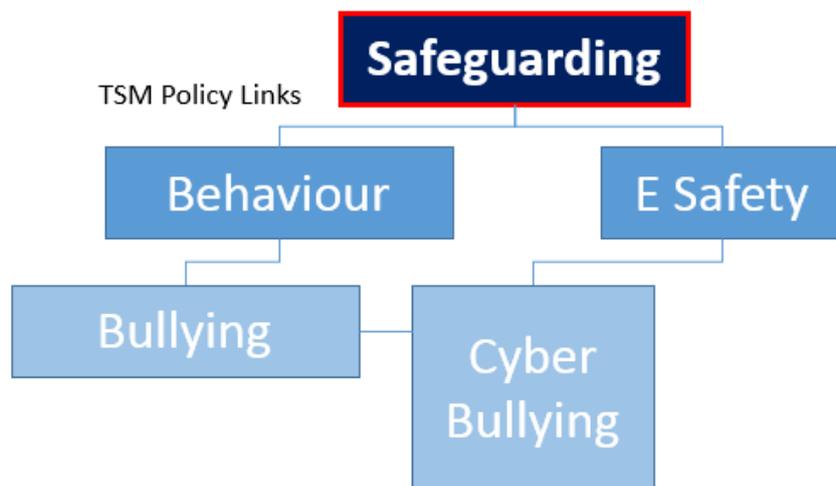




# TRIMLEY ST. MARTIN

## Safeguarding Policy

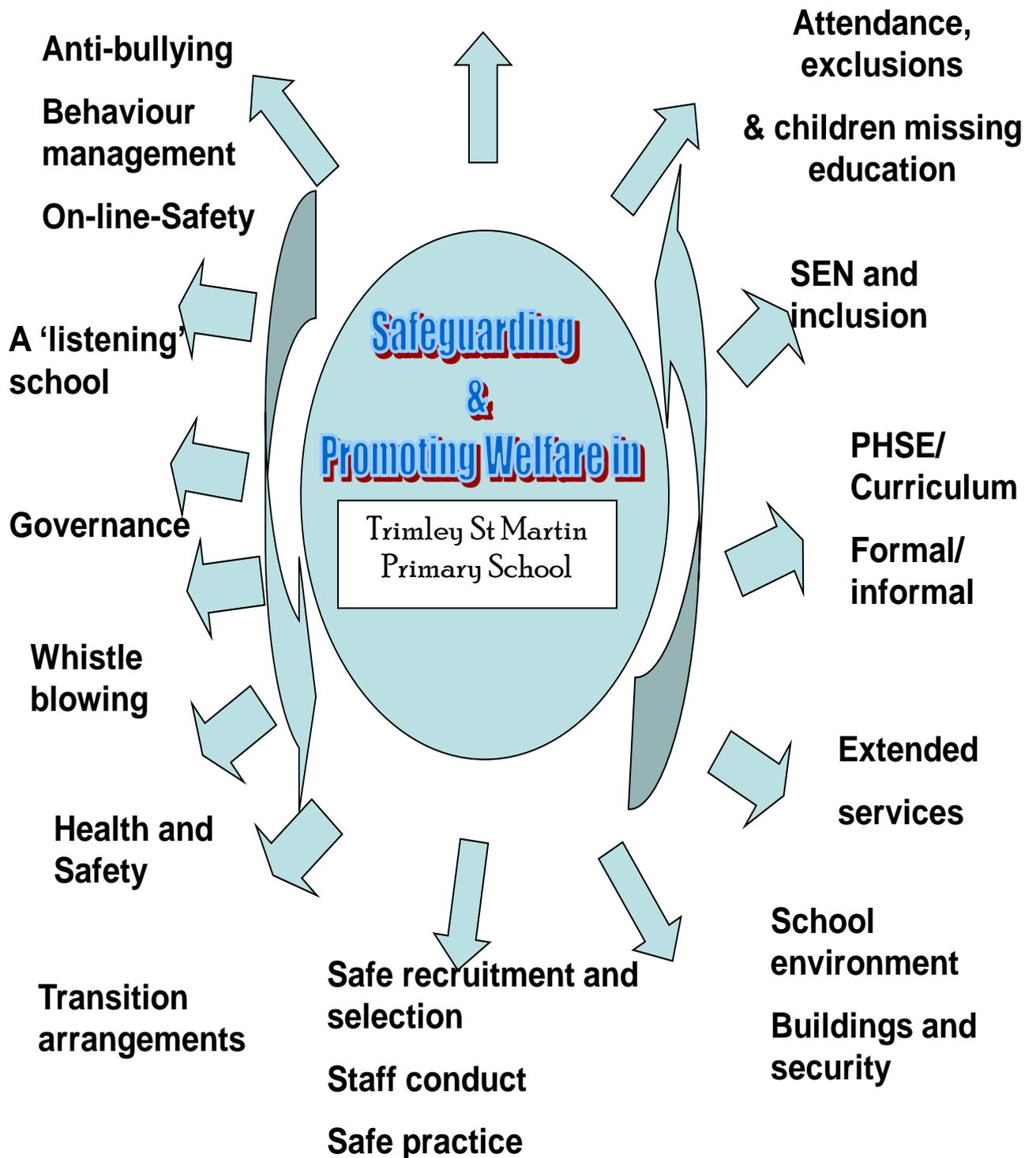


### Updates in this policy

- New Local Authority Referral Form included.

Trimley St Martin Primary School  
Published February 2014  
Updated September 2016

“Safeguarding in Education is everybody’s business”.



# Whole School Safeguarding Policy

## Purpose and Aims

The purpose of Trimley St Martin's Safeguarding policy is to provide a secure framework for the school in safeguarding and promoting the welfare of those pupils who attend our school. The policy aims to ensure that:

- All our pupils are safe and protected from harm.
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices;
- Staff, pupils, governors, visitors, volunteers and parents are aware of the 'expected behaviours' and the school's legal responsibilities in relation to its pupils.

## Ethos

Safeguarding within Trimley St Martin Primary School is considered as **everyone's** responsibility and as such our school aims to create the safest environment within which every pupil has the opportunity to achieve their Five Outcomes.

Trimley St Martin Primary School recognises the contribution it can make in ensuring that all pupils registered or who use our school, feel that they will be listened to and have appropriate action taken to any concerns they may raise. We will do this by endeavouring to work in partnership with other agencies and seek to establish effective working relationships with parents, carers to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

## Responsibilities and expectations

Trimley St Martin Primary School has a Governing body whose legal responsibility it is to make sure that the school has an effective safeguarding policy and procedures in place and to monitor that the school complies with them. The Governing body should also ensure that the policy is made available to parents and carers if requested. It is also the responsibility of the Governing body to ensure that all staff and volunteers are properly vetted to make sure they are safe to work with the pupils who attend our school and that the school has procedures for handling allegations of abuse made against members of staff (including the Head Teacher and volunteer helpers). The Governing body will ensure that there is a Named Governor and a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our school.

The **Designated Safeguarding Lead (DSL)** is:

Mrs Sam Ross ACTING HEADTEACHER

If they are not available then their **DSL Alternate** is :

Mrs Joanna Matthews SENIOR TEACHER

*(This person can also be contacted with any safeguarding concerns).*

The **Name Safeguarding Governor** is:

Mr David Kemp           CHAIR OF GOVERNORS

Mrs Alicia Mann        SAFEGUARDING GOVERNOR

It is the responsibility of the DSL to ensure that all safeguarding issues raised in school are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging whole school safeguarding training for all staff and volunteers who work with children and young people in our school and that this training takes place at least every three years.

The DSL can deliver safeguarding within schools provided they are linked in to the support and quality assurance process offered by the Local Authority. This includes mandatory attendance at an annual 'Training for Trainers' programme and receiving monitoring visits from the Professional Advisor or Local Authority delegated staff. The DSL is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all conferences, core groups or meetings where it concerns a child at our school and to contribute to multi-agency discussions to safeguard and promote the child's welfare.

The DSL is also required to complete a Self-Review Assessment Report annually which demonstrates that the safeguarding arrangements in the school are being met. If the self-assessment highlights any areas for improvement, this will be detailed in the action plan which will be signed off and monitored by the Named Governor for Safeguarding to ensure these improvements are implemented. The self-review assessment is to be shared annually with the Local Authority, who will have an auditing role in ensuring the school is meeting its safeguarding requirements under sec 175/157 of the Education Act 2002 for both maintained and independent schools.

All Child Protection concerns need to be acted on **immediately**. If school staff are concerned that a child may be at risk or is actually suffering abuse, they should tell the Designated Safeguarding Lead immediately.

**All Adults, including the DSL, have a duty to refer all known or suspected cases of abuse to Children's social care or the police.** Where a disclosure is made to a visiting staff member from a different agency, e.g. Connexions or School Nurse, it is the responsibility of that agency staff to formally report the referral to the School's Designated Person in the first instance. Where the disclosure is made by a child attending a Pupil Referral Unit (PRU) or alternative provision, the referral should be recorded and referred to the on-site Designated Safeguarding Lead and a formal notification made to the school's DSL where the child is on role for information or to agree the appropriate action to be taken. Any records made should be kept securely on the Child's main school/child Protection file. A referral should not be delayed in order to discuss with the schools DSL if it is felt/identified that a child is at immediate risk.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf)

## Recognising concerns, signs and indicators of abuse.

Safeguarding is not just about protecting children from deliberate harm. For our school it includes such things as pupil safety, bullying, racist abuse and harassment, educational visits, intimate care, children missing education and online safety etc. The witnessing of abuse can have a damaging affect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child.

Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

The following indicators listed under the categories of abuse are not an exhaustive list.

### Physical Abuse

This can involve hitting, shaking, throwing, poisoning, scalding, burning, drowning and suffocating or otherwise causing physical harm to a child. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

### Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Symptoms that indicate emotional abuse include:

- ◆ Excessively clingy or attention seeking.
- ◆ Very low self-esteem or excessive self-criticism.
- ◆ Withdrawn behaviour or fearfulness.
- ◆ Lack of appropriate boundaries with strangers; too eager to please.
- ◆ Eating disorders or self-harm

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as, masturbation, kissing, rubbing

and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

*(Source Working Together to Safeguard Children 2015- Appendix A)*

## What to do if you are concerned.

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- ✓ **Do** stay calm and listen carefully.
- ✓ **Do** reassure them that they have done the right thing in telling you.
- ✓ **Do not** investigate or ask leading questions.
- ✓ **Do** let them know that you will need to tell someone else.
- ✓ **Do not** promise to keep what they have told you a secret.
- ✓ **Do** inform your Designated Safeguarding Lead as soon as possible.
- ✓ **Do** make a written record of the allegation, disclosure or incident which you must sign, date and record your position.
- ✓ **Do not** include your opinion without stating it is your opinion.
- ✓ **Do** refer without delay.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Head teacher. Where those concerns relate to the Headteacher however, this should be reported to the Chair of Governors using the schools' Whistle blowing policy.

## Managing Allegations

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our school. Allegations can be made by children and young people or other concerned adults and are made for a variety of reasons.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL who will advise the Headteacher. In the case of the allegation being made against the Headteacher this will be brought to the immediate attention of the Chair of Governors and the Area Education Manager. The Headteacher/Chair of Governors must discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. In Suffolk this role is undertaken by the Area Safeguarding Manager. This will constitute an initial evaluation meeting or strategy discussion involving the LADO. Dependant on the allegation being made, Head teachers will need to:

- Refer to the LADO immediately and follow up in writing within 48 hours. In Suffolk schools should refer in the first instance to the Area Education Manager.
- Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary.
- Act on any decision made in any strategy meeting or evaluation meeting.
- Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

<http://suffolkscb.org.uk/information-and-links/local-authority-designated-officers/>

(Arrangements for Managing Allegations of Abuse against people who work with children or those who are in a position of trust- [LSCB endorsement Nov 2015])

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

# Training

## Staff

All members of staff will have access to whole school safeguarding training at least every three years. We will also, as part of our induction, issue the following information:

- ✓ A copy of Part One of '*Keeping Children Safe in Education*' (2016)
- ✓ A copy of the School Safeguarding Policy
- ✓ A copy of the Staff Behaviour Policy
- ✓ Acceptable Internet Use form
- ✓ A copy of the schools reporting form
- ✓ A copy of the referral flow chart
- ✓ Complete the mini Safeguarding Induction (unless safeguard trained already)

## Regular visitors and volunteers to our school:

- ✓ A copy of Part One of '*Keeping Children Safe in Education*' (2016)
- ✓ Read through the School's Volunteer Information Form & complete
- ✓ Provided with a copy of the safeguarding policy and then discuss with HT or AHT
- ✓ Told who the Designated Safeguarding Leads is and the alternatives
- ✓ Explained what the school's recording and reporting system is.

## New Parents / Carers

- ✓ Directed to where the Safeguarding Policy can be found
- ✓ Complete a photograph permission form
- ✓ Complete an Acceptable Internet Use form
- ✓ Handed the leaflet '*Safeguarding Children in Education*'

Our Designated Safeguarding Lead and Alternate will undertake further safeguarding training in addition to the whole school training. This will be undertaken at least every two years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the DSL/Alternate to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieve better outcomes for the pupils in our school. This includes taking part in multi-agency training in addition to safeguarding training. In addition to regularly updated training an added requirement is for staff to receive regular safeguarding updates, as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

Our Governing body will have access to safeguarding training and our Named Governor for Safeguarding will also undertake additional training at least every two years to support their employers' role in Handling Allegations against adults who work with children and young people, including our staff and volunteers.

Our safeguarding arrangements are reported on a termly basis to our Governing body and our Safeguarding policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation.

We will include a summary of our Safeguarding Policy to parents in our school prospectus/website and will post copies of our policy throughout the school. We are also able to arrange for our policy to be made available to parents whose first language is not English on request.

## RECORDS AND MONITORING

If we are concerned about the welfare or safety of any child all adults in school will record their concern on the agreed report form and give this to the Designated Safeguarding Lead. Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the Designated Safeguarding Lead and information will only be shared within school on a need to know basis for the protection of the child.

Any safeguarding information will be kept in the file and will be added to. Copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will have a chronology and contents front cover.

Reports of a concern to the Designated Safeguarding Lead must be made in writing and signed and dated by the person with the concern.

If a child leaves our school we will ensure that our Designated Safeguarding Lead makes contact with the Designated Safeguarding Lead at the following school and the file will be forwarded. We will use the safeguarding information sheet to ensure the receiving school has the most relevant and up to date information about the child.

### Useful Contacts:

Suffolk Safeguarding Children Board [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)

Customer First: 0808 800 4005 [customer.first@suffolk.gov.uk](mailto:customer.first@suffolk.gov.uk)

Police: 999

Child Exploitation and Online Protection Agency [www.ceop.org.uk](http://www.ceop.org.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

NSPCC- [www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect](http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect)

Prevent- <http://educateagainsthate.com>

## Current Safeguarding Issues

***(The following safeguarding concerns actual or suspected should be referred immediately to Children's Social Care. The concerns featured below are linked to guidance and local procedures which where available can be found on the Suffolk Safeguarding Children Board website at: [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk).***

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. Trimley St Martin Primary School does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

### Forced Marriage

Trimley St Martin Primary School does not support the idea of forcing someone to marry without their consent and will follow SCB procedures to refer any child and young person immediately to Children's social care.

<http://suffolkscb.org.uk/assets/files/2014/20091001ForcedMarriageJun09.doc>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/322310/HMG\\_Statutory\\_Guidance\\_publication\\_180614\\_Final.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322310/HMG_Statutory_Guidance_publication_180614_Final.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/322307/HMG\\_MULTI\\_AGENCY\\_PRACTICE\\_GUIDELINES\\_v1\\_180614\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf)

Contact: 020 7008 0151 or email: [fm@fco.gov.uk](mailto:fm@fco.gov.uk).

### Honour Based Violence

'Honour based violence' is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. It is important to be alert to signs of distress and indications such as self-harm, absence from school and truancy, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in school activities, unreasonable restrictions at home or forced marriage. Where it is suspected that a child/young person is at risk from Honour based violence. Trimley St Martin Primary School will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

<http://suffolkscb.org.uk/assets/files/2014/20110324QGHonourBasedViolence.pdf>

### Trafficked Children

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud. Where Trimley St Martin Primary School is made aware of a child is suspected of or actually being trafficked/exploited we will report our concerns to the appropriate agency.

<http://suffolkscb.org.uk/assets/files/2014/20110324SafeguardingChildrenwhomayhavebeentrafficked.pdf>

### Female Genital Mutilation

This is against the law yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of

having her circumcised. If any of the above areas of concern is brought to the attention of Trimley St Martin Primary School we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place. It is a criminal offence not to report this directing to the police.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/512906/Multi\\_Agency\\_Statutory\\_Guidance\\_on\\_FGM\\_-\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_Statutory_Guidance_on_FGM_-_FINAL.pdf)

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

### Ritualistic Abuse linked to spirit possession

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in a criminal conviction of those using this form of abuse even if the intention is to help the child.

<http://www.dcsf.gov.uk/everychildmatters/download/?id=661>

### Children Missing Education

“Basic to safeguarding children is to ensure their attendance at school.” (*OFSTED 2002*). Children are best protected by regularly attending school where they will be safe from harm and where there are professionals to monitor their well-being. At Trimley St Martin Primary School we will encourage the full attendance of all of our children at school. Where we have concerns that a child is missing education and/ or because of suspected abuse, we will report to Children Social Care and the Education Attendance Service to effectively manage the risks and to prevent abuse from taking place.

<http://www.suffolk.gov.uk/EducationAndLearning/CaringForChildrenAndYoungPeople/ChildrenMissingEducation.htm>

### VTR (Individuals Vulnerable to Radicalisation)- Prevent Duty

We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education. We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

<http://www.suffolkscb.org.uk/assets/files/2015/2015-06-12-Vulnerable-to-Radicalisation-Referral-and-Channel-Guidance.pdf>

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799\\_Revised\\_Prevent\\_Duty\\_Guidance\\_England\\_Wales\\_V2-Interactive.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/425189/Channel\\_Duty\\_Guidance\\_April\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf)

## Safeguarding Disabled Children

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the Every Child Matters outcomes as non-disabled children.

Disabled children do however require additional action. This is because they experience greater risks as a result of negative attitudes and '*created vulnerability*'. This may lead to disabled children having unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment

At Trimley St Martin Primary School will ensure that our disabled children are listened too and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding the abuse of a disabled child.

<http://suffolkscb.org.uk/assets/files/2014/Safeguarding20disabled20children20Practice20guidance2.pdf>

## Safer Recruitment and Selection

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked.

At Trimley St Martin Primary School we will **ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training**. That all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

<http://suffolkscb.org.uk/assets/files/2013/20130723KSESSelfEvaluationJuly2013.doc>

## Domestic Abuse

The Government defines domestic abuse as" *Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality*"

Children may suffer both directly and indirectly if they live in households where there is domestic violence. Domestic abuse is likely to have a damaging effect on the health, development and welfare of children, and it will often be appropriate for such children to be regarded as Children in Need under the Children Act 1989.

Where there is evidence of domestic violence, Trimley St Martin Primary School will report our concerns to the appropriate agency including children's social care and the police in order to prevent the likelihood of any further abuse taking place.

<http://suffolkscb.org.uk/assets/files/2014/Jan-2012-SSCB-DV-Guidance.pdf>

## Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority.

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Trimley St Martin Primary School to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

<http://suffolkscb.org.uk/assets/files/2015/2015-06-24-PF-Protocol-updated-2015.pdf>

### Child Exploitation and On-line-Safety

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people Trimley St Martin Primary School will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our Online-Safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the school and are aware of the dangers associated with the internet and other mobile technology.

Our On-line-Safety policy will clearly state that mobile phone or electronic communications with a student at our school is not acceptable other than for approved school business e.g. coursework, mentoring. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

<http://suffolkscb.org.uk/assets/files/2015/2015-06-24-PF-Protocol-updated-2015.pdf>

<http://www.suffolk.gov.uk/assets/suffolk.gov.uk/Your%20Community/e-Safer%20Suffolk/e-Safety Strategy%20 complete version A5.pdf>

This policy has been devised in accordance with the following legislation and guidance:

- ['Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children'](#), DfE (2015)
- ['Keeping Children Safe in Education'](#), DfE (2016)
- [Suffolk Safeguarding Children Board](#) procedures
- [Suffolk Safeguarding Children Board Protocol : Allegations Against Persons who Work with Children](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#), DCSF, March 2009.
- ['What to do if you're worried a child is being abused'](#), DfE (March 2015)
- ['Information Sharing: Advice for practitioners'](#), DfE (March 2015)
- ['The Prevent duty: Departmental advice for schools and childcare providers'](#), DfE (2015)

- ['Guidance on Safeguarding Individuals Vulnerable to radicalisation \(VTR\) and Referral Process'](#), SSCB (2015)

*The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policy as appropriate and in line with the Local Safeguarding Children Board and Local Authority to ensure Trimley St Martin Primary School is a safe place to learn and work.*

For Advice and Consultancy in relation to Safeguarding, please contact:

**Lorna Jackson**  
**Professional Advisor – Safeguarding in Education**  
[Lorna.Jackson@suffol.gov.uk](mailto:Lorna.Jackson@suffol.gov.uk)

For Safeguarding Training in schools please email:  
[Sieteam@suffolk.gov.uk](mailto:Sieteam@suffolk.gov.uk)

**Review:** January 2015

Updated July 2016

**Next review:** July 2017

**County Model Recording Form  
Recording Form for Safeguarding Concerns  
(Must be hand-written)**

Name of student/ person making the disclosure or that you are concerned about	Childs date of birth	Tutor Group/ Form/Class	<b>Your name</b> (and position in school)

<b>Nature of Concern/Disclosure</b>			
<p align="center"><b><u>(Remember to only record fact DO NOT add your own opinion)</u></b></p>			

Was there an injury?	Yes		No		Did you see it?	Yes		No	
----------------------	-----	--	----	--	-----------------	-----	--	----	--

Describe the injury:									
----------------------	--	--	--	--	--	--	--	--	--

Have you filled in a body plan to show where the injury is and its approximate size?	Yes		No	
--	-----	--	----	--

Was anyone else with you?	Yes		No		Who?				
---------------------------	-----	--	----	--	------	--	--	--	--

Where were you?									
-----------------	--	--	--	--	--	--	--	--	--

Has this happened before?	Yes		No						
---------------------------	-----	--	----	--	--	--	--	--	--

Did you report the previous incident?	Yes		No		To Whom?		Date:		

Does the safeguarding concern involve a technological device?	Yes*		No	
---	------	--	----	--

\*If yes, discuss this with your e-Safety Lead, follow the e-safety reporting flow chart and ensure that this is recorded on the e-Safety Lead's log.

SAP level (Please tick in the box the level that applies)	Level 1	Level 2	Level 3	Level 4	Level 5
--	---------	---------	---------	---------	---------

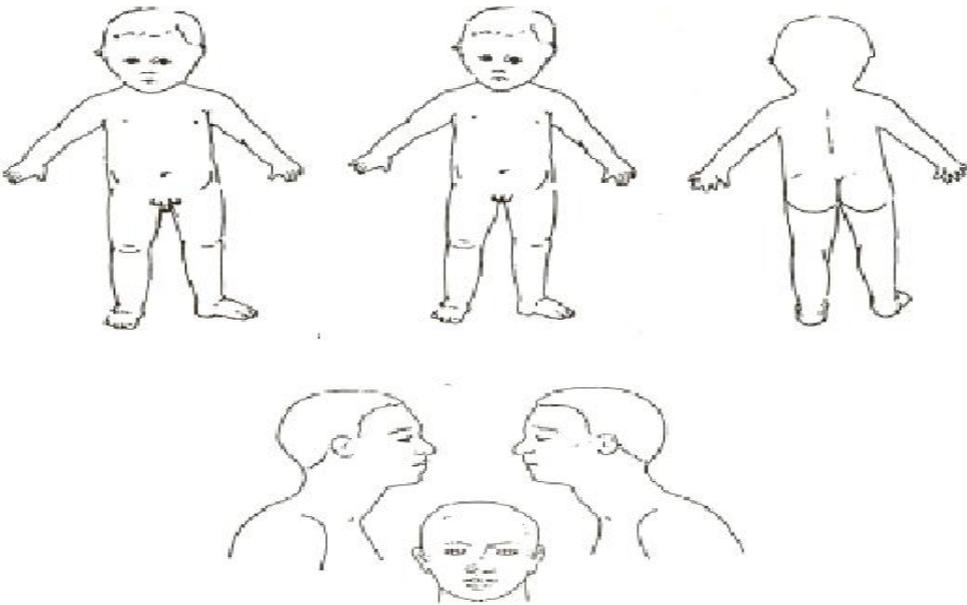
Who are you passing this information on to?					
---	--	--	--	--	--

Name:	Time:	Date:		

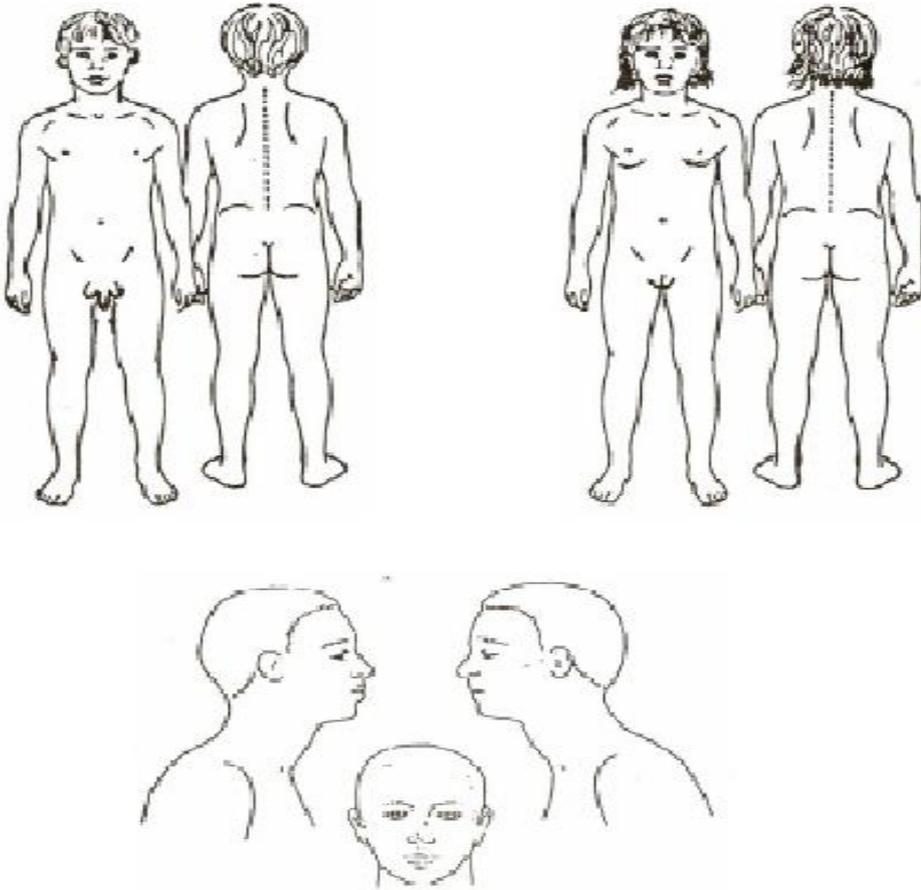
Your Signature:	Date:
-----------------	-------

Print Name:
-------------

**Example body map: Age 5 and under**



**Example body map: Age 5 and over**



**Follow up...**

EWO

Police

School Nurse

Social Services

Parents

Other

Parents informed?

Yes/No (If No state reason)

Feedback given to...?

SLT

Class Teacher

Pupil  
disclosure

Person who recorded

DSL/Alternate Signature:

Date:

# Flowchart for Referral

## Concerns

Suspicion / allegation of abuse by: child disclosure, observation, report by another person, anonymous communication

**Record Sign and Date**



## Consult

Your organisation or group should have a policy for child protection. If appropriate, speak with the person nominated to be the child protection advisor/coordinator. All can speak informally with Children and Young People's Services

**IMPORTANT: Any consultation should not delay a referral**

**Record Sign and Date**



## Action

### DO NOT INVESTIGATE

Refer to Children and Young People's Services and/or Police. You or your 'coordinator' should make the referral. Parents and carers should be advised that you are doing this unless this might put the child at risk or cause any delay in referring.

**Record Sign and Date**



## Confirm

### DO NOT INVESTIGATE

Verbal referrals must be followed by a written referral within 24 hours.

**Record Sign and Date**



## Commitment

You may be required to provide other information, as required

**Record Sign and Date**

## REMEMBER

**DO NOT DELAY – CHILDREN'S SERVICES AND POLICE ARE ALWAYS AVAILABLE**

## New Staff Member Induction

- A copy of the School Safeguarding Policy
- Read Part 1- Keeping children safe in education
- Signed Staff Behaviour Policy Form
- Signed Acceptable Internet Use form
- A copy of the schools reporting form
- A copy of the referral flow chart
- Complete the mini Safeguarding Induction (unless safeguard trained already)
- Added to the next in school Safeguarding course

Staff Member Name: \_\_\_\_\_

Role: \_\_\_\_\_

Induction Process Completed: \_\_/\_\_/\_\_

Overseen by: \_\_\_\_\_

Head Teacher: \_\_\_\_\_

## New Supply Staff Induction

- A copy of the School Safeguarding Policy
- Read Part 1- Keeping children safe in education
- A copy of school Behaviour Policy
- A copy of the schools reporting form
- A copy of the referral flow chart
- A copy of school Fire Procedures
- A copy of school Alert poster

Staff Member Name: \_\_\_\_\_

Role: \_\_\_\_\_

Induction Process Completed: \_\_/\_\_/\_\_

Overseen by: \_\_\_\_\_

Head Teacher: \_\_\_\_\_

## Regular visitors and volunteers Induction

- Read through the School's Volunteer Information Form & complete
- Provided with a copy of the safeguarding policy and then discuss with HT or AHT
- Told who the Designated Safeguarding Leads is and the alternatives
- Read Part 1- Keeping children safe in education
- Explained what the school's recording and reporting system is.

Visitor / Volunteer Name: \_\_\_\_\_

Role: \_\_\_\_\_

Induction Process Completed: \_\_/\_\_/\_\_

Overseen by: \_\_\_\_\_

Head Teacher: \_\_\_\_\_