



Safeguarding Policy – Marown Primary School

UNCRC: Article 19: ensure children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Rationale

The health, safety and welfare of all our children are of paramount importance to all the adults who work in Marown School. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

1 Aims

To ensure that children are effectively safeguarded from the potential risk of harm at Marown Primary School and that the safety and wellbeing of the children is of the highest priority in all aspects of the school's work.

To help the school maintain its ethos whereby staff, pupils, parents and governors feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

2 Purpose of this policy

To ensure that all members of the school community:

- are aware of their responsibilities in relation to safeguarding and child protection.
- know the procedures that should be followed if they have a cause for concern.
- know where to go to find additional information regarding safeguarding.
- are aware of the key indicators relating to child abuse.
- fully support the school's commitment to safeguarding and child protection.

3 Principles

- 3.1 We have a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by Department of Education, Sport & Culture (DESC) at all times.
- 3.2 This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse concerns when they arise.
- 3.3 We believe that every child and young person has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

- 3.4 We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.
- 3.5 The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.
- 3.6 Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy since concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.
- 3.7 In our school, if there are suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, appropriate action will be taken in accordance with the Child Protection procedures issued by Isle of Man Safeguarding Children Board (IOMSCB).
Link - <https://www.safeguardingboard.im>
- 3.8 As a consequence, we assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process as outline below;
- accept totally that safeguarding children is required and is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities.
 - recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Governing body;
 - will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
 - will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for coordinating action within the school and liaising with other agencies;
Mr Ian Longshaw is the Designated Safeguarding Lead.
Miss Nicola Davies is the Designated Deputy Safeguarding Lead.
 - ensure (through the Designated Safeguarding Lead) that all staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by DESC.
 - will share our concerns with others who need to know, and assist in any referral process;
 - will ensure that all members of staff and volunteers who have a suspicion or concern

that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated Safeguarding Lead, who will refer on to other agencies in accordance with the procedures issued by DESC.

- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, cyber bullying or Internet technologies
- will ensure that all staff are aware of the Child Protection Procedures established by the IOMSCB and, where appropriate, the DESC, and act on any guidance or advice given by them;
- will ensure through the recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children,
- will act swiftly and make appropriate referrals to the DESC where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

All staff sign to say they have read the policy annually.

4 Designated Safeguarding Lead in schools

4.1 The Designated Safeguarding Lead for safeguarding and child protection in this school is: Mr Ian Longshaw.

4.2 In his absence, these matters will be dealt with by the Deputy Designated Safeguarding Lead:
Miss Nicola Davies.

4.3 The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors when they may have child protection concerns to discuss.

4.4 The school recognises that:

- the Designated Safeguarding Lead need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a senior member of staff in the school.
- all members of staff (including volunteers) must be made aware of who this person is and what their role is.
- The Designated Safeguarding Lead will act as a source of advice and coordinate action within the school over child protection cases
- The Designated Safeguarding Lead will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- They should possess skills in recognising and dealing with child welfare concerns.
- Appropriate training and support should be given.
- The Designated Safeguarding Lead is the first person to whom members of staff report concerns.
- The Designated Safeguarding Lead is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the

procedures established by the IOMSCB/DESC.

- The Designated Safeguarding Lead is responsible for dealing with allegations made against members of staff.
- The Designated Safeguarding Lead will also ensure that the school is represented at Child Protection Conferences and that the required reports are written and available within the appropriate timescales.

4.5 To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding a request for service by liaising with the Children and Families Division of the Department of Social Care and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance.
- Where they have concerns that a request for service has not been dealt with in accordance with the child protection procedures, they can discuss this with the Head of Safeguarding and Welfare/ members of the Safeguarding Unit and consider what needs to happen next.
- Ensure each member of staff and volunteers at the school, and regular visitors (such as Education Welfare Officers, trainee teachers and supply teachers) are aware of and can access readily the Marown School Child Protection Policy and Safeguarding Policy.
- Liaise with the Headteacher to inform him of any safeguarding issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed regularly.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.
- Ensure parents are aware of the Marown School Safeguarding Policy and Child Protection Policy in order to alert them to the fact that the school may need to make referrals of concerns to Manx Care Children and Families. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Where children leave the school roll, ensure any child protection file is transferred to the new school. Both schools should sign a form to confirm the handover of the records, both schools should retain a copy of the transfer form.
- Where a child leaves and the new school is not known, ensure that DESC is alerted so that the child's name can be included on the database for children missing from education.

4.6 The Designated Safeguarding Lead also has an important role in ensuring all staff and volunteers receive

appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case, (Certificated Level 2 training is every two years).
- Have a working knowledge of how IOMSCB operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.

- Attend any relevant training courses or workshops and then ensure that any new or key messages are passed to others as appropriate.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection and safeguarding. This should be relevant to their needs to enable them to identify and report any concerns to the Designated Safeguarding Lead immediately.

5 Recruitment

- 5.1 In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.
- 5.2 We accept that it is our responsibility to follow the guidance set out in DESC guidance / SCB guidance. An up to date DBS is required for all staff.

6 Volunteers

- 6.1 We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be recruited in line with DESC Policy. An up to date DBS is required for all volunteers.
- 6.2 All volunteers are required to have signed confirmation of receipt, reading and understanding of this policy every 12 months.

7 Induction and Training

- 7.1 All new members of staff will receive induction training, which will give them an overview of the organisation and ensure they know its purpose, values, services and structure, as well as how to identify and report abuse, child protection concerns within the appropriate levels of confidentiality.
- 7.2 All new staff at the school will receive child protection training and be given access to the Marown School Safeguarding Policy and Child Protection policy on starting their work at the school.
- 7.3 All staff will be expected to attend training on safeguarding children and this will enable them to fulfill their responsibilities in respect of child protection effectively. The school will provide access to this training and new staff will also as part of their induction.
- 7.4 All staff will attend refresher training every two years, and the Designated Safeguarding Lead will attend Level 3 training every year.
- 7.5 Staff visiting the school for short periods of time e.g. 1 day supply cover, will receive information in relation to safeguarding children and the procedures they must follow.

7.6 For staff who are unable to access face to face Safeguarding awareness training the school expects them to complete online training as above. All ECTs and students are expected to have completed the Safeguarding awareness training prior to commencing their employment.

8 Dealing with concerns

8.1 It is not the responsibility of any member of staff or volunteer to investigate any suspicions or concerns that a child/young person is at risk of or is suffering significant harm.

8.2 Their concerns should be reported to the Designated Safeguarding Lead immediately and should also be recorded using the school's Cause for Concern documentation.

8.3 A Cause for Concern is an action, observation or discussion that makes you feel anxious about the safety or wellbeing of a child.

8.4 All causes for concern must be recorded on the Cause for Concern record and must be passed to the Designated Safeguarding Lead immediately.

8.5 The Designated Safeguarding Lead will decide on the appropriate actions, completing the section 'For designated teacher use' on the Cause for Concern form.

8.6 The Designated Safeguarding Lead will consider if the issue needs to be passed to another agency.

8.7 A Child Protection file may also be raised in line with the guidance and direction issued by the DESC.

8.8 All discussions, telephone calls and meetings in relation to the child/young person must be recorded on the monitoring record sheet. Retention of these records will follow the guidance as set out in Retention Guidelines for DESC.

Link - <https://www.gov.im/media/1361318/dec-retention-schedule.pdf>

9 Safeguarding in school

9.1 As well as ensuring that child protection concerns are addressed, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

9.2 To this end, this policy must be seen in conjunction with the school and government policies on:

- Personal, Social and Health Education and Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate.
- Anti-bullying Policy; the school will also ensure that bullying and racial harassment is identified and dealt with so that any harm caused by other students can be minimised. We will pay particular attention to sexualised behaviour, or bullying that is

homophobic in nature, cyber bullying or where there appear to be links to domestic abuse in the family home. Incidents of bullying will be investigated and recorded.

- Safe recruitment
- Safer working practice
- Confidentiality
- Behaviour and discipline
- Health & Safety
- E-safety
- Whistle Blowing
- Induction policy
- Information sharing policy

10 Photographing children

- 10.1 We understand that parents like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes. We request that photographs taken in school are not shared on social media.
- 10.2 However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.
- 10.3 We will not allow others (visitors to school e.g. theatre groups or workshop providers) to photograph or film students during a school activity without the parent's permission.
- 10.4 We will not allow images of students to be used on school websites, publicity, or press releases, without express permission from the parent/carer.
- 10.5 When a pupil joins the school a parental consent form is completed for permissions to take and use photographs and videos. This can be updated at any time by the parent by contacting the School Office.
- 10.6 The allowing of photographs and videos will be at the discretion of the Headteacher.

11 Youth Produced Sexual Imagery (Sexting)

- 11.1 We have a duty of care towards our pupils and an obligation to support them in being safe in the online world as well as the physical world. There are a number of definitions of sexting but for the purposes of this policy sexting is simply defined as:
- Images or videos generated
 - by children under the age of 18, or
 - of children under the age of 18 that are of a sexual nature or are indecent.
- These images are shared between young people and/or adults via a mobile phone, hand

held device or websites with people they may not even know.

- 11.2 Any situations involving our pupils and youth produced sexual imagery are taken seriously as potentially being indicative of a wider safeguarding or child protection concern or as being problematic sexual behaviour.
- 11.3 The understanding of children and young people around the potential implications of taking and/or sharing youth produced sexual imagery is likely to be influenced by the age and ability of the children involved. In some cases children under 13 (and indeed older) may create youth produced sexual imagery as a result of age appropriate curiosity or risk-taking behaviour or simply due to naivety rather than any sexual intent.
- 11.4 We follow the guidance and principles in the document, 'Sexting in Schools & Colleges: Responding to incidents and safeguarding young people.' (UK Council for Child Internet Safety).
- 11.5 All incidents involving youth produced sexual imagery will be responded to in line with the school's safeguarding and child protection procedures;
- 11.6 When an incident involving youth produced sexual imagery comes to the attention of the school community:
- The incident is referred to the Designated Safeguarding Lead as soon as possible and recorded using the usual safeguarding recording system.
 - The Designated Safeguarding Lead should hold an initial review meeting with appropriate school staff
 - There should be subsequent interviews with the young people involved (if appropriate)
 - Parents/carers should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
 - At any point in the process if there is a concern that a young person has been harmed or is at risk of harm a referral should be made to IOM Manx Care Children and Families Team (Tel – 686179) and/or the police (Tel – 631212) immediately. Any direct disclosure by a young person should be taken very seriously. A young person who discloses they are the subject of sexual imagery is likely to be embarrassed and worried about the consequences. It is likely that disclosure in school is a last resort and they may have already tried to resolve the issue themselves.
- Securing and handing over devices to the police: If any devices need to be seized and passed onto the police then the device(s) should be confiscated and the police should be called. The device should be turned off and placed under lock and key until the police are able to come and retrieve it.

12 Confidentiality And Information Sharing

- 12.1 Members of staff at the school, will ensure that all data about students is handled in accordance with the requirements of the law, and any national and local guidance, in particular this includes the Data Protection Act 2018 (and applied GDPR). The DESC

Data Protection Officer contact number is 686780.

- 12.2 Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.
- 12.3 Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the Designated Safeguarding Lead.

13 Conduct of Staff

13.1 At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites
- disclosing personal details inappropriately
- meeting students and families outside school hours or school duties

13.2 If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and the IOMSCB procedures, we will view this as misconduct, and take appropriate action under the relevant disciplinary procedures.

13.3 An agreed DESC Whistle Blowing policy in relation to safeguarding supports the school ethos where students and staff can talk freely about concerns knowing they will be listened to and appropriate action taken.

13.4 There is a range of mechanisms in place to ensure that students feel comfortable to express their concerns to adults for example:

- Through encouragement to discuss issues with class teachers/support staff.
- An open approach to discussing issues with staff

14 Allegations Against Members Of Staff

14.1 All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable that work with individual children, or meetings with parents, are conducted in view of other adults.

We will ensure staff are aware of Marown School's behaviour policy.

We understand that a pupil may make an allegation against a member of staff. If such an

allegation is made, the member of staff receiving the allegation will immediately inform the Head/Deputy or the most senior teacher if they are not present.

The Head/ Deputy on all such occasions will discuss the content of the allegation with the Department of Education, Sport & Culture's Child Protection and Safeguarding Officer.

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff will therefore be made aware of their duty to raise concerns about the attitude and actions of colleagues. The Headteacher will handle such allegations.

If an allegation is made to a member of staff concerning the behaviour of the Headteacher, the person receiving the allegation will immediately inform the Director of Strategic Advice for Education who will consult the Legal and Admin Team.

15 Physical Contact And Restraint

15.1 Members of staff may have to make physical interventions with children. Members of staff will only do this in line with school behaviour policy. Handling should be seen as a last resort after all de-escalation techniques have failed and the health and safety of pupils is put at risk.

16 Before And After School Activities

16.1 Where the school transfers control of the use of the school premises to other external bodies (such as external sports clubs) to provide out of school hours activities, DESC will ensure that these bodies have appropriate safeguarding and child protection policies and procedures in place, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies. DESC lettings will oversee such arrangements.

17 Contracted Services

17.1 Where the DESC contracts its services to outside providers, they will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

18 Provision To Help Pupils Stay Safe

18.1 Safeguarding permeates through all aspects of the wider school curriculum. The following examples are not exhaustive but give a flavour for how safeguarding is promoted at Marown Primary School.

- PSHE - Through a personalised PSHE programme (RAK) that specifically meets the needs of our children, they learn to engage with others in a safe and mutually respectful way.

- Our anti-bullying policy is reinforced regularly.
- Pupils who have particular needs or difficulties in these areas are supported by a range of social and emotional support strategies and programmes, as well as receiving additional individual support from parents and staff.
- Our highly effective work with other agencies ensures that children are well-placed to keep themselves and other children safe in their everyday lives.

19 Implementation, Monitoring, Evaluation And Review

- 19.1 All adults and volunteers in school will receive a copy of the Marown School Safeguarding Policy and Child Protection Policy and will be asked to sign to say that they have read and agree to follow its procedures every year. It will be discussed at least annually at staff meetings. Safeguarding and Child Protection will be regularly discussed at meetings/briefings where there are updates to policy and procedures, or any related matters that arise.
- 19.2 The effectiveness of the policy will be reviewed and evaluated by the school's Senior Leadership Team and the Governing Body annually in light of any specific incidents or changes to local/national guidance.
- 19.3 The Headteacher will report on safeguarding matters through the report at each full governing body meeting.

20 Parents and Carers

- 20.1 Parents and carers will be informed that they can have a paper copy of the Safeguarding Policy and Child Protection Policy on request. A copy of the policy will also be available on the school website.
Link - <https://marown.sch.im/pages/index/view/id/4/Policies>
- 20.2 Marown School will be proactive in consultations and involvement with parents and carers where there are child protection concerns unless this would be prejudicial to the safety and wellbeing of the child/young person.

21 Consistency

- 21.1 The school Safeguarding Policy should also be read in conjunction with the school's Child Protection Policy, Anti-Bullying policy, Behaviour Policy and Equal Opportunities Policy. These policies are available on the school website.
Link - <https://marown.sch.im/pages/index/view/id/4/Policies>

21.2 IOM Policies and Guidance

Child protection policies, procedures and guidelines produced by the Department of Education, Sport and Culture (DESC) and the Isle of Man Safeguarding Children Board (IOMSCB) which can be accessed at: <https://www.safeguardingboard.im>

- 21.3 In accordance with the Equality Act 2017, this policy will support Marown School aims to:
1. Eliminate discrimination
 2. Advance equality of opportunity between people who share a protected characteristic and people who do not share it
 3. Foster good relations between people who share a protected characteristic and people who do not share it

Protected characteristics (as listed in Equality Act 2017):

Disability (broader than DDA definition); Sex; Race (colour, nationality, ethnic or national origins); Religion or belief (religious or philosophical belief or lack of same); Sexual orientation; Gender reassignment (undergoing, undergone or is proposing to undergo process of reassigning their sex); Pregnancy or maternity; Marriage or civil partnership; Age.

22 Monitoring and review

- 22.1 The governing body will ensure that the school has a senior member of staff designated to take lead responsibility for dealing with safeguarding issues.

POLICY REVIEW

This policy was first produced and approved by the school governors Spring term 2018. It has been updated and reviewed each academic year.

- Reviewed and revised September 2023
- Next scheduled review September 2024

I.Longshaw