



**Greenfield Primary School**

**CHILD PROTECTION POLICY  
EXECUTIVE SUMMARY OF KEY PRINCIPLES FOR  
STAFF AND PARENTS  
2024-25**



# Greenfield Primary School

## Child Protection Policy – executive summary of key principles for staff and parents 2024-2025

### Key principles

The school Child Protection Policy for 2024-2025 is consistent with statutory guidance **Working Together to Safeguard Children 2023**, **DfE Keeping Children Safe in Education 2024 (KCSiE 2024)** and local inter-agency safeguarding procedures issued by Leicestershire and Rutland Safeguarding Children Partnership –

[Leicester and the Leicestershire and Rutland Safeguarding Children Partnerships Procedures Manual \(proceduresonline.com\)](https://proceduresonline.com/leicester-and-the-leicestershire-and-rutland-safeguarding-children-partnerships-procedures-manual)

1. Governing bodies, working with their senior leadership teams and their designated safeguarding lead (DSL), should ensure that those staff who work directly with children read at least Part one of KCSiE 2024 and those who do not work directly with children read either Part one or Annex A (a condensed version of Part one) of this guidance.
2. All staff, supply staff and volunteers must have a full and active understanding of KCSiE 2024 Part One and or Annex A and all sections of the full school child protection policy - concerning child protection procedures, definitions, impact, indicators of abuse and referrals - to safeguard children at school effectively.
3. All staff including supply staff and volunteers will be safely recruited in-line with all legal requirements as outlined in KCSiE 2024 Part Three: Safer Recruitment, and our Governors will ensure our school creates a culture that is safe and safeguards the welfare of children. We will adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in our school. We will maintain an ongoing vigilance which considers matters inside and outside the workplace, including online.
4. The school seeks to ensure that only 'safe' staff and 'safe' supply teaching staff (agency and third-party supply staff), volunteers and trainees are recruited and employed to work with children by adopting the advice and guidance provided locally by LCC HR Services. Safer Recruitment is embedded into our school's safeguarding culture through recruitment and induction processes and the ongoing management and support for all staff and volunteers. We now have a duty to verify candidates' identity, right to work and required qualifications and keep on staff personnel files. Any potential or shortlisted employees will be informed that online searches including social media will be carried out as part of our safer working and recruitment practice in line with guidance in KCSiE 2024.
5. All staff, teaching, supply, support staff and volunteers, will be required to read the full Child Protection Policy and the Employee Code of Conduct before starting work with children and will be informed of the procedures in place to address and manage any safeguarding concerns and allegations about staff members including low-level concerns.

- 6 Organisations or individuals using school premises: - Where individuals or organisations use school premises for the purpose of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities), and an incident or allegations occurs during the use of the school premises, as with any safeguarding allegation, we will follow our child protection and safeguarding policies and procedures, including informing the LADO.
- 7 This document serves only as a brief reference point for staff, parents, supply teachers, volunteers, governors, and other stakeholders and should be read alongside our school Child Protection Policy 2024-2025 and Flow Chart which informs of the actions to be taken where there are concerns about a child inside and outside of the school environment.
- 8 All governors, school leaders, staff and volunteers have a responsibility to establish and maintain a culture of safeguarding to safeguard and promote the welfare of children effectively and maintain an attitude **'it could happen here'** where safeguarding is concerned. When concerned about the welfare of a child, staff should always act in the **'best interests of the child'**.
- 9 Everyone who works in or with our school has a responsibility to safeguard and promote the welfare of children and respond to concerns, incidents, or disclosures and should **always** speak with the DSL or Deputy DSL to inform them of any safeguarding or child protection concerns without delay.

Role	Name	Contact Details
Head teacher and Designated Safeguarding Lead	Colin Bowpitt	dsl@greenfield.leics.sch.uk
Designated Governor for Child Protection/Safeguarding	Martin Smith	martinglynsmith@aol.com
Deputy Designated Safeguarding Leads	Nick Quinn, Head of School Sarah Jarowicki, Deputy Head teacher Sarah Warren, Assistant Head teacher Sharron Watkins, Assistant Head teacher Hannah Gilchrist, Early Years teacher	office@greenfield.leics.sch.uk

	<p>Sharon Wignall, Early Years Practitioner</p> <p>Erika Hardy, Early Years Practitioner</p> <p>Maxine Wiersin, Early Years Practitioner</p>	
<a href="#">Leicester and the Leicestershire and Rutland Safeguarding and Children Partnerships Procedures Manual.</a>	<a href="#">Report Your Concerns about a Child or Young Person</a>	<a href="#">LCC report neglect or abuse</a>
LA Safeguarding Children in Education Officer	Charlotte Davis	0116 3057750 <a href="mailto:Charlotte.davis@leics.gov.uk">Charlotte.davis@leics.gov.uk</a>
LA Child Protection Contact/LADO	<p><a href="mailto:CFS-LADO@leics.gov.uk">CFS-LADO@leics.gov.uk</a></p> <p>LADO service is available office hours only: Monday-Thursday, 8.30am - 5.00 pm and Friday, 8.30am - 4.30pm</p>	<p>Allegations Line: 0116 3054141 <a href="mailto:CFS-LADO@leics.gov.uk">CFS-LADO@leics.gov.uk</a> emails for referral forms.</p> <p>Outside of office hours, contact the Leicestershire First Response Children's Duty Team: 0116 305 0005</p>
First Response	For urgent concerns about a child who needs a social worker or police officer today	0116 305 0005
Police (to report a crime and immediate risk of harm or abuse to child)	101	In an emergency 999 (only)
NSPCC help/whistleblowing line	<a href="#">Line is available 8.00am to 8.00pm Monday to Friday</a>	<a href="tel:08000280285">0800 028 0285-</a> <a href="mailto:help@nspcc.org.uk">email: help@nspcc.org.uk</a>

10 Our Governors are required to receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide us with strategic challenge, as a 'critical friend' and test and assure themselves that the safeguarding

policies and procedures in place in our school are effective and support the delivery of a robust whole. This training must only focus on their strategic role and not on operational procedures.

- 11 The DSL will ensure that all staff including supply staff and volunteers receive a robust induction into the school safeguarding arrangements, which will include a requirement that they read the key statutory guidance and safeguarding policies including the Behaviour Policy and Online Safety Policy including an understanding of the expectations, applicable to roles and responsibilities in relation to filtering and monitoring, and children who go missing from education or are 'absent from education', before starting work with children.
- 12 The DSL will work with the Chair of Governors, to ensure all who hold responsibility for the child protection and safeguarding of children have access to high quality safeguarding training, which should be regularly updated. In addition, **all** staff should receive safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins, and staff meetings) as required, and annual refresher training each August at the inset days to continue to provide them with relevant skills and knowledge to safeguard children effectively.
- 13 All safeguarding policies, procedures and practice guidance are overseen by the DSL and put in place and signed off in consultation with the Senior Leadership team and Governing body, at the beginning of the autumn term and reflect the statutory guidance within KCSiE and our local Leicestershire and Rutland Safeguarding Children Partnership (LRSCP).
- 14 Governors are required to receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in school are effective and support the delivery of a robust whole. This training must focus on their strategic role and not on operational procedures.
- 15 The Governing body will ensure they maintain oversight of the Online Safety Policy alongside our main child protection policy, and the arrangements put in place to ensure appropriate filtering and monitoring on school devices and school network. The appropriateness of any filtering and monitoring systems will in part be informed by the risk assessment required by the Prevent Duty as required by KCSiE 2024.

This will include:

- identify and assign roles and responsibilities to manage filtering and monitoring systems.
- review filtering and monitoring provision at least annually.
- block harmful and inappropriate content without unreasonably impacting teaching and learning.
- have effective monitoring strategies in place that meet the school/ colleges safeguarding need.
- review and discuss the standards with the leadership team, IT staff and service providers to ensure the school/college meets the standard published by the [Department for Education filtering and monitoring standards](#).

- 16 The DSL will also ensure any contractors working at the school and visitors are informed of where and who to report any safeguarding concerns or incidents to whilst on the school site and be given sight of the visitors/contractors guidance.
- 17 The school is committed to offering early help to those children who need it. Staff are trained to be vigilant and to record and report all concerns and issues that indicate a child may require early help or that there may be a safeguarding issue to the DSL without delay.
- 18 The DSL will consider all such concerns and issues and will make a judgement about whether to monitor the child's progress, discuss with parents/carers, provide pastoral care and support, offer early help, or make appropriate referrals. The DSL will record actions and decisions taken and referrals that are made. If early help is appropriate the DSL will keep the case under constant review and refer cases to statutory safeguarding agencies where required and where appropriate support children and families to access support and additional help to support well-being and safety.
- 19 Our Designated Teacher (DT) is Colin Bowpitt, DSL and Head teacher, and they and the DSL team, will work with the local authority virtual school and the child's social worker to promote the educational achievement of registered pupils who are looked- after and will continue to promote the educational achievement of children who have left care through adoption, special guardianship, or child arrangement orders. Our DT will also work closely with the DSL team and SENCO, to ensure all children and particularly our vulnerable children and those with SEND are fully supported and any plans in place are regularly reviewed alongside the SEND Code of Practice and support available from specialist organisations including SENDIASS, to enable the children to achieve to their full potential and remain safe. (KCSiE 2024).
- 20 Our DT will have the appropriate training and relevant qualifications and experience to carry out the role and responsibilities required and maintain an up to date understanding of the needs of children with looked after status and SEND and be in a position to review any plans in place with the child and parents.
- 21 Our school will adhere to the provisions within the Equality Act, which includes reasonable adjustments for disabled children and young people and will not unlawfully discriminate against pupils or students because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (protected characteristics), as informed in KCSiE 2024.
- 22 Staff recognise that some children are particularly vulnerable and therefore more likely to require early help or safeguarding. Those children include children with special educational needs and disabilities; those who are looked after by a local authority or were previously looked after; those living in families experiencing adult substance abuse, adult mental ill health and/or domestic abuse; and children showing signs of engaging in anti-social or criminal behaviour.
- 23 Our school is committed to supporting improving the mental health and well-being of all children. We do this by putting children at the centre of a system where we listen and hear what they say; we provide specialist pastoral support from our SENCO and ELSA and wider support from class teachers and LSAs.

- 24 The school recognises that children who run away, go missing and/or are 'absent from school and education' are potentially vulnerable to abuse, exploitation, offending and placing themselves and possibly others (friends) in situations where they may suffer physical harm, abuse, or risk of child sexual exploitation (CSE), criminal child exploitation (CCE) or at risk of being radicalised or exploited.
- 25 The school will therefore work actively in partnership with parents/carers and other agencies to understand and improve poor school attendance and address issues of children running away and going missing from home. This will now also include children who are 'absent from education,' particularly on repeat occasions and/or for prolonged periods as defined in KCSiE 2024 (paragraph 175).
- 26 The school has a duty to teach children about safeguarding and how to understand and recognise risk (on-line and off-line) and the support available to them; as part of a 'broad and balanced curriculum.' This will include Relationships and Sex Education (for all primary pupils), compulsory from September 2020 and taught in schools from September 2021.
- 27 The school whistleblowing policy enables staff to raise concerns or allegations, initially in confidence, and for a sensitive enquiry to take place. Staff are expected to report all concerns about poor practice or possible child abuse by colleagues to the head teacher, including low-level concerns.

Concerns or complaints about the head teacher should be reported to the chair of governors. Staff can also contact the Designated Officer in the Local Authority (LADO), who is responsible for the coordination of responses to allegations against people who work with children. The LADO can be contacted on Tel: 0116 305 4141

For staff who do not feel able to raise concerns internally, advice and support can be accessed through the NSPCC whistleblowing helpline Tel: 0800 028 0285.

- 28 All staff including the head teacher, supply teachers, volunteers and governors will receive appropriate and regularly updated safeguarding and child protection information, guidance, and annual safeguarding training at the August inset days to provide them with the requisite skills and knowledge to safeguard children and maintain and revise where required, appropriate 'safeguarding arrangements' in our school.
- 29 The DSL and deputy DSLs will attend bespoke training for newly appointed DSLs and refresher training every two years delivered by the school's safeguarding adviser. In addition, new DSLs will look to attend the LRSCP training courses and resources (<https://lrsb.org.uk/safeguarding-children-learning>) which complement the DSL training and informs of the arrangements for child protection conferences, reviews, and core group meetings, ensuring all our DSLs are fully conversant with the principles of good safeguarding partnership practices to keep children safe and respond to safeguarding and child protection concerns.
- 30 The DSL and deputy DSLs will also update their knowledge and skills at least annually (as a minimum) to keep up to date with new safeguarding developments and guidance relevant to their role. The DSL or one of the deputy DSLs will cascade information and any updates to guidance back to the DSL team and all school staff through regular staff safeguarding briefings and in house training. All DSLs will also attend, where appropriate, other safeguarding training



opportunities to ensure their knowledge and experience in safeguarding remains current and can address any emerging threats.

- 31 Child protection issues warrant a high level of confidentiality. Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. Although staff will discuss day-to-day concerns about pupils with colleagues, they should report all child protection and safeguarding concerns to the DSL or head teacher or – in the case of concerns about the head teacher – to the chair of governors. However, any member of staff can contact and/or make a referral to Children’s Social Care or First Response.
- 32 As a school we acknowledge we have clear powers to share, hold and use information to tackle all forms of abuse and neglect, to promote children’s welfare and their educational outcomes. All staff, including supply teachers and volunteers must be mindful of specific requirements in relation to the use of technology including on-line behaviour and the taking, storing and use of images of children. All staff must be conversant and be able to apply GDPR guidance and information sharing procedures in-line with statutory guidance and school procedures.
- 33 The DSL is responsible for ensuring that all staff, including supply teachers and volunteers have a meaningful awareness of a range of specific safeguarding issues and vulnerabilities as defined in Annex A of KCSiE 2024, and be able to discharge their responsibilities for children effectively by raising concerns with appropriate staff and or the DSL team to keep children safe. All staff will need to understand issues and risks in relation to physical and mental health and well-being, criminal child exploitation, gang and knife crime, serious youth violence, radicalisation, extremism, and child sexual exploitation.
- 34 KCSiE 2024 Annex B contains important additional information about specific forms of abuse and safeguarding issues, which all staff should read to support good understanding of safeguarding vulnerabilities, identification of concerns and referral where required to safeguarding agencies. We recognise KCSiE 2024 uses the term ‘**victim**’ to refer to those who have been subjected to abuse. But also recognises that not every victim will view themselves as such. It also uses the term ‘**alleged perpetrator(s)**’ and where appropriate ‘**perpetrator(s)**.’ We will use caution in the use of this term as in some cases the abusive behaviour will have been harmful to the perpetrator as well.
- 35 Disclosures by children may be made or become know to any staff member but staff know to report all safeguarding concerns, disclosure and incidents of risk, harm or abuse to the DSL or a deputy DSL this includes occasions when staff believe something is not quite right and they may have what is sometimes called ‘a gut feeling’ or see a change in the child’s behaviour, presentation or engagement with learning. This is recognised as sometimes because children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to a DSL if they have concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.
- 36 The DSL will ensure all staff understand the seriousness of child on child abuse and the indicators and risks associated with children who display sexually violent and sexually harmful behaviours,

or inappropriate behaviour including sexting or other forms of on-line abuse or behaviours linked to issues such as drug taking and or alcohol misuse, and consensual and non-consensual sharing of nudes and semi-nudes images and /or videos can be signs that children are at risk, or inappropriate behaviour including sexting.

- 37 The DSL will ensure all staff including supply staff and volunteers are aware of how to respond and report any indicators or incidents of 'child on child' abuse, so that actions can be taken swiftly and effectively to ensure children can be kept safe. We acknowledge that it can happen both inside and outside of school and online and all staff have a responsibility to report **any** concerns regarding child abuse including harmful online behaviours to the DSL or one of the deputy DSLs and with parents and carers, so they also know where to get help and support. We understand the importance of challenging inappropriate behaviours between children that are actually abusive in nature and not dismiss them as "just banter," "just having a laugh" or "part of growing up."
- 38 We will adopt the Government statutory guidance for a '**zero tolerance**' approach to abuse and will hold to account and challenge anyone who acts in a way which harms children or situations which could lead to a culture of unacceptable behaviours, an unsafe environment for children for children and in worst case scenario a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it. Procedures for dealing with Child-on-child abuse are included within the body of this school's child protection policy, see KCSiE 2024 Part Five - Child on Child sexual violence and sexual harassment.
- 39 We acknowledge the specific legal duty placed on teachers should they become aware that an act of FGM (Female Genital Mutilation) appears to have been carried out on a girl under the age of 18 **for the teacher to report to the police**. The DSL will ensure all staff, but particularly all with teacher status, are conversant with the procedures required of mandatory reporting for concerns and risks related to honour-based abuse, female genital mutilation, forced marriage and 'up skirting' which all have a mandatory reporting requirement. All teaching staff will complete FGM training in line with statutory guidance.
- 40 We acknowledge technology brings many benefits to our school, staff, and pupils but we also recognise the risks and harms related to the use of technology, the internet and social media platforms which evolve and change rapidly. In accordance with Government guidance, we will carry out an annual review of our online safety, supported by an annual risk assessment that considers and reflects the risk children can face. We will continue to ensure appropriate levels of security protection are in place, to safeguard our systems, staff and learners and review the effectiveness of our procedures to keep up to date with evolving cyber-crime technologies. We will ensure our learners and parents/carers are kept informed especially where remote learning is required and put in place.
- 41 Where a parent or carer expresses their intention to remove a child from our school with a view to educating at home, we will work together with key professionals to coordinate meetings with parents/carers where possible and carry out the required arrangements detailed in the Education (Pupil Registration) Regulations September 2016, before deleting the child from our admission register and before a child is taken off roll.

42 Additional support is available from the Safeguarding Compliance Lead by emailing Charlotte Davis [Charlotte.Davis@leics.gov.uk](mailto:Charlotte.Davis@leics.gov.uk) or by phoning: 0116 305 6314

Version	Date	Comment
1.0	Date created: 1/9/2024	Annual update and revised KCSIE