



Garlinge Primary School and Nursery

*Garlinge Primary School and Nursery is place for everyone to succeed and thrive
with inclusion at its heart*

SAFEGUARDING POLICY AND PROCEDURES

Designated Safeguarding Leads (DSL)	
Anna Northrop	Head of School (Lead DSL)
James Williams	Executive Headteacher
Stephen Cope	Head of School
Sarah Mansfield	Safeguarding Officer
Alison Gillatt	Family Liaison Officer

Safeguarding Administration Assistant: Sarah van Vuuren

Safeguarding Governor: Hannah Perry

Area Education Safeguarding Advisor: Robin Brivio

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Introduction to Safeguarding Procedures

As per our Child Protection Policy it is the responsibility of **everyone** who comes into contact with children and their families to play a role in safeguarding children. This procedure is designed to provide clear guidance to all staff on what to do should they identify or be notified of a safeguarding concern.

Maintaining children's welfare is our paramount concern. The procedures in this policy will be monitored in the light of any new information and guidance that becomes available.

Ethos

These procedures are supported by the aims of the school but particularly we strive to provide:

- An ethos in which all children feel safe, secure, valued and respected.
- A safe learning environment where children can feel confident to talk openly and be sure of being listened to.
- Support for children, parents and staff in difficult situations relating to child protection.
- An effective working relationship with other agencies to support our most vulnerable children, including referrals to Early Help where necessary.
- Effective procedures for risk assessments and site management to ensure children are safe at all times.
- A common-sense approach to all situations, especially in the event of unforeseen problems.
- Assurance all staff are able to recognise signs and symptoms of abuse and are aware of the school's procedures and lines of communication.

Safer Recruitment and Retention

Safer recruitment and vetting practices are followed for all appointments to the school. Every interview panel has at least one member of staff who is appropriately trained in safer recruitment. All members of staff, governors and volunteers are required to have an Enhanced DBS check. Please see [Guidance for safe working practice for those working with children and young people in education settings](#) for further information.

Where the school is not the employer of an adult supervising an activity, it is the school's responsibility to ensure that they hold a current Disclosure and Barring Service (DBS) check. The school will ask for written confirmation from their employers that a DBS has been carried out and request that we would be informed of any issues that may constitute a safeguarding concern.

Procedures are in place to support all staff who have concerns about the conduct of any adults working in the school (see the Whistle Blowing Policy).

Complaints

The school has a Complaints Procedure available to parents, children, staff and stakeholders who wish to report concerns and is available on our [website](#). All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures for managing allegations against staff.

Curriculum

We plan a curriculum which provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others. Children at

Garlinge Primary School and Nursery will be listened to and heard, and their concerns taken seriously and acted upon as appropriate.

Visitors

Visitors must:

- Enter by the main reception.
- Sign in and out via the computerised entry system.
- Wear a visitor's badge.
- Read the visitors information booklet.
- Be accompanied by a member of staff unless specifically authorised to proceed unaccompanied.
- Be made aware of safeguarding procedures.
- Be made aware of fire evacuation procedures.

Visitors are anyone who enters the school premises with the exception of:

- A delivery person
- Children
- Members of staff
- Governors
- Regular Volunteers

Children are encouraged to tell an adult from school if they see an adult in school or on school grounds that they don't know.

If a member of staff discovers an intruder, that person must be asked to leave the premises immediately unless:

- The intruder is considered to constitute a physical threat, when the police should be called as soon as possible.
- The member of staff has reason to believe that the intrusion is unintentional, when that person will, at the discretion of the member of staff, be asked to report to the main reception as a visitor or leave the premises as appropriate. If there are any difficulties a member of Senior Leadership Team (SLT) will be informed immediately.

In the event of a serious intruder threat then the fire alarm will be rung, and standard evacuation procedures should be followed.

Access

The school car parks are for the use of staff, visitors and authorised families with blue badges.

Pedestrian access to and from school is through three designated gates. Visitors to the school should access the school through the main entrance in Westfield Road (intercom/buzzer system). The Key Stage 1 (KS1) gate is opened at 8.00am for Breakfast Club and closed again at 8.10am. The three other gates are opened at 8.45am and closed promptly at 8.55am. In the afternoon the gates are opened at 3.00pm and closed again at 3.30pm. All children attending after school activities exit the school by the main entrance (or the KS1 playground if it is a KS1 activity).

All external gates to car parking areas have a secure entry system and it is the responsibility of all school staff to ensure that they are monitored or left closed. ID cards are allocated to all permanent members of staff. If a breach of security is suspected, then the ID cards will be suspended or cancelled.

Road Crossing Patrol

Our Road Crossing Patrol is provided by Kent County Council (KCC). All children and parents/carers are directed and supervised when crossing the main roads leading to the main school entrances. The Road Crossing Patrol members of staff are fully trained and have an Enhanced DBS check. Parents/carers are notified of any staff absences via the school communication app, Reach More Parents.

Premises

The site team regularly check the perimeter of the school to ensure the site is secure. Risk assessments are undertaken and updated regularly for all areas of the school. Any breach of security is reported to the site team, logged and dealt with promptly. Health and Safety audits are undertaken three times a year. Any issues are then prioritised and dealt with swiftly. Any member of staff is able to identify a possible risk and must email the Facilities Manager and report the concern in the site team log.

In the event of work being carried out on site any risk is reduced through ensuring children are kept separate.

Staff Breaks

All hot drinks are to be made and consumed in the staffroom unless transported in a sealed cup. Volunteers are permitted to use the staffroom on the proviso they agree to our confidentiality procedures.

Supervision

Playgrounds are supervised by members of staff during break times, lunchtimes and whenever children use the playgrounds.

There is access to our first aiders and Welfare Officer during the school day, including lunchtimes.

The duty adult checks the playground at the end of duty to ensure that no-one is left outside.

At break time all children should be outside unless supervised by an adult. For areas where there is an increased risk, for example the school wildlife area or timber trails, risk assessments which include careful monitoring by adults are in place and reviewed at least annually. All outside play equipment is annually checked by an appropriate external body.

Access to Field

Our school field is accessed during fine weather it is used by children for PE lessons and on occasion, at lunchtime. A school mobile phone may need to be used in the event of an emergency.

Weather

In the event of severe weather, the Facilities Manager carries out a specific risk assessment to ensure the site is safe (see KCC's Winter Planning Guidance). This may result in restricted access and limited provision. A yearly register is kept as to staff availability during poor weather. If the school is unable to open notice will be given via the school website, through local radio stations and the school's communication app, Reach More Parents to all parents and staff.

Water bottles are provided in class at all times however, in the event of severe hot weather, children may bring a named water bottle if they wish. In hot weather we request children bring in a named sun hat and sun cream is applied.

Clothing

To ensure all children are treated fairly by others we encourage them to wear our agreed school uniform, this includes footwear. For PE children must wear appropriate clothing including footwear (refer to the Physical Education Policy for further details).

It is expected that all children will have suitable clothing for the weather. During the colder months, if a child does not have a coat the school will, where possible, lend one or limit outside activities. The parents will be informed and asked to provide a coat. If this becomes a regular issue the school will follow our child protection procedures and further support may be appropriate. In the event of hot weather, parents are requested to provide a named sun hat.

Fire Evacuation

A map demonstrating fire assembly points is displayed in every room. Anyone who has an adapted plan due to their complex need has a Personal Emergency Evacuation Plan (PEEP). These are stored in the Medical Room and shared with the Facilities Manager and appropriate staff. In the event of any site changes these are reviewed and adapted as appropriate. Fire evacuation drills are held at least 3 times a year. Some will incorporate a proposed area for a fire. All fire extinguishers are inspected annually and regularly checked. A record of all checks is kept by the Facilities Manager. Please see the Fire Evacuation Plan for further details.

First Aid

We have access to trained and experienced paediatric first aiders in school from 8.00am to 6.00pm. We have an experienced Welfare Officer who oversees the first aid team and ensures training is completed regularly and all up to date. We have a well-equipped medical office which is manned by our Welfare Officer throughout the day. First aiders are available in the classrooms across the school and while the children are at play, first aiders are available on the playground. The medical office may be accessed if necessary. A record of any first aid treatment is kept and reported via CPOMS. The Welfare Officer monitors all entries and notifies parents as and when necessary.

We have two defibrillators on site, one located in KS1 and one located in KS2, and a number of staff are fully trained to use this in the event of an emergency.

Where a specific personal care plan or toileting plan is required, this is written by the Welfare Officer, in conjunction with the parents. All relevant information is shared with appropriate staff (including the catering manager of the school's catering provider). Copies of individual care plans are kept in the medical office, on CPOMS and in a folder on the Medical drive on the intranet.

The Nursery always has at least one first aid trained member of staff on its premises at all times while the children are on site.

Prescribed medicines are administered according to our Administration of Medicines in Schools Policy.

Child Collection

All children in Early Years Foundation Stage (EYFS) and KS1 are collected by an adult known to the school. It is the parents/carers responsibility to inform the office if this situation changes. Children in KS2 must have written permission if the parent or carer wish for their child to walk home alone without adult supervision. If a child is considered vulnerable, for example has a difficulty which may affect their ability to keep themselves

safe, we may request, in consultation with their parent/carer, for the child to be supervised to and from school. On request, children can be collected and delivered to the office if it would support a family in the event of difficulties.

We encourage all parents/carers to arrange for their children to be collected from school in the winter months, especially when it is dark.

If a child is not collected the office staff will contact their parents/carers.

The SLT will reserve the right not to release a child to an adult if they are believed to be at risk of significant harm in that person's care.

Equipment

All portable appliance equipment (PAT) is annually tested and a register is kept.

Online Safety

All of our children are taught about, and constantly reminded of, the ways in which they may stay safe whilst using the internet and the current methods of electronic communication. Our Online Safety Policy and Acceptable Use policies outline in detail the steps the school take to ensure all children are safe online.

It is the general view of the school that electronic imagery of our children is not usually shared beyond the internal needs of the school, i.e. through our website or other removable media. However, it may be desirable at times for images of children to be used in this way to celebrate whole school, group, or individual achievements. The school will ensure parents/carers are consulted before any such images are used in this way and that child names are not used. Please see the Image Use Policy available on the school website for further information.

Bullying

Any incidents of bullying that are reported to the school are dealt with promptly, with all children interviewed and actions taken appropriately. For example, informing the parents and using restorative justice principles. Where appropriate, children and their families are offered support from our Family Liaison Officer, Safeguarding Officer or Learning Mentors. Please see the Anti-Bullying Policy for more information.

We are aware that on occasion children can be unkind to each other which does not always constitute bullying. Any concerns are dealt with following our Positive Behaviour Policy. The school's Positive Behaviour Policy fosters a caring attitude and encourages positive reinforcement of good behaviour leading children towards an understanding of 'treat others as you would like to be treated', i.e., what is acceptable behaviour towards one another and what is not.

All racist incidents are taken seriously and dealt with promptly. These are recorded and reported appropriately in line with local government guidelines. Through our curriculum and every aspect of everyday school life, we aim to enhance our children's cultural understanding.

Clubs

Children who attend clubs must have a permission slip signed by an adult who has parental responsibility. All clubs have a risk assessment which is reviewed at least annually, have a register taken and any unknown non-attendance is followed up by a phone call to the parents. We expect all children to be collected after a club that happens during the winter months and finishes when it is dark.

Educational Visits

Children who attend an educational visit must have a permission from an adult who has parental responsibility. Permissions are requested at the beginning of the year for visits to the local area, and a Reach More Parents message is sent to parents informing them of any visits that their child will be taking part in.

The children on the trip have access to a person who is first aid trained at all times. All adults who organise a school visit undertake a detailed risk assessment which is shared with all adults on that trip and is sanctioned by the Heads of School. The ratio of adult to child is always adhered to as a minimum requirement (see Educational Visits Policy). All visits are recorded on the Evolve website and sanctioned, when necessary, by KCC.

Swimming

Children are supervised at all times by school staff, including while in separate gender changing rooms. Safety rules are regularly discussed and rigorously enforced (refer to the Swimming Policy for further details).

Parental Voice

We pride ourselves on fostering a friendly, welcoming relationship with parents at Garlinge Primary School and Nursery. The SLT have an 'open door' policy whereby parents may come to talk to them about their concerns when the need arises. If there is an issue concerning safeguarding or child protection it is hoped they will feel free to talk openly. Opportunities for comment on school issues are regularly given through parent questionnaires.

Pupil Voice

We have School Council representative meetings where children bring suggestions for improvements and can raise any concerns regarding any aspect of school life. We annually undertake a survey which includes how safe children feel when they are both in and out of school.

Child Protection

The school follows a Personal, Social, Health and Economic programme, which gives children the opportunity to consider and discuss many aspects of life, helping them to understand the dangers of abuse and how they can be protected. We have a large pastoral support team who provide extra support for children where necessary.

We recognise that children who are abused, or witness violence, may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliated and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may present as challenging and defiant or they may be withdrawn. The school will endeavour to support these children. Children are helped to understand the need for 'being safe' and ways in which they can help to protect themselves (refer to the Child Protection Policy and Positive Behaviour Policy for further details).

All members of staff at Garlinge Primary School and Nursery attend annual Child Protection training and have been made aware of the requirement to read and understand Part 1 and Annex A of the DfE Keeping Children Safe in Education 2023 document. Staff who work directly with children have also been made aware of the requirement to read Annex B from KCSIE 2023. These documents are available online at; [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education), on the intranet or a hard copy can be found in the staffroom, Inclusion office, Department Leader's classrooms and the main school office.

Signs and Symptoms of Abuse

All staff in the school including non-teaching staff are aware of the signs and symptoms of abuse. These are listed in Appendix 1 of the Child Protection Policy.

Procedures and Record Keeping

Concern for the welfare of the child is paramount. Therefore, any incident that occurs about a particular child should be reported to the DSL. This must be reported via CPOMS. In the event of a system error, a hard copy of the concern, or behaviour incident may be completed. This will then be added to CPOMS as soon as possible by the Safeguarding Administration Assistant or the Safeguarding Officer. In the case of a system error, these forms can be found in the staffroom (refer to Appendix 1- Behaviour Incident Report Sheet, Appendix 2- Body Map Appendix 3- Safeguarding Incident/ Cause for Concern Form). It is important to remember that any issues are confidential, and staff should know only on a 'need to know' basis. These incident sheets should be handed to the Designated Safeguarding Leads (DSLs) and are kept in a secure location. All CPOMS reports go electronically straight to the DSLs.

Information to be Recorded

- Child's name, class and date of birth.
- The date, time and location of the incident(s).
- A brief paragraph detailing the incident (s).
- **Record verbatim** anything that the child says, include reported speech where appropriate, **opinion should not be given** unless there is some form of evidence base which can be quoted. At no time must staff be seen to have 'led' the questioning.
- If recording bruising/injuries indicate position, colour, size, shape and time on a body map
- Action taken – all information passed to the appropriate personnel.

It is the responsibility of the DSL to decide when to make a referral to the children's social care team. This may be discussed with the Senior Safeguarding Adviser when a decision needs to be made regarding the timing or the necessity to refer to the children's social care team. Some concerns may need to be monitored over a period of time before a decision to be referred is made. It is important that we work with all agencies having a multi-agency approach.

All children for whom there are concerns are monitored carefully. An electronic record of concerns are kept on CPOMS for each child; these are monitored and analysed regularly. This may lead to a referral or further monitoring. Staff are asked to log their concerns on CPOMS or if they cannot gain access to CPOMS for any reason, to complete a concern sheet about a child for whom they have worries (Appendix 3).

Any concerns that involve allegations against a member of staff should be referred immediately to the Head of School or Executive Headteacher who will contact the Local Area Designated Officer to discuss and agree further action to be taken in respect of the child and the member of staff (refer to Whistle Blowing Policy for further information).

Supervision and Support

All Early Career Teachers have a mentor with whom they can discuss concerns including the area of child protection. All school staff work towards providing an environment and atmosphere for children to enable them to feel safe to talk. However, staff should never promise a child to keep certain information confidential. It must be explained that staff have certain duties to help keep that child safe, which may involve informing others.

Procedure for dealing with disclosures

It is recognised that when faced with a child or young person making a disclosure, it is a common reaction to ask more questions or to be unsure what you can or cannot ask them. To assist with such an incident staff should follow this guide:

The 6 R's of what to do if a child makes a disclosure:

1. Receive

- Keep calm.
- Listen to what is being said without displaying shock or disbelief.
- Take what is said seriously.
- Note down what has been said.

2. Reassure

- Reassure the child that they have done the right thing in talking to you.
- Be honest and do not make promises you cannot keep, e.g. "It will be alright now".
- Do not promise confidentiality; you have a duty to refer.
- Reassure and alleviate guilt if the child refers to it, e.g., "you're not to blame".
- Reassure the child that information will only be shared with those who need to know.

3. React

- React to the child only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details.
- Do not ask leading questions; "Did they....?" Such questions can invalidate evidence.
- Do ask open "TED" questions; Tell Explain Describe.
- Do not criticise the perpetrator; the child may have affection for them.
- Do not ask the child to repeat it all for another member of staff.
- Explain what you have to do next and who you have to talk to

4. Record

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible.
- Do not destroy your original notes.
- Record the date, time, place, any non-verbal behaviour and the words used by the child. Ensure that as far as possible you have recorded the actual words used by the child.
- Record statements and observable things rather than your interpretations or assumptions.

5. Remember

- Contact the DSL.
- The DSL may be required to make appropriate records available to other agencies.
- Information is available on the Kent Safeguarding Children Multi-Agency Partnership (KSCMP) website: www.kscmp.org.uk.

6. Relax - Get some support for yourself.

Please see Appendix 4 for information about what happens once a concern has been logged on CPOMS.

The Child Protection Register

A list of all children about whom there are concerns, however small, is kept with the Child Protection File in a secure location. This list includes the name, DOB, any contact details for outside agencies supporting the

family, if appropriate, the date of latest incident or whether the concerns are on-going. A list of children for whom there are more serious on-going concerns is shared with all senior members of staff and updated regularly. Teachers who have pastoral responsibility are informed of which children for whom there are on-going concerns. These children must be monitored very carefully and the smallest concern recorded on CPOMS. These children are monitored by DSLs regularly.

Code of Practice

All school staff should take normal precautions not to place themselves in a vulnerable position with relation to child protection.

Training Opportunities

The Continuing Professional Development Leader and the Lead DSL ensure all staff are provided with appropriate training and are updated with current practices in the area of child protection. A register is kept in the Child Protection File of staff training and on individual employee training records. All DSLs have undergone DSL child protection training and attend relevant updates. All school personnel and governors will be aware of this policy and will have the opportunity to consider and discuss its contents. Staff have access, on a need-to-know basis, to the child protection information which is kept in a secure location.

Appendix 1



Garlinge Primary School and Nursery

Incident Report Form

Child's Name: _____ Class: _____ Incident Date: _____ Incident Time: _____

Please tick

Type of Incident: Bullying ☐ Property Damage ☐ Defiance ☐ Physical Violence ☐ Racism ☐ Verbal Abuse ☐
Insolence

Location of Incident: Classroom ☐ School Hall ☐ KS1 Hall ☐ KS2 Hall ☐ Swimming ☐ Corridor ☐ Y6 Playground ☐
Field ☐ Toilets ☐ LM Room ☐ Club ☐ Library ☐ KS1 Playground ☐ Y4/5 Playground ☐

Incident:

Action/Outcome:

Signature of child:

Signature of staff member:

Should this incident be investigated further as potential bullying? **YES (Refer to Department Leader) / NO**

The School defines bullying as behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Parents informed: **YES / NO**

Circulate to (Please circle/highlight): **Class Teacher HT DHT AHT SENCO FLO LM**

Other appropriate staff:

Appendix 2

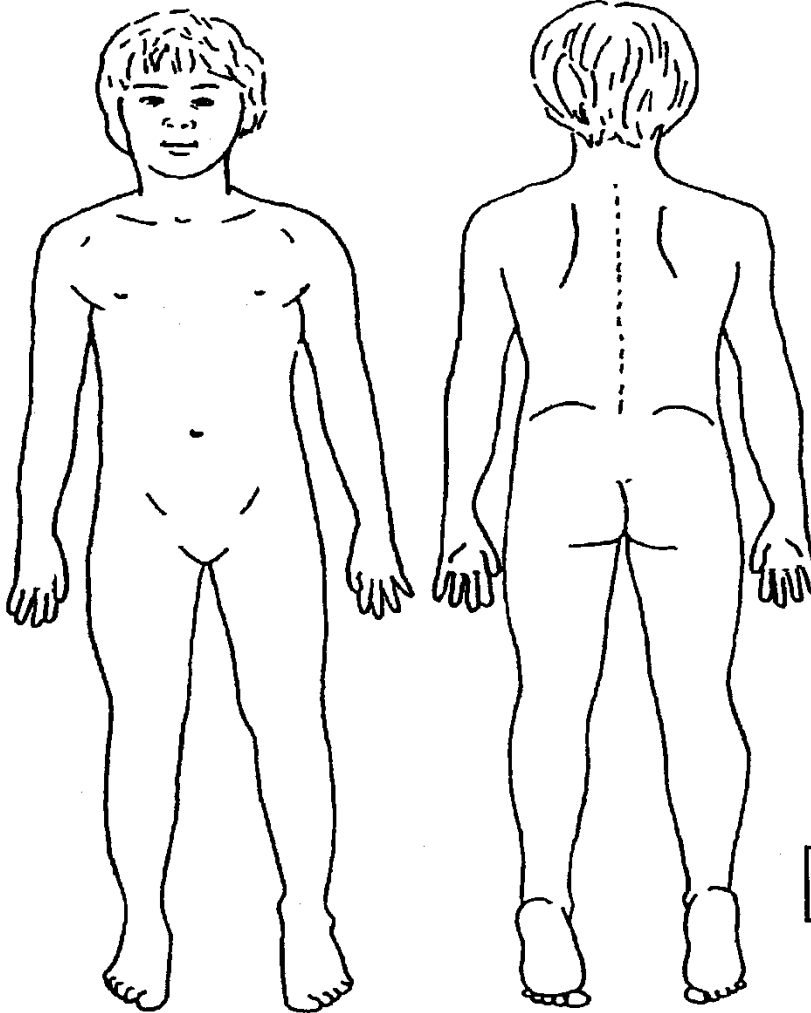
CONFIDENTIAL

Child's Name:

Date & Time Observed:

Description of marks:

BODY MAP



Signature:



Appendix 3



Garlinge Primary School and Nursery

SAFEGUARDING INCIDENT / CONCERN FORM

Child/Child name:		Date of birth and Year Group/Class:	
Name and position of person completing form (please print):			
Date of incident/concern: (DD MM YY)		What time were you aware of this?	
Incident / concern (who what where when)*			
Any other relevant information (witnesses, immediate action taken)*			
Signature:		Date form completed (DD MM YY):	
Role:			
Action taken (including reasons for decisions) and Outcomes*			
(NB – this section is only to be completed by DSL)			
Signature of DSL		Date (DD MM YY)	
Signature of Lead DSL (if appropriate)		Date (DD MM YY)	

Appendix 4



Garlinge Primary School and Nursery

WHAT HAPPENS ONCE AN INCIDENT/CONCERN FORM IS RECEIVED?

