



## Contents

1. Principles
2. Designated Safeguarding Officer
3. Designated Governor
4. Recruitment of staff
5. Volunteers & work placements
6. Induction and training
7. Dealing with concerns
8. Missing children
9. Photographing & recording children
10. E- Safety and Social Media
11. Confidentiality
12. Conduct of staff including whistleblowing
13. Physical contract and restraint
14. Allegations against members of staff/ Whistleblowing
15. Before and after school activities
16. Contracted Services
17. Gate Times
18. Covid - 19

## 1 PRINCIPLES

[Section 175 of the Education Act 2002](#) gives maintained schools and academies statutory duties to promote and safeguard the welfare of the school community, and have due regard to all guidance issued by appropriate authorities including [Keeping Children Safe in Education](#) . 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 four Designated Safeguarding Leads who collate all concerns and liaise regularly with staff and other agencies. Our whole staff are trained 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 a right to feel safe and protected from any situation or practice that may result in physical or psychological damage. We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge (including attendees, non-attendees and those who are excluded), 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

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LS and JE May 2021

Curriculum Governor Team March 2021

Updated by HT 19.10.20

Review annually or as changes occur.

this, all members of staff (including any volunteer, visitor, contractor, student or 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 they are facing any difficulties. Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy as they are duty bound to report concerns and make referrals 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, psychological or emotional well-being is, or is likely to be harmed, we will take appropriate action in accordance with the procedures issued by Gateshead's Safeguarding Children Board and the Police. The academy will also take appropriate action when neglect, exploitation, coercion or radicalisation is suspected or identified.

As a consequence, we:

- a. assert that teachers and other members of staff (including volunteers) in the academy are an integral part of the child safeguarding process
- b. 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
- c. 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
- d. 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 DHT, Jane Sumner SENDCo and Ruth Bradley SLT)
- e. ensure that staff with 'designated responsibility' for child protection will receive appropriate training to at least the standard set out by the Gateshead Safeguarding Children Board
- f. will share our concerns with others who need to know, and assist in any referral process; [Information sharing](#)
- g. will ensure that all members of staff and volunteers who suspect 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 the appropriate authorities in accordance with the procedures issued by Gateshead's Safeguarding Children Board

h. will safeguard the welfare of children, families and communities, through effective training and education which envelops awareness, knowledge and vigilance whilst promoting positive measures to address:

- all kinds of bullying
- peer on peer abuse
- preventing radicalisation
- sexual violence and harassment
- child criminal exploitation (CCE)
- child sexual exploitation (CSE)
- county lines
- domestic violence / abuse
- up-skirting

This is not an exhaustive list.

- i. will effectively apply and adhere to rigorous safer recruitment procedures throughout the recruitment and selection process of volunteers and paid employees to ensure that all people who work in our academy are suitable to work with children
- j. 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)
- k. will investigate, record, monitor and report any undesirable behaviours which could indicate a cause for concern
- l. will investigate, record, monitor and report any suspected extremist activities to the police and relevant authorities

## **2 DESIGNATED SAFEGUARDING LEADS (DSL)**

Schools and Academies are required to have one 'Designated Safeguarding Lead' (DSL). The designated leads 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 from which staff, volunteers and governors seek advice and support.

Due to the heavy workload in the area of safeguarding, our academy has four Designated Safeguarding Leads. They are:

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

On the rare occasion that all four Designated Safeguarding Leads are unavailable, the next in line for contact regarding Child Protection would be any of the threshold salary teachers. When all four designated members of staff are out of school, their location and contact information will be obtainable at the school's main office for staff. In the case of any safeguarding issues relating to Health and Safety concerns the next in line would be Gabrielle Rutherford.

The academy recognises that:

- a. the DSLs 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 member the Senior Leadership Team in the academy
- b. all members of staff (including volunteers) must be able to identify a DSL and what their role is
- c. the DSL will act as a source of advice and coordinate action within the academy over child protection cases
- d. the DSL will need to liaise with other agencies and build good working relationships with colleagues from these agencies as referred to in [Working Together to Safeguard Children](#)
- e. they possess skills in recognising and dealing with child welfare concerns
- f. appropriate training and support will be given
- g. the DSL is the first person to whom members of staff report concerns
- h. the DSL is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the local authority
- i. the DSL is not responsible for dealing with allegations made against members of staff (refer to Whistle blowing section 14 of this policy)
- j. in our academy, incidents that fall under the remit of the [Prevent Duty](#) and any other extremist activities must be reported to the DSL
- k. in our academy, any discrimination against protected characteristics, gender identify and gender-non conformity must be reported to the DSL.

To be effective they will:

- a. act as a source of advice, support and expertise within the academy and be responsible for coordinating action regarding referrals by liaising with all relevant agencies over suspicions that a child may be suffering harm
- b. cascade safeguarding advice and guidance issued by the Gateshead Safeguarding Children Board and Clennell Education Solutions, Operation Encompass and/or the Police following guidance from the document [‘Information Sharing’](#)
- c. report serious concerns (to the Headteacher)
- d. Report serious concerns (to the Headteacher or Chair of Governors) when they feel that a referral has not been dealt with in accordance with the child protection procedures

- e. ensure each member of staff or volunteer at the academy and regular visitors are aware of and can readily access this policy
- f. maintain effective lines of communications between all DSLs to ensure safeguarding remains effective
- g. ensure that this policy is updated and reviewed annually and as changes occur and work with the Designated Governor (Joanne Earl) for safeguarding regarding this
- h. be able to keep detailed, accurate, secure records of referrals/concerns, and ensure that these are held in a secure place
- i. ensure parents are able to request copies of the Child Protection Policy
- j. follow the national requirements for the transfer of information regarding any safeguarding, when a pupil leaves
- k. ensure that when a child leaves and the new school is not known, the Local Authority is alerted so that the child's name can be included on the database for [Children Missing in Education](#)

The DSL will:

- a. attend training in how to identify abuse and know when it is appropriate to refer a case; (Clennell Education Solutions Training Plan)
- b. have a working knowledge of how Gateshead's Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required
- c. attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors;
- d. 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 relevant to their needs to enable them to identify and report any concerns to the DSL

### **3 DESIGNATED SAFEGUARDING GOVERNOR**

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

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 DSLs are given sufficient time to carry out their duties, including accessing training. The Governors will regularly review safeguarding practices in the school to ensure that:

- a. the academy is carrying out its duties with regards to safeguarding
- b. members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate

- c. safeguarding and child protection is integrated with induction procedures for all new members of staff and volunteers
- d. the academy follows the procedures agreed by Gateshead's Safeguarding Children Board, and any supplementary guidance issued by the Local Authority
- e. the academy also seeks advice and support from Clennell Education Solutions
- f. only persons suitable to work with children shall be employed in the academy, or work here in a voluntary capacity
- g. 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 safeguarded 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'](#). We will ensure that staff and a minimum of one governor attends Safer Recruitment Training and keep the training up to date. The following people have had Safer Recruitment Training:

Paul Marshall (Chair of Governors)  
 Clare Freemantle (Vice 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:

- a. ensure the job description includes the responsibility for safeguarding children.
- b. job specification includes reference to the suitability to work with children
- c. verification of candidates identity and the right to work in the UK
- d. at least one member of interview panel to have received safer recruitment training
- e. academic qualifications, to ensure that qualifications are genuine (request to view original documentation)
- f. two references prior to offering employment; ensure the validity of these references
- g. satisfy conditions as to mental and physical capacity within the context of their role
- h. previous employment history will be examined and any gaps / anomalies accounted for

- i. DBS checks to enhanced level
- j. Qualified teacher status; induction standards; prohibition from teaching; disqualification from teaching 2009 checks

## **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 include identifying and reporting abuse, and confidentiality. All new staff at the school (including volunteers) will receive an electronic induction pack before starting their work at the school, including relevant safeguarding information.

All staff will be expected to attend annual training that will enable them effectively to fulfil their responsibilities in respect of safeguarding. The school will provide this training through the DSLs and Clennell Education Solutions.

## **7 DEALING WITH CONCERNS**

Members of staff and volunteers are not permitted 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 accurately record what they have seen, heard or know 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 DSLs (or Headteacher if an allegation is about a member of staff or the Chair of Governors if the allegation is made about the Headteacher) and agree appropriate or further action to be taken.

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 will be dealt with as a disciplinary matter.

## **8 MISSING CHILDREN**

As well as ensuring that we address child protection concerns whilst the child is in attendance at the academy, we will also endeavour to ensure that children who are on our roll at the academy but may not be attending 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 strongly discourage others who wish to photograph or film pupils who are not in their care 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:**

- a. To clarify our expectations of all staff, students, visitors, contractors, children and parents whilst using mobile technology and social media with reference to our academy.
- b. 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 another Senior Teacher; 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 do so at their own risk and the academy will not be responsible for any loss or damage. Mobile phones need to be handed in at the school office for the duration of the school day where they will be securely locked in a drawer.

2. **iPads/tablets 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;
  - a. 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 take appropriate action after the first occurrence.
  - b. Children within our primary school are not old enough to hold their own social media 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. Staff will inform parents/carers of any matters arising

from Online-Safety lessons in school which might indicate children could suffer from harm. Staff may inform parents/carers if they suspect a child has set up an account without parental permission.

- c. 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 to 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 unless there is an immediate family relationship e.g. mother and son. 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 the school system.
- 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. It cannot be stressed 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 including remote learning, using school computing equipment and or school provided software platform must adhere to this policy.
- e. Whilst working online, staff and pupils are encouraged to monitor and report any incidents suspected to be 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, radicalisation and other illegal content that may put young people at harm. 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 ([‘Information Sharing’](#)). 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 a Designated Safeguarding Lead.

## **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:

- a. working alone with a child
- b. physical interventions
- c. cultural and gender stereotyping
- d. dealing with sensitive information
- e. Giving to and receiving gifts from children and parents
- f. contacting children (who are not immediate family members) using any personal accounts including telephones, text, email, or social media
- g. disclosing personal details inappropriately
- h. 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. For further information see [Use of Reasonable Force in Schools](#) in conjunction with the [Behaviour, Discipline and Exclusions Policy](#).

Our academy acknowledges that physical intervention is only part of a whole setting approach to behaviour management. Use of reasonable force, including positive handling and power to search, will only be used as a last resort when all other behaviour management strategies have failed or when there is a risk of harm.

Positive Handling uses the minimum degree of force necessary for the shortest period of time when there is a risk of harm.

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:

- a. 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
- b. are provided with appropriate training to deal with these difficult situations.

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

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

- a. committed an offence against a child or other member of the academy community
- b. placed a child at risk of significant harm
- c. behaved in a way that calls into question their suitability to work with children or other members 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 up to date and appropriate Safeguarding and Child Protection policies and procedures. There will also be arrangements in place to communicate with the school should such matters arise.

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:

- a. Application for Hire of Facilities
- b. Terms and Conditions for Hiring
- c. Lettings Policy
- d. Insurance – Liability Insurances Checked
- e. Risk Assessment of activities, facilities and environments
- f. Confirmation of DBS for staff
- g. Staff List
- h. Confirmation of Staff who are first aid trained

## **16 CONTRACTED SERVICES**

When the Governing Body enters into a contract with outside providers, the academy will ensure that these providers have appropriate Safeguarding and Child Protection policies and procedures, and that there are arrangements in place to communicate 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

### Foundation Stage and Key Stage 1

PURPOSE	OPENED	CLOSED
For Breakfast Club and school opening time.	7.30am	9.05am
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

PURPOSE	OPENED	CLOSED
For Breakfast Club and school opening time.	7.30am	9.05am
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 collect pupils after clubs, for community events to take place.	3.00pm	As soon as possible depending on planned activities in school.

### 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

## 18 Covid- 19

Whole school Covid-19 Risk Assessment and related policies are available upon request.