



**WOOD END
INFANT SCHOOL**

Statutory Policy

Child Protection Policy

April 2018

Committee with oversight for this policy – Teaching & Learning	
Policy to be signed off by the Full Governing Body	
Policy last reviewed by the Teaching & Learning Committee	12/03/2018
Policy last ratified and adopted by Full Governing Body	12/3/2018
Policy / Document due for review	03/2019

Matt Jeatt
Chair of Governors

Child Protection Policy

Key contacts (April 2018)

Key Contacts at Wood End Infant School		
Role	Name	Phone Number
Designated Safeguarding Lead (DSL)	Sharon Letch	020 8422 5182
Deputy Designated Safeguarding Lead (DDSL)	Madhu Bhachu	020 8422 5182
	Jackie Pusey	020 8422 5182
Chair of Governors	Matthew Jeatt	020 8422 5182
Safeguarding Governor & Governor for Looked After Children (LAC)	Janet Bettaccini	020 8422 5182
Key Contacts at Local Authority		
Head of safeguarding, review and quality assurance	Kogie Perumall (Interim until 8 April) Tel: 020 8825 8155/8930 Email: perumallK@ealing.gov.uk	
Local Authority Designated Officer (LADO)	Kogie Perumall Email: PerumallK@ealing.gov.uk (link sends e-mail) Safeguarding, review and quality assurance manager Allegations against professionals (AAPs)	
Child protection advisers	Child protection duty desk Tel: 020 8825 8930	
Child sexual exploitation (CSE) and missing coordinator	Christina Evers Tel: 020 8825 5951 Email: EversC@ealing.gov.uk (link sends e-mail)	
Ealing Safeguarding children board (ESCB) manager	Steve Bourne Tel: 020 8825 9618 Email: BourneS@ealing.gov.uk	
Schools HR consultancy team	Mark Nelson Tel: 020 8825 9478 Email: MNelson@ealing.gov.uk (link sends e-mail)	
Ealing Council children's services	Tel: 020 8825 8000 (ECIRS)	
Police child protection team	Tel: 020 8246 1901	

Ealing Children's Integrated Response Service (ECIRS)

1. ECIRS offers one point of entry for all referrals and requests for help for children and young people. Phone: (020) 8825 8000.
2. For referrals complete the ECIRS referral form (link is on EGFL) and submit by secure email or fax: (020) 8825 5454, or post: ECIRS, Perceval House, 2nd floor blue area, 14-16 Uxbridge Road, Ealing W5 2HL.
3. All urgent referrals should be initiated by phone (020) 8825 8000 and followed up by submitting the referral form within 24 hours.
4. EHAP (Early Help Assessment forms) to be completed as directed by the ECIRS team.

Child Protection Policy

Following Keeping Children Safe in Education 2016 Statutory Guidance

UNICEF Article 1: Every child has these rights no matter what.

UNICEF Article 3: Every child's best interest must be at the heart of everything that affects them.

UNICEF Article 4: The government must make sure these rights are available to all children.

UNICEF Article 6: Every child has the right to life and to achieve their full potential.

UNICEF Article 12: Every child has the right to be listened to.

UNICEF Article 13: Every child has the right to say what they think.

UNICEF Article 18: Every child has the right to be looked after by their parents.

UNICEF Article 19: Every child has the right not to be harmed by anyone or anything.

UNICEF Article 24: Every child has the right to good food and water and to see a doctor if they are ill.

Designated Safeguarding Lead (DSL)
Deputy DSL

Sharon Letch (DHT)
Madhu Bhachu (HT)
Jackie Pusey (SBM)
Janet Bettaccini

Education staff have a crucial role to play in helping identify welfare concerns and indicators of possible abuse or neglect at an early stage. Keeping Children Safe in Education 2016 and Working Together to Safeguard Children Feb 2017 puts a statutory responsibility on the Governing Body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.

We recognise that all adults at this school have a full and active part to play in protecting and safeguarding the children in our care and that the pupils' welfare is our paramount concern. We also acknowledge that safeguarding incidents could happen anywhere and staff should be alert to possible concerns arising.

This policy takes into account the London Safeguarding Children Board Procedures.

Aims

- To provide a caring, positive, safe and stimulating environment that cares for the social, physical and moral development of the individual child.
- To safeguard and promote the welfare of the children and to work together with other agencies in so doing.
- To provide an environment in which pupils feel safe, secure, valued and respected; where they feel confident and know how to approach responsible adults if they are experiencing difficulties.
- To develop effective working relationships with all other agencies involved in safeguarding children.

Procedures and Responsibilities

We will follow the procedures set out by the London Safeguarding Children Board (LSCB) and take account of guidance issued by the DfE:

1. Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.

2. Ensure we have a nominated governor responsible for child protection.
3. Ensure every member of staff (including temporary and supply staff and volunteers) and the governing body knows the name of the designated senior person responsible for child protection and their role.
4. Ensure all staff, supply staff, volunteers and governors are issued with a copy of the summary (Part 1) of 'Keeping Children Safe in Education' *September 2016*.
5. Ensure staff induction includes the school's Child Protection (CP) Policy, Staff Behaviour Code and details of the Designated Safeguarding Lead.
6. Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Designated Safeguarding Lead.
7. Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out our obligations on the school web site.
8. Notify social care if there is an unexplained absence of more than one day of a pupil who is subject to a Child Protection or Child in Need plan.
9. Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at case conferences.
10. Keep written records of concerns about children (which are kept confidential), even where there is no need to refer the matter immediately.
11. Ensure all records are kept securely, separate from the main pupil file and in locked locations,
12. Adopt and follow procedures where an allegation is made against a member of staff or volunteer and report to the Local Authority Designated Officer (LADO), as appropriate, within 24 hours.
13. Ensure safe recruitment practices are always followed by having at least one person on each interview panel who has completed the Safer Recruitment training, following stringent pre-employment vetting checks, ensuring staff are DBS checked at the appropriate level and entered on the Single Central Record (SCR) and references are to be verified by a member of SLT (signed and dated) and kept on file.
14. Ensure volunteers are appropriately supervised.

The role of the Headteacher

1. To promote child protection and safeguarding as a priority.
2. To support the Designated Safeguarding Lead in logging and reporting child protection concerns, ensuring they are able to attend conferences and core group meetings.
3. To support the governing body in their child protection and safeguarding role.
4. To ensure all recruitment is carried out appropriately.
5. To ensure the Single Central Record is maintained and up to date.
6. Ensure all staff, supplies and volunteers are issued with a copy of the summary of 'Keeping Children Safe in Education'. (September 2016)
7. Ensure staff induction includes the school's Child Protection (CP) Policy, Staff Behaviour Code and details of the Designated Safeguarding Lead.
8. To ensure all staff and governors receive regular safeguarding training, at least annually. In addition, all staff should receive child protection updates (e.g. via email, e-bulletins and staff meetings) as required, to provide them with relevant skills and knowledge.
9. The designated safeguarding leads update their training at least annually, with opportunities to update their skills and knowledge on a regular basis; e.g. through training by outside providers such as the LA, e-bulletins and network meetings.

10. Ensure that staff carry out their role in supporting girls under the age of 18, who may have been or could be subject to Female Genital Mutilation (Multi-agency statutory guidance on FGM April 2016)) and report this accordingly.

The role of the Designated Safeguarding Lead

1. To raise the awareness of both teaching, support staff and student teachers, to the need for child protection and of their responsibilities in identifying and reporting possible cases of abuse, including child sexual exploitation, female genital mutilation, self-harm and preventing Radicalisation (following the procedures from the LA and the Prevent guidance 2015).
2. To provide a systematic means of monitoring children thought to be at risk.
3. To emphasise the need for good levels of communication between all staff.
4. To develop a structured internal procedure to be followed by all members of the school community in cases of suspected abuse.
5. To promote understanding and build relationships with other agencies in order to work together more effectively.
6. To work with the PSHE co-ordinator to promote children's personal, social and health and emotional development in ways which foster security, confidence and independence and to work with the ICT co-ordinator to promote e-safety.
7. To develop a network of support which would be made known to staff or parents e.g. details of parent support groups; parent networks; and relevant telephone numbers, identified in a short directory. A copy of the booklet entitled 'Ealing Family Support Services' is kept in the school office and the Designated Lead/Deputy Lead have a copy as well. This is a guide to services provided by Ealing Council and immediate partners for children, young people and families.
8. To seek advice from and report cases to social care.
9. To deal with all safeguarding and child protection complaints which are made against staff or volunteers.
10. To build child protection duties into the job description of all those working or volunteering at WEI.
11. To arrange CP training for staff at least annually and keep up to date with changes in legislation.
12. To display the name and role of the DSL clearly around the school to inform parents, staff and agency workers.
13. To ensure that information is shared appropriately on a 'need to know' basis. (See 'Information Sharing' DFE 2015).

The Role of the Governing Body

1. To have a named governor responsible for Children who are Looked After (CLA) and children subject to a child protection plan.
2. To ensure an annual safeguarding report is completed and submitted to the full governing body before being copied to the designated local authority officer.
3. To ensure that the HT reports specifically on CLA and PP pupils separately.
4. To make at least one focus visit per year to audit child protection procedures.
5. To track child protection data presented at termly governing body meetings.
6. To review the child protection policy annually, to include reference to any new or updated legislation.
7. To participate in training at least annually.

It is the responsibility of the DSL to ensure that all adults in school receive a copy of the policy and follow the school's internal child protection procedures and Ealing Council's record keeping procedures. All child protection records are kept in a secure place away from school files, i.e. a lockable cabinet in the Headteacher's office. It is also the responsibility of the DSL to make any referrals necessary to Ealing Council's Social Care service via Ealing Children's Integrated Response Service (ECIRS), or social care in other local boroughs.

All adults who work in schools, whether paid or voluntary, are legally required to participate in child protection training at least every two years. Opportunities will be provided to receive training consistent with Ealing Safeguarding Children Board's standards, in order to develop their understanding of the signs and indicators of abuse, and their knowledge about what to do if they feel a child may be suffering abuse.

Reporting Arrangements for Child Abuse Concerns

All concerns should be reported to the Designated Safeguarding Lead, or in her absence, the Deputy Designated Safeguarding Lead. The schools' 'Pink Form' should be used to document the disclosure/concern and *personally handed* to the DSL. Concerns will be discussed with relevant staff who may have additional information to pool, as soon as is appropriate. Staff will be released and covered if they need to attend internal or external, child protection meetings.

Staff meeting time will be allocated termly to ensure teaching and support staff are:

- Aware of who to talk to
- Confident about reporting concerns
- Skilled in identifying concerns

Referrals to outside agencies will usually be made by the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead, **although any adult may raise concerns directly with social care.**

If a child chooses to tell a member of staff about alleged abuse, there are a number of actions that must be undertaken to support the child:

- Inform the DSL immediately.
- Don't make promises, e.g. to keep secrets.
- Stay calm and be available to listen.
- Listen with the utmost care to what the child is saying.
- Don't "put words in the child's mouth" but note the main points carefully.
- Keep a full record - date, time, what the child did, said etc.; on the school's 'record of concern' form using a body map (on reverse of form) if appropriate. See Appendix 1.
- If the child is subject to a Child Protection or Child in Need plan, this is also to be recorded on the In-school monitoring form. See Appendix 2.
- Reassure the child and let them know that they were right to inform us.
- Inform the child that this information will now have to be passed on.

All Parents/Carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's Child Protection policy on the school website and in the summary of key policies they are given when their child starts school. References are also made to it in the home school agreement.

The DSL will ensure a systematic means of monitoring children known or thought to be at risk of harm, and ensure that the school contributes to the assessments of need and support plans for those children.

When children leave the school, the DSL will ensure that their child protection file is scanned and saved electronically and securely. The original file will then be transferred separately from the main pupil file to the next school that the children attend; in accordance with LA guidelines.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils. The DSL will ensure a structured procedure within the school, which will be followed by all of the members of school community in cases of suspected abuse.

Our policy and procedures are reviewed annually (or sooner if there are additional statutory requirements before the review date) and updated by the Governing Body, which will ensure that they are in line with Ealing Safeguarding Children Board's policies and procedures.

Supporting children

We recognise that a child who has been abused or neglected, who witnesses abuse, or lives in an abusive environment may feel helpless or humiliated. They may blame themselves, have low self-esteem and find it difficult to see the world as a positive place.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm. We accept that research shows the behaviour of a child in these circumstances may range from that which is perceived to be normal, to that which is aggressive or withdrawn.

We provide opportunities which equip children with the skills they need to stay safe from harm and ensure that they know to whom they should turn for help in the following ways: -

- We promote a school ethos that is positive and supportive, which engenders respect for all and values each individual.
- The school behaviour policy aims to support vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable, but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Care, SAFE team, Child and Adult Mental Health Service (CAMHS), education welfare services and educational psychology services.
- We have the Place2Be counselling service on site and children are encouraged to visit Place2Talk. This service is open to all children from Reception through to Year 2.
- The PSHE curriculum covers E-safety, Anti-bullying, Personal Development, Emotional and Physical Wellbeing, Citizenship and Safety both in and out of school.
- Our Relationships and Sex curriculum teaches children about their bodies and how to keep themselves safe from harm.

Supporting staff

We recognise that staff working in the school who have become involved with a child who has suffered harm or who appears likely to suffer harm, may find this situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the DSL, or to seek further support from the Place2Be School Manager- Gwendolyn Rowlands.

We also recognise that staff may be abused by a pupil, parents or another member of staff. In this case the staff member must report to the Headteacher or DSL and appropriate investigations and actions will take place. The member of staff alongside the pupil, parent or other staff member will be supported throughout the process, for example be given Place 2 Be time.

We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document 'Guidance for Safe Working Practices for the Protection of Children and Staff in Education Settings' provides advice on this and the circumstances that should be avoided, in order to limit complaints against staff of abuse of trust and/or allegations of physical or sexual abuse made against staff.) These matters form part of staff induction and are referred to in the staff handbook.

We recognise that DSLs should have access to support and appropriate workshops, courses or meetings as organised by the LA.

Confidentiality

We recognise that all matters relating to child protection are confidential. However, a member of staff must never guarantee confidentiality to a pupil, nor should they agree to keep a secret. Where there is a Child Protection concern it must be passed immediately to the Designated Safeguarding Lead.

The Headteacher, DSL or deputy DSL will disclose personal information, including the level of involvement of other agencies, about a pupil to other members of staff, on a need-to-know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

Safe staff

Checks will be undertaken on all adults working in the school to establish the suitability of a person to work with children corresponding to Ealing Council's Safer Recruitment procedures. Records of these checks will be kept in accordance with Section 3 of 'Keeping Children Safe in Education' DfE 2016.

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews, or work with individual children or parents, to be conducted with or in view of other adults.

All staff members understand that they are employed in a 'Position of Trust' and that inappropriate behaviour with or towards children is unacceptable. It is an offence for a person in a position of trust to have a sexual relationship with a child under 18, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment even if s/he does not teach the child. (Sexual Offences Act 2003).

If an allegation is made against another member of staff, the member of staff receiving the allegation will immediately inform the Headteacher or the most senior teacher if the Headteacher is not present. The Headteacher or most senior teacher will then consult with the Local Authority Designated Officer. If the allegation made to the member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult the LA, without notifying the Headteacher first. The school will follow the LA procedures for managing allegations against staff, a copy of which can be found in the office and on the school's network.

Where another body provides services or activities separately, using the school premises, the Governing Body will ensure that the body concerned has appropriate policies and procedures in place in regard to safe recruitment and safeguarding children and a copy of their child protection policy will be kept on file. Were the school to be leased to another agency, the GB would ensure that school staff acquired the relevant policies from the agency.

Mobile Phones and camera use

Practitioners are able to use their personal mobile phone during their break times. During working hours, phones must be kept out of the reach of children and parents, in a secure area accessible only to staff. All staff are made aware of their duty to follow this procedure which is set out in the Staff Code of Conduct. (Also see E-Safety policy for further information).

Whistle blowing

All staff should be aware of their duty to raise concerns about the attitude and actions of colleagues. (See Whistleblowing policy).

Links to other policies

The Child Protection Policy should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the suite of policies to safeguard and promote the welfare of children in this school.

1. Physical intervention/positive handling: our **Positive Handling Policy** (which follows the Local Authority's procedures) states that staff will use reasonable force proportionate to the risks. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

2. **Anti-bullying:** our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.
3. **Racist incidents:** any incidents that occur are recorded using the school's proforma and dealt with by a member of the Senior Leadership team. These incidents are reported to the LA on an annual basis. We acknowledge that repeated racist incidents, or a single serious incident, may lead to consideration under child protection procedures.
4. **Health and Safety:** our health and safety policy, set out in a series of separate documents, reflects the consideration we give to the protection of our children both within the school environment, for example in relation to internet use, and when away from the school, for example when undertaking school trips and visits. We have clear procedures for Fire/Bomb and terrorist alerts.
5. **Safer recruitment:** our policy sets out the vetting requirements for all who wish to work in our school, whether paid or voluntary. All staff will have an Enhanced DBS check before starting in post, which must be satisfactory.

The importance of safeguarding and child protection is **explicit** within the following policies.

6. **Staff code of conduct**
7. **Equality**
8. **Behaviour**
9. **ICT and E-safety**
10. **Complaints against staff**
11. **Meeting the needs of pupils with medical conditions**
12. **First aid provision**
13. **Educational visits**
14. **Intimate care**
15. **Data protection policy**

Working with Children

At an age appropriate level, children will be taught during PSHE lessons about keeping themselves safe on the roads; the risks of strangers; about appropriate touching during relationships.

During ICT lessons they will be taught about the dangers of the internet and what to do if they are worried about something that they see or receive. Plus, they will be taught about the dangers when using mobile technology at home.

We encourage and teach children about living a Healthy Lifestyle and the children have Sports coaching throughout the year as well as ten minutes of additional physical activity everyday (outside of their playtime).

We will carry out our duties under the Prevent Guidance (Counter-Terrorism and Security Act 2015) and seek to ensure that children are not drawn into radicalisation. If there are any concerns they will be reported to ECIRS following school procedures. This will be revised alongside any new legislation.

We will carry out our duties under the Multi-Agency Statutory Guidance on Female Genital Mutilation (April 2016). If there are any concerns they **must** be reported immediately to the DSL/DDSL, or to the police if there is an immediate concern. (Serious Crime Act 2015).

The Child's Voice

We will ensure there are systems in place for children to express their views and give feedback, when safeguarding or child protection investigations are being conducted. School council have a strong voice across the school and know who they need to go to if they have a concern (safeguarding audit 18/09/17)

Allegations of abuse carried out by children

The school will seek advice from social care if an allegation of abuse is made against another child, in order to proceed in the most appropriate way.

Children who are Looked After

There will be a designated teacher in school, currently the Designated Safeguarding Lead, who has been trained to promote the educational achievement of children who are looked after.

Staff working with 'Children who are Looked After' should know: -

1. Their exact legal status.
2. Contact arrangements with birth parents or those with parental responsibility.
3. The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.
4. Details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

Children Absent from School

A child going missing from school is a potential indicator that they are suffering from abuse or neglect, particularly on repeat occasions. We will ensure appropriate safeguarding responses are made to help identify any risk of abuse and neglect including female genital mutilation, sexual abuse or exploitation, Radicalisation and to help prevent the risks of the child going missing in the future.

Attendance is good across the school and is carefully monitored. Persistent absence has significantly reduced since last year. First day calling is well established and home visits are made by the SBM and DSL. All leavers have a known school assigned to them before we take them off roll.

If staff become anxious about these risks they will immediately seek guidance from the DSL or Headteacher.

Working with Parents

It is our desire to work in partnership with all parents. The welfare of children is paramount and it is the school's duty to safeguard all children. When working with parents, staff will need to have a non-judgmental attitude; respect confidentiality; recognise feelings of guilt, shame, betrayal and anger and in appropriate circumstances recognise their duty to contact social care before discussing events with parents.

This policy will be made available on the school's website and in the summary of key policies given to all parents when their child starts school. Key services and contacts are publicised across the school for parents to access and we also hold counselling sessions for parents via Place2Be.

Reporting concerns about staff, volunteers and governors

The policy for dealing with accusations against school staff and volunteers is available on the school website and a copy can be obtained from the school office. Staff will be made aware of the school's policy and procedures for dealing with complaints made against staff and the school's whistleblowing policy and procedures.

Staff will be expected to report to the Designated Safeguarding Lead any concerns which they have about the safeguarding practice of colleagues, volunteers or governors. If the complaint is against the Headteacher, this must be made to the Chair of Governors.

Vetting Procedures and The Single Central Record

The school keeps a Single Central Record of Recruitment and Vetting checks and a record of ID Checks for all staff, students, governors and volunteers who work or deliver services at the school.

The school will ensure that stringent pre-employment vetting checks are made, which include:

1. Identity checks (only using photo ID)
2. Barred List Check (with DBS Check or separately if appropriate)
3. Enhanced Disclosure & Barring Service (DBS) Check (number)
4. Prohibitions Order check for teachers
5. Verification of the person's right to work in UK
6. Overseas record checks
7. Verification of qualifications
8. Obtaining written references
9. Verification that the person has the mental and physical fitness for the role

The Single Central Record will include details of:

1. Name
2. Role
3. Organisation
4. DBS number
5. Date of DBS Disclosure
6. Confirmation that the Headteacher or a person delegated by them has had sight of this disclosure
7. Confirmation that the Headteacher or a person delegated by them has seen proof of identification such as a passport or Photo ID from a statutory agency or organisation contracted by the Local Authority. Copies of disclosures must not be kept on site. The school records the DBS number on the SCR and all copies are shredded.
8. For national and external organisations recognised by the LA such as NHS healthcare professionals or LA maintenance teams, a formal letter from their organisation that clearly outlines that staff have all received DBS clearance.
9. Prohibition Order checks on teachers.
10. A record of staff that have completed Prevent training.

Disclosure and Barring Service (DBS)¹

The school provides regulated activity as set below:

1. Regulated activity includes unsupervised activities e.g. teaching, training, instructing, care or supervision of children or providing guidance or advice on well-being, or driving a vehicle for children only.
2. Temporary and maintenance workers are not in regulated activity, it is the school's responsibility to ensure the safety of the children through supervising these staff at all times.
3. Frequency and intensity comes into play with children. Even if a role is unregulated e.g. volunteer, if they were to be at the school once a week or four times in a month, because of the frequency they would need to have a DBS check carried out, but not a Barred List check.
4. Those roles that used to be in Regulated Activity but are no longer in Regulated Activity (i.e. they are fully supervised) can still have an enhanced DBS check but no Barred List Check.
5. Parent volunteers on school trips need to be supervised at all times and it is the school's responsibility to ensure this happens.

¹ Keeping children safe in education Statutory guidance for schools and colleges / Ealing Council DBS guidance 2015

Disclosure and Barring Service checks²

These are the types of checks available to those working with children: Type of check	What the check involves	Positions eligible for this level of check
Standard check	Check of the Police National Computer records of convictions, cautions, reprimands and warnings	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
Enhanced check	Check of the Police National Computer records plus other information held by police such as interviews and allegations. This information must be relevant to the sector and be approved by the police for inclusion on the certificate.	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and in Part 5 of the Police Act 1997 (Criminal Records) Regulations. *
Enhanced criminal record check with children's and/or adult's barred list information	Check of the Police National Computer records plus other information held by police plus check of the DBS Children's Barred List plus check of the DBS Adults' Barred List.	The position must be eligible for an enhanced level criminal record check as above and be for a purpose listed in Regulation 5 of the Police Act 1997 (Criminal Records) Regulations as able to check the barred list(s).

For staff or volunteers who work frequently in a regulated activity and are supervisors (and as such this could be classed as an unregulated activity) the school will apply for the Enhanced DBS check.

For staff (or volunteers who work frequently) in a regulated activity and are supervised (and as such this could be classed as an unregulated activity) the school will apply for an Enhanced DBS check.

At Wood End Infant School, all governors are required to have enhanced DBS clearance.

Monitoring and Evaluation: -

Child Protection issues will be monitored in general terms by the safeguarding governor, receiving information from the DSL and the Headteacher. Governors will receive a termly safeguarding report at the full governing body meeting, incorporated into the Headteacher's report. The policy and procedures will be reviewed regularly by the senior leaders and the safeguarding governor and where necessary built into the school development plan. A whole school safeguarding audit is carried out annually and shared with Governors.

² See Keeping Children Safe in Education Statutory guidance for schools and colleges (September 2016) and Disqualification under the Childcare Act 2006: Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools. (September 2016), for references.

If you have a concern about a child please complete this referral form and hand it to the Designated Safeguarding Lead (Sharon Letch) or the Deputy Designated Safeguarding Lead (Madhu Bhachu). In their absence please complete the form and hand it to Jackie Pusey (SBM).

Appendix 1: **Child Protection Concern Form** (Pink)

Name of child:		
DOB:	Class:	Date of concern:
Person filling in form:		Shared with DSL or DDSL?
		Yes No
Observation/ discussion re concern (names, dates etc):		
Action taken:		
Outcomes:		
Follow up:		

Map for recording abuse is on the other side of the form.

(Appendix 2)

Weekly in-School Monitoring Form (Blue)

Name of Child..... Class.....

Date including Year.	Time arrived	Presentation	Engagement	Other issues e.g. hungry, tired	Signed
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

This form is to be used for children that are subject to a Child Protection or Child in Need plan; or those children that have raised concerns and are being monitored. As advised by the DSL Sharon Letch or DDSL Madhu Bhachu