

Local School Protocols for Safeguarding and Child Protection

Swanland Primary School



Role/Agency	Name & role	Contact details
School Designated Safeguarding Lead	Hannah Stephenson	hannah.stephenson@swanlandschool.co.uk
Deputy DSL/	Sally Patrick	Sally.patrick@swanlandschool.co.uk
Designated Safeguarding Governor	Chris Wainman	Chris.wainman@swanlandschool.co.uk
Chair of Governors	Suzi Storr	Suzi.storr@swanlandschool.co.uk
Looked After Children Designated Teacher	Lizzy Hobbs	Elizabeth.hobbs@edukos.co.uk
E-Safety Coordinator	Sally Patrick	Sally.patrick@swanlandschool.co.uk
Safeguarding and Partnership Hub	CP initial referral Support & Advice: Intensive & Specialist Safeguarding support: 1. Urgent C P concerns 2. Consultation with an advanced Social Worker	Mon to Thu 8:30am – 5:00pm Fri 8:30am – 4:30pm: 01482-395500 Request for service forms to: safeguardingchildrenshub@eastriding.gov.uk
Children's Emergency Duty Team	Urgent CP concerns outside of office hours where a child is at risk of significant harm.	01482 393939
Early Help Locality Hub	Early Help Additional Support for children & family's initial consultation	Consultation 01482 391700 Request for Service form to the Hub nearest to where the child lives ehp.halterprice@eastriding.gov.uk
Local ER Children Safeguarding: Team/Manager	Anlaby Children's Centre Whitney Mell	01482 565560 ehp.halterprice@eastriding.gov.uk
Safeguarding in Education Manager	Chris Hamling General strategic and operational School Safeguarding & CP advice	chris.hamling@eastriding.gov.uk 01482 392251 Always use SiET email to initiate contact with SiET: safeguardingineducation@eastriding.gov.uk
ERYC LADO	Jayne Hammill Lisa Dosser Referral of possible allegations against staff & volunteers.	Always use the LADO email to initiate contact: LADO@eastriding.gov.uk
School critical incident, bomb threats etc & Educational Visits Emergencies (not CP)	24-hour Guidance & support	01482 392999
Humberside Police	ER Protecting Vulnerable People Unit Hate Crime/incident reporting	01482 220809 101 https://www.reportingcrime.uk/HPHatecrime

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East Riding Safeguarding Children Partnership	General strategic and operational Safeguarding & CP advice and multiagency training	https://www.erscp.co.uk/ 01482 396994 erscp.enquiries@eastriding.gov.uk
ER Safeguarding Children Partnership Training	Training Admin & Information	erscp.training@eastriding.gov.uk
Hull North Yorkshire North Lincolnshire North East Lincolnshire	Children's Social Care	01482 448879 EDT: 01482 300304 01609 780780 EDT 01609 780780 01724 296500 EDT 01724 296500 01472 326292 EDT 01472 326292
Prevent Referral	Humberside Police ERY LA	101 prevent@humberside.pnn.police.uk prevent@eastriding.gov.uk

Access to documentation

Where staff require access to information detailed in the policy i.e. latest versions of policy and procedures, these can be found:

On Team within in the Policy Area. These will also be on the school website, provided at Induction/Annual updates and there will be a copy in the staffroom.

Confidentiality

It is recognised that all matters relating to Child Protection are highly confidential and the DSL / DDSL will share that information on a 'need to know, what and when basis'. In line with this, records will be stored securely with restricted access to only relevant staff.

Confidential child protection records are stored on CPOMS. Where paper records are provided these will be uploaded to CPOMS. Historic records started prior to CPOMS are kept in a locked cupboard in the Head Teacher's Office.

Records and monitoring

1. It is essential to keep detailed, accurate and accessible records in order to protect children effectively. At all times Information Sharing guidance and GDPR (2018) will be followed.
2. All staff are made aware of the need to record and report concerns about a child or children within our school immediately to the DSL
3. All reports of concern and other entries on a child's Child Protection file must include a record of actions taken by the internal referrer or DSL.
4. All staff should record such concerns or disclosures on a 'Record of Concern' sheet (Appendix B) and if needed a Body Map (Appendix C). These are available on CPOMS.
5. The DSL is responsible for such records and for deciding at what point these records should be shared with, or transferred to other agencies or schools, in consultation with the Headteacher or appropriate Senior Manager.

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6. Separate child or if appropriate, family CP files are stored on CPOMS or for records made prior to the use of CPOMS these are kept in a locked cupboard in the Head Teacher's office. Only the DSLs, Headteacher and other appropriate Senior or Pastoral Staff have access to these files.
7. The DSL is responsible for such records and for deciding at what point these records should be shared with, or transferred to other agencies or schools, in consultation with the Headteacher or appropriate Senior Manager.
8. The information in these files may be shared with other agencies as appropriate and in some cases used as evidence by other agencies in line with current Information Sharing guidance and GDPR (2018).
9. Only factual verified information is recorded as such. Information 'reported' by outside individuals is clearly indicated as such.
10. Parents may request to read their child's file under Subject Access Request or GDPR. School will seek legal or safeguarding advice from if such a request is made in order to ensure that only appropriate information is disclosed depending on the circumstances and any '3rd party' information that will need to be redacted.
11. The DSL will decide what information needs to be shared within school with whom and when on a case by case basis. Confidentiality is essential but staff working with children can only provide effective support and monitor concerns if they are made aware that there are concerns or at the least that individual children are being monitored.
12. Child protection records are reviewed at least each term to check whether any action, advice or updating is needed.

Children Missing from or Missing Out on Education (CME & CMOE) & Emergency contacts

Emergency contacts

Children absent from education, particularly persistently or for prolonged periods, can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, and child sexual and criminal exploitation – particularly County Lines. It can also be a precursor for children becoming missing from education in the future. A robust response to children absent from education will support the identification of such abuse and may help prevent the risk of children going missing in the future. Relevant statutory guidance will be followed.

We will endeavour to obtain and maintain at least 2 emergency contact phone numbers for each pupil and make all reasonable efforts to ensure that parents are reminded to update the school on number or contact changes. Parents who have not provided 2 contact numbers or updated school will be contacted and asked to provide the contacts. All such attempts to obtain this information will be recorded.

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If a child is absent and school have not been informed of the reason, a phone call will be made as soon as possible after the register closes. If we are unable to make contact with the first contact number, all subsequent numbers on file will be called. If we still are unable to make contact, a text or email will be sent informing the contacts of the need to get in touch. If no contact is still made, two members of staff will make a welfare visit to the home if it is deemed safe. All correspondence will be recorded. If we have concerns about the welfare of the family, a phone call will be made to the police.

Edukos Trust will only remove children from the register if the statutory grounds for doing so are met and will inform the LA of the intention to do so. In the case of [children absent from or missing from education](#), school will make all reasonable efforts to locate the child/ren as required by the guidance.

The LA EWS will be informed if any pupil fails to attend without permission for a continuous period of 10 days or more and will refer children whose attendance has fallen below the agreed level to the EWS. The 10 day 'threshold' will be regarded as a maximum period, with earlier notification in the event of increased safeguarding concerns and / or clear evidence from school/college efforts that a child has relocated and whereabouts unknown. Similarly, we will work with the EWS in relation to the monitoring of potential Pupils Missing Out on Education.

If a child, who is the subject of a Child Protection Plan or is otherwise open to the CST, does not attend school without a verified valid reason, the DSL will contact the assigned social worker or CST duty desk if unavailable.

If a child who is not open to CSC, that the school has concerns about, does not attend school, the school will, in accordance with the Effective Support Guidance, consult with or place a request for service with SaPH, the EWS and / or the Police depending on the circumstances.

Edukos Trust will ensure that they know the attendance of any children educated off site. The school has an agreed process in place, with its alternative provisions for first day absence calling. The school retains responsibility for the attendance of any child attending an offsite provision and will monitor and act as required.

If a child absconds from the site, the school will make an initial search and contact the parent / carer or other emergency contact (and Social Worker if open to CSC). If after that search, the child is not located, the school will contact the Police within 20 minutes of the alert or sooner in extreme circumstances.

[Responding to concerns.](#)

[‘Never Do Nothing – Do the basic things well – It can happen here’](#)

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- All staff have a responsibility to respond to disclosures by children or other concerns and pass these concerns on to the DSL **immediately** as outlined in (Appendix A).
- Staff do not need 'proof' of abuse and should not 'investigate' concerns.
- This information must be recorded on CPOMS as a cause for concern. If the staff member does not have access to CPOMS then they should use the 'Record of Concern Form' which will then be uploaded to CPOMS. (Appendix B).
- Concerns relating to marks or injuries must also be recorded on a 'Body Map' on CPOMS or for those who cannot access CPOMS, this should be done on paper copies which should be attached to the 'Record of Concern Form'. (Appendix C)
- If using a body map injuries or marks must be described, in addition to locating on the body map.
- Photographs must not be taken of any marks or injuries.

Staff are issued with the School CP procedures and regularly reminded to maintain an 'It could happen here' attitude and **not to:**

- dismiss concerns or disclosures as insignificant, they may provide a vital link to other information;
- keep such concerns to themselves;
- investigate or seek proof;
- **promise secrecy** to children or adults making disclosures but reassure them that information will be shared appropriately and confidentially
- ask closed questions that lead a child into a particular answer but if they need to clarify aspects of a disclosure by or about a child use only 'TED' type questions i.e. **Tell me...., Explain...., Describe...**
- **delay** recording or passing concerns to the DSL;
- Discuss with parents or carers.

Staff are made aware that it is unacceptable legally, professionally and morally for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff. (See Section 24) and that any such failures will be regarded as potential disciplinary matters.

Each case will be considered by the DSL who will decide what information to share with which staff.

Children's Concerns

The school's reporting mechanism is promoted via annual update meeting in September and at Induction and the school follows guidance from Part Five of KCSiE 2024

Safe school procedures including Child Protection matters will be discussed by the School Council and through school surveys etc. to gather children's opinions about the support systems in place. In turn this will inform the ongoing development of support structures and safeguarding procedures.

Online Safety and Filtering and Monitoring

KCSiE 2024, outlines the need for staff and Governors to receive training covering online safety (including Filtering and Monitoring) and it is essential that there is a whole school approach towards online safety, spanning training, curriculum content and teaching, communication with parents/carers and school IT resources

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/ devices / network (appropriate filtering and monitoring etc). The Governing Body will retain strategic oversight of this and ensure that appropriate processes and procedures are established and maintained.

The Governing Body will assign an online safety governor who will meet once a term to support the school to review procedure and will:

- Make sure that the school has appropriate filtering and monitoring systems in place and review their effectiveness
- Review the DfE's filtering and monitoring standards, and discuss with IT staff and service providers about what needs to be done to support the school to meet these standards
- Make sure the DSL takes lead responsibility for understanding the filtering and monitoring systems in place as part of their role
- Make sure that all staff undergo safeguarding and child protection training, including online safety and that such training is regularly updated and is in line with advice from the safeguarding partners
- Make sure staff understand their expectations, roles and responsibilities around filtering and monitoring as part of safeguarding training

In relation to filtering and monitoring, we will adhere to DfE filtering and monitoring standards on school devices and school networks, and in so doing will:

- 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 their safeguarding needs

Swanland Primary School has established mechanisms to identify, intervene in, and escalate any concerns where appropriate.

Smoothwall is installed on all computers. An automatic message is sent to the DLS and Deputy DSL for any identified breaches. Staff must be aware that they should also report any breaches by either email or in person to either the Head Teacher or Deputy Head Teacher.

Adherence to the standards will be regularly reviewed (at least annually) and involve discussion with IT staff and service providers and the nominated Governor and SLT member for this area of safeguarding as well as the DSL (who will lead and retain responsibility for this). This will be supported by an annual risk assessment that considers and reflects the risks faced by our school community.

As part of their oversight role, our Governing body will ensure staff safeguarding and child protection training includes online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring.

Filtering breaches or concerns identified through internal monitoring will be recorded and reported to the DSL, who will review and respond as appropriate.

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Any identified breaches will be referred to Wavenet as soon as possible to rectify the problem. If the breach constitutes a safeguarding concern, this will be dealt with by referring in the same manner as detail previously. The DSL will respond to online safety concerns in line with Safeguarding / Child Protection and any other associated policies, including our Anti-bullying Policy, Social Media Policy and Behaviour Policy: The DSL will respond to online safety concerns in line with Safeguarding / Child Protection and any other associated policies, including our Anti-bullying Policy, Social Media Policy and Behaviour Policy:

- Internal sanctions and/or support will be implemented as appropriate where deliberate misuse of computers is taken.
- Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.

Edukos Trust uses a wide range of devices and technology systems to facilitate internal and external communication, teaching and information storage. The Acceptable User Policy and related policies, underpin the operation of all school owned devices and systems along with safety and security measures in place.

All communication with pupils/students and parents/carers will take place using School/College provided or approved communication channels; for example, School/College provided email accounts and phone numbers and/or agreed systems: Google Classroom, Microsoft 365 or equivalent etc. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.

Any access to materials believed to be illegal, will be considered as a safeguarding issue and appropriate action taken to address concerns.

Training

Basic online safety will be dealt with at the annual update/ induction for staff. More comprehensive training will be provided by online course which will be assigned to all staff.