>	<b>OPENED</b>	<b>CLOSED</b>
For Breakfast Club, school opening time & toddlers entry.	7.30am	9.15am
For morning nursery to go home and afternoon Nursery to arrive	11.55am	12.05pm and supervised by staff until last pupil leaves premises.
For close of school	3.00pm	4:00pm

### **Key Stage 2**

<b>PURPOSE</b>	<b>OPENED</b>	<b>CLOSED</b>
For Breakfast Club, school opening time & toddlers entry.	7.30am	9.15am
For children to go home for lunch	By arrangement between parent / carer and academy staff	immediately
For children to leave after school, for parents to	3.00pm	As soon as possible between 5.30pm and

collect pupils after clubs, for community events to take place.		7.30pm depending on planned activities in school.
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**Car Park Gates**

Staff Car Park	Opened	Closed
	7.00am (for staff, breakfast club and deliveries).	8:45am
	9.15am (for deliveries, staff, emergency vehicle access).	3:00pm
	3.30pm	6:00pm