Bushey Heath Primary School
Safeguarding Policy

A vibrant school inspiring children to realise their potential

1 Introduction

Safeguarding is 'everyone's responsibility'. This policy sets out Bushey Heath Primary School responsibilities under the Children Act 2004 to ensure children, young people and adults at risk are kept safe from harm.

Terminology

Safeguarding and promoting the welfare of children refers to:

- **protecting children from maltreatment**
- **preventing impairment of children's health or development**
- **ensuring children are growing up in circumstances consistent with the provision of safe and effective care**

The aim of **safeguarding** is to enable children to have optimum life chances and to enter adulthood successfully.

What's the difference between Safeguarding and Child Protection?

Safeguarding is an 'umbrella' term that incorporates child protection. **Child Protection** is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm. All agencies and individuals should proactively **safeguard and promote** the welfare of children so that the need for action to protect children from harm is reduced.

This policy is available on the school website and is included in the Staff Child Protection Induction Pack.

2 Principles and Aims

Our principles:

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carry out school activities.
- All children will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture.
- All staff and volunteers have a professional role to identify and respond to the needs of children and report any concerns immediately.

We aim:

- To provide all staff (employed, contracted and visiting) with the necessary information/training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children.
- To provide parents, carers and children with information about the school's arrangements to keep children safe.
- To ensure safe and consistent best practice across the school.
- To demonstrate the school's commitment with regard to safeguarding children.

3 Framework

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

- Arrangements for Managing Allegations of Abuse Against People Who Work with Children or Those Who Are in A Position of Trust, Hertfordshire Safeguarding Children Board Interagency Procedures Manual https://hertfordshirescp.trixonline.co.uk/

- Disqualification under the Childcare Act 2006
  Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools, DfE (February 2015).
  www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006
- Education Act 2002
  Section 175 – requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children.
  Section 157 and the Education (Independent Schools Standards) (England) Regulations 2003 - require proprietors of independent schools (including academies and technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.
- Guidance for Safer Working Practice, Safer Recruitment Consortium (September 2015)
  Information Sharing: Advice for practitioners, DfE (July 2018)
- Keeping Children Safe in Education, DfE
  https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
- Sexual Offences Act, HM Government (2003)
- Teachers' Standards 2012, DfE (2011)
  These standards set the minimum requirements for teachers' practice and conduct. Teachers, including Headteachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- What to do if you're worried a child is being abused, DfE (March 2015)
  Non statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action. A copy of this can be found on the noticeboard in the Staff Room.
- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, DfE (2018).

4 Relevant Associated Policies

In order to safeguard and promote the welfare of children, this policy should also be read in conjunction with other associated documents to ensure the safety and wellbeing of children.

- Anti-Bullying
- Attendance
- Behaviour and Discipline
- Child Protection
- Code of Conduct for Employees
- Complaints Procedure
- Online E-safety and Data Security Policy
- Harassment and Bullying Policy
- Health and Safety including site security
- Managing Allegations
- Supporting Pupils with Medical Conditions
- Physical Intervention and Positive Handling
- Recruitment & Selection
- Safe working practice
- Ethos, Anti-Radicalisation and British Values
- SEN
- Whistleblowing

Policies & Statutory Information - Bushey Heath Primary School

5 Safeguarding Themes

Anti-bullying
Bushey Heath Primary School recognises the right of our children and young people to develop with confidence in an environment that is safe and free from the emotional and physical distress that can be seen as a result of bullying. It is the responsibility of Bushey Heath Primary School to ensure that procedures are in place that will monitor and address anti-bullying issues. There is a more detailed Anti-Bullying Policy available on the school website and a hard copy is available from the School Office.

Attendance
In accordance with the School's Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care. We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understand how important this practice is in safeguarding children and young people.

DfE Guidance Working together to improve school attendance August 2024.

Child Protection
There is a detailed Child Protection Policy operating within the school. A copy will be provided to parents on request and is available on the school website. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All Child Protection concerns will be managed in accordance with the Hertfordshire Safeguarding Children Board Inter-Agency Child Protection Procedures. A copy of these procedures can be found at https://hertfordshirescp.trixonline.co.uk/

Children's Services telephone number **0300 1234043 (including out of hours**).

Complaints
The school has a Complaints Procedure available to parents, pupils and staff who wish to report concerns. This can be found on the school 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.

Confidentiality
The School's Data Protection Policy is available to parents on request and on the school website.

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information will be stored and handled in line with the Data Protection Act 1998. The DSP will normally obtain consent from the child/parent to share sensitive information with outside agencies. Where there is good reason to do so (e.g. to help to protect a child), the DSP may share information without consent and will record the reason for this. Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. The school will retain this information on the pupil file and transfer to the next school/archive the information in line with The Education (Pupil Information) (England) Regulations 2005 and The Information and Records Management Society. The school will only share information about children with adults who have parental responsibility for a pupil. Please see Hertfordshire's Pupil Safeguarding Records Guidance at hwww.thegrid.org.uk/info/welfare/child_protection/policy/local.shtml#pupilsafe for further information.

Curriculum

Children are taught to understand and manage risk through our PSHE education and sex and relationships lessons and through all aspects of school life.

The school is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children know that we have senior members of staff with responsibility for child protection and they are made aware of whom these persons are. We inform children of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Children discuss relevant safeguarding issues during subjects such as Personal, Social and Health Education.

E-Safety
We have an e-safety policy which can be found on the school website.

Our policy includes how we teach children to stay safe when using the internet in and out of school- including the risks of sharing content and images online and tackling bullying, including cyber bullying. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

The school will ensure that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

Digital Images
The use of digital images in schools is a complex area. The school has a clear and sufficiently detailed policy which covers the taking and use of digital images and video of children and takes steps to ensure that it is understood and enforced.

The school recognises the importance and usefulness of including the children's use of technology within the classroom, such as an iPad. With this brings lots of opportunities for children across all age ranges to explore and learn in an explorative and creative way. The use of a technology item, such as an iPad is likely to have a camera and children will be using the camera as part of their learning experience. However, the use of iPad's and other tablet equipment can also present risks if children are left to use the equipment in an unsupervised environment. It is therefore understood that the school will ensure that all usage of iPad's within the school will be supervised by an adult at all times.

Staff and children sign ICT Acceptable Use Agreements. For staff this includes a section on the use of digital images and clarification about the position regarding the use of all personal devices for taking pictures. Where volunteers are supporting school staff, they should abide by the same rules as school staff as far as is reasonable.

Health and Safety
We have a Health & Safety Policy which demonstrates the consideration we give to minimising any risk to the children when on the school premises and when undertaking activities out of school under the supervision of our staff. At all times there has to be appropriate staffing levels and when off-site, appropriate and agreed pupil / adult ratios are maintained. The lead adult always assesses visits/trips as to the level of risk and all trips are finally authorised by the Headteacher.

Our school has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

A copy of the Health and Safety Policy is available from the school website.

Inclusion and Diversity

Some children may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Our school ethos promotes and accepts the differences between all children and adults. In practice this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both teachers and children. The aim is to create a classroom environment where all children can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

In line with Keeping Children Safe in Education, to ensure that all of our pupils receive equal protection, we will also give special consideration to additionally vulnerable groups (as outlined in our Child Protection Policy), for example children with disabilities or special educational needs. Special consideration is also given in the provision of safeguarding information and resources in accessible formats for children and adults with communication needs.

Managing Allegations against Staff and Volunteers
Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in Hertfordshire Safeguarding Children Board Inter-agency Procedures and Part 4 of 'Keeping Children Safe in Education' are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The Hertfordshire LADO Service can be contacted on **0300 123 4043.**

Partnership with Other Services
Our school recognises that it is essential to establish positive and effective working relationships with other agencies that are partners of the Hertfordshire Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Partnership with Parents/ Carers
Bushey Heath Primary School is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. Bushey Heath Primary School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with their class teacher/ Head of Key Stage or Headteacher.

Safer Recruitment and Selection
Our recruitment process selects, screens, trains and supervises staff and volunteers so that the appointment of unsuitable people can be deterred and rejected from working with children.

A copy of the School's Safer Recruitment Policy is available on the school website.

The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer (LADO) and/or HR.

Our school also adhere to the guidance issued by The Department for Education in 2015 regarding persons who are disqualified under the Childcare Act 2006.

Safer Working Practice
All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

The Teachers' Standards (DfE, 2011) are augmented by standards of personal and professional conduct e.g. ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability'.

All staff will be provided with a copy of our school's code of conduct/staff behaviour policy/handbook at induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

The link below will direct you to the current government guidance on safer working practice which we share with staff:
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Abuse of Position of Trust
All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behavior is consensual.

Security
The security measures put into place at Bushey Heath Primary School have taken into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our children and staff. A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.

Access to buildings
The school will take all reasonable efforts to control access to the buildings and grounds of the school to prevent unauthorised access to children and ensure the personal safety of staff. The access control procedures for the buildings are:

- Locked gates
- Locked access to the school office
- Locked access to the Headteacher's office

Visitors, contractors and maintenance personnel

The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

Where the Governing Body transfers control or otherwise allows the use of school premises to external bodies (such as sports clubs) or service providers during or out of school hours, we will ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in place to co-ordinate with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

Operation Encompass Safeguarding Statement

Our school is part of Operation Encompass. This is a police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Abuse.

Operation Encompass means that the police will share information about Domestic Abuse incidents with our school PRIOR to the start of the next school day when they have been called to a domestic incident.

Once a Key Adult (DSL) has attended at an Operation Encompass briefing they will cascade the principles of Operation Encompass to all DDSL's.

Our parents are fully aware that we are an Operation Encompass school.

The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information.

The Key Adult has also led training for all school staff and Governors about Operation Encompass, the prevalence of Domestic Abuse and the impact of this abuse on children. We have also discussed how we can support our children following the Operation Encompass notification.

We are aware that we must do nothing that puts the child/ren or the non-abusing adult at risk.

The Safeguarding Governor will report on Operation Encompass in the termly report to Governors. All information is anonymised for these reports.

The Key Adult has used the Operation Encompass Toolkit to ensure that all appropriate actions have been taken by the school.

Date Policy Reviewed/Amended:	October 2026
Chair of Governors:	James Hughes
Headteacher:	Penny Barefoot
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Reviewed by:	Full Governing Board