



Nelson Primary School

Inspiring Ambition, Achieving Success

Safeguarding Children Policy (Child Protection)

Written January 2010

Updated January 2011

Updated and agreed by governors March 6th 2013

Updated September 2014

Updated June 2015

Updated November 2015

Rationale

Safeguarding is not just about protecting children from deliberate harm, it relates to all areas of life both in and out of school including:

- Health and safety
- Attendance
- Medical conditions
- Educational visits
- Intimate care
- Extremism and Radicalisation
- Gang activity
- Trafficking
- Forced marriage
- Female Genital Mutilation (FGM)
- Abuse linked to faith or belief
- Child Sexual Exploitation
- Bullying
- Safer recruitment
- E-safety
- First Aid
- Safeguarding disabled pupils
- Managing behaviour including using reasonable force

Nelson Primary School fully recognises the contribution it can make to protect children and support pupils in school. The aim of the policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils' welfare is of paramount importance.

Nelson Primary School is committed to fulfilling our commitment to safeguarding and promoting the welfare of children. Our policies for **Safeguarding Children, Health and Safety, Behaviour** and **Anti-Bullying** are clear and are followed by all staff.

Introduction

The Governing Body has a legal duty to monitor the school's arrangements for safeguarding and to ensure there are appropriate procedures in place to identify, assess and support those children who are, or may be, suffering abuse.

Our Safeguarding policy is written with due regard to the national guidance "Safeguarding Children and Safer Recruitment in Education" published by the Department for Children Schools and Families in January 2007 and will be reviewed each time any subsequent guidance is issued by the Secretary of State. Our school procedures for safeguarding children comply with the London Child Protection Procedures produced by the London Safeguarding Children Board. Those procedures which have been adopted by the Newham Local Safeguarding Children Board are available from:

<http://www.newham.gov.uk/HealthAndSocialCare/NewhamLocalSafeguardingChildrenBoard.htm>

Guidance for all staff who come into contact with children

Safeguarding (as defined in the London Child Protection Procedures 3rd Edition) is taken to mean that all agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children is minimised. Where there are concerns about children and young people's welfare, all agencies should take appropriate actions to address those concerns by working to agreed local policies and procedures in full partnership with other agencies.

We recognise that all staff and governors have a duty to protect our pupils from harm and that the child's welfare is our paramount concern. School staff should provide a positive, caring, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

"Staff" covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children.

Further guidance on all aspects can be found in the document Working Together to Safeguard Children updated July 2015:

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and resilience.
- To provide an environment in which children and young people feel safe, confident, valued and respected.
- To ensure that children know there are adults in school who they can approach if they are experiencing difficulties.
- To raise the awareness of all teaching and nonteaching staff of the need to safeguard children, and of their responsibilities in identifying and reporting possible cases of neglect or abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children.
- To acknowledge the need for effective and appropriate communication between all members of staff in order to safeguard pupils.
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected neglect or abuse.
- To develop effective working relationships with all other agencies involved in safeguarding children.
- To ensure that all adults within our school who come into contact with the children have been checked for suitability. This includes other community users of our facilities.

Procedures

Our school procedures for safeguarding children will be in line with Newham LA and London Safeguarding Children Board Procedures.

We will ensure that:

- The governing body understands and fulfils its safeguarding responsibilities.
- We have a Designated Person for child protection (**Mrs. Fiona Cullen – Headteacher**) who has undertaken Level 2 Child Protection Training and who undertakes other training as recommended by the Newham LA every two years.
- We have two members of staff who will act in the Designated Person's absence (**Ms. D. Osborne and Mrs. A. Thorne – Assistant Headteachers for Inclusion**) who have also received Level 2 Child Protection training and who have been briefed in the role.
- We have a Concerns Team consisting of Fiona Cullen (Designated Person), Jo Cull (Deputy Headteacher) Deena Osborne and Ann Thorne (Inclusion Managers and deputy designated teachers for child protection), Sarah Brigden, Jackie Wiggins and Shirley Hunter (Pastoral Support Workers) and Jennifer Wheeler (Family Support Worker). (All) Members of the Concerns Team have received a minimum of Basic Child Protection Training.

- All members of staff are provided with training by the Designated Person in order to develop their understanding of the signs and indicators of neglect and abuse at the beginning of each academic year and as part of the school's induction for new staff.
- All members of staff, volunteers, and governors receive instructions on how to respond to a pupil who discloses neglect or abuse, and the procedure to be followed in appropriately sharing a concern at least every term and following serious incident or case review.
- All parents are made aware of our commitment to child protection. This is the statement that appears in the school prospectus:
Nelson Primary School is committed to ensuring the welfare and safety of all children in school. All Newham schools, including Nelson Primary School, follow the London Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.
- Measures are taken to ensure that only known or agreed adults are able to collect children from school.
- Our selection and recruitment policy includes all appropriate checks on staff suitability including Criminal Records Bureau checks. The name of any member of staff considered not suitable *to work* with children will be notified to the DfES Misconduct Team, with the advice and support of Education Personnel and in accordance with the Barring Regulations.
- Our procedures will be annually reviewed and updated.
- The name of the Designated Person will be clearly shown in the school, with a statement explaining the school's role in referring and monitoring cases of suspected neglect or abuse.

Responsibilities

We understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children and have a Designated Person (Mrs. Fiona Cullen – Headteacher) who is responsible for:

- Ensuring that all members of school staff are aware of this policy and know how to recognise and refer any concerns.
- Ensuring that there is regular monitoring of vulnerable pupils including those with Child Protection Plans or those children who are Looked After.
- Monitoring attendance and reporting children who fail to attend school regularly, or are missing in education (CME) – see attendance policy.
- Referring by telephone a child's details if there are concerns about his/her welfare, possible abuse or neglect to the local Social Services office. A written record of the referral will be faxed/posted/emailed to Social Services (using the multi-agency referral form),
- Ensuring that written records of concerns about a child are kept even if there is no need to make an immediate referral. These are kept on the admin computer system. Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Attending case conferences, LAC reviews, family support meetings, core groups, or other multi-agency planning meetings (or delegating this requirement to another appropriately informed member of staff), contributing to the Framework for Assessments process, and providing a report which has been shared with the parents.
- Ensuring that any pupil currently on a child protection plan who is absent without explanation for two days is referred to their key-worker's SSD Team.
- Providing an annual report for the governing body, with details of any changes to the policy and procedures; training by all staff and governors; relevant curricular issues, number and type of incidents/cases, and number of children referred to SSD and on a child protection plan (anonymised).

- Keeping themselves abreast of issues which will enable them to fulfil their role; including attending relevant training provided by the Newham Area Child Protection Committee, or the LA.
- Providing Care Plans with for those with medical conditions and arranging alternative menus for children with food allergies.

Supporting Children

We recognise that a child who is abused or who witnesses violence may feel helpless and humiliated, blame him/herself and find it difficult to develop and maintain a sense of self worth. The school may provide the only stability in the lives of children who have been abused or who are at risk of harm. The behaviour of a child in these circumstances may range from that which is perceived to be appropriate, to aggressive or withdrawn.

Our school will support all pupils by:

- Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying SSD as soon as there is a significant concern.
- Ensuring that a named teacher is designated for Looked After Children (LAC) and that an up to date list of children is regularly reviewed.
- Ensuring that our Education Welfare Officer is made aware of all LAC in the school.
- Acquiring information from previous schools regarding safeguarding concerns, SEN and/or medical conditions prior to admission.
- Writing and maintaining Care Plans for children with known medical conditions in conjunction with medical professionals.
- Where medication is administered in school, on medical advice, it is kept in a secure place with a record of administration. Prescribed inhalers for asthma are kept in Reception. Epi pens are kept in marked boxes that are clearly visible in the Reception area and key staff are trained in emergency procedures. This is in line with the recommendations of medical professionals.
- There are a number of qualified First Aiders in the school, including paediatric care, and their training is regularly updated.
- For pupils requiring intimate care two members of staff are present for any toileting or hygiene duty.
- Providing continuing support to pupils who leave the school by ensuring that any concerns and school medical records are forwarded under confidential cover to the Headteacher at the pupil's new school as a matter of urgency.

Confidentiality

We recognise that all matters relating to child protection are confidential and therefore:

- The Headteacher or Designated Person will disclose personal information about a pupil to other members of staff on a "need to know" basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing, or that of another person.

- We will always share our intention to refer a child to SSD with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the District Office of SSD on this point.

Extremism and radicalisation

From 1 July 2015 all schools became subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

Extremism refers to views and actions that promote:

- Violence against others
- Hatred towards others
- Undermining the rights of others

At Nelson Primary School, we are clear that extremism and radicalisation should be viewed as safeguarding concerns. While we value freedom of speech and the expression of beliefs for both pupils and adults, we understand that any manipulation or exploitation of our children through the normalisation of extreme views could leave them vulnerable to radicalisation. Any concerns around extremism and radicalisation will be responded to by the use of our safeguarding procedures and the involvement of our partner agencies.

Staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Children at risk of radicalisation may display different signs or seek to hide their views. School staff use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

The Prevent duty does not require staff to carry out unnecessary intrusion into family life but as with any other safeguarding risk, all staff take action when they observe behaviour of concern.

At Nelson Primary School we aim to build pupils’ resilience to radicalisation by promoting fundamental British values and enabling children to challenge extremist views. We understand that the Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, we provide a safe space in which children and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments at an age appropriate level.

<https://www.gov.uk/government/publications/prevent-duty-guidance>

Gangs

Young people in gangs are often vulnerable individuals who can be both perpetrators and victims of harm. Nelson Primary School will endeavour to discourage children from joining gangs and to safeguard children already involved or at risk of harm from gang activity. School is able to offer ‘wrap around’ care where a child is considered at risk of involvement in gang activity.

However, addressing the problem of gang involvement is a multi-agency issue. It must be tackled through partnership working and information-sharing to safeguard young people at risk of gang-related harm.

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people-who-may-be-affected-by-gang-activity>

Trafficking

Trafficking can be defined as the recruitment, transportation, transfer, harbouring or receipt of persons, by means of threat, use of force, coercion, abduction, fraud, deception, abuse of power or for financial gain for the purpose of exploitation.

Our admissions process ensures that where trafficking is suspected, the relevant authorities are contacted and reports are made.

<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>

Abuse linked to faith including FGM and forced marriage

At Nelson Primary School, we are aware that some pupils may be at risk of abuse linked to faith – which may include FGM and forced marriage. We take seriously our responsibilities to safeguard pupils by reporting concerns to the relevant authorities.

<https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

<https://www.gov.uk/forced-marriage>

<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>

Sexual Exploitation

Nelson Primary School recognises that sexual exploitation of children and young people has been identified throughout the UK, in both rural and urban areas, and in all parts of the world. It affects boys and young men as well as girls and young women. It robs children of their childhood and can have a serious long-term impact on every aspect of their lives, health and education. It damages the lives of families and carers and can lead to family break-ups. Sexual exploitation of children and young people is unacceptable and we will do all we can to help eradicate it by following the safeguarding procedures outlined in this policy.

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people-from-sexual-exploitation-supplementary-guidance>

The fabrication or induction of illnesses in children.

Although the fabrication or induction of illness in children is a relatively rare form of child abuse, where the school suspects this is the case, we will work with health care professionals, in order to evaluate all available evidence. As with other forms of abuse, we will report any concerns of this nature to the relevant services.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277314/Safeguarding_Children_in_whom_illness_is_fabricated_or_induced.pdf

Providing Support to Staff

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

We will support such staff by providing debriefing opportunities with the Designated Person and to arrange further support as appropriate.

The school policy on safeguarding, including that on intimate care, forms part of staff induction and is referred to in the staff handbook. We also recognise that designated staff should have access to support and appropriate workshops, courses or meetings as organised by the LA.

Allegations against staff

We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document "Guidance for Safe Working Practices for the Protection of Children and Staff in Education Settings" provides advice and describes the circumstances which should be avoided in order to limit complaints against staff. All school staff should guard against placing themselves in a vulnerable position.

However, in the event of a complaint against a member of staff being made, the school will follow the LA procedures for managing such allegations. A copy of the procedures can be found in the Headteacher's office. It is the duty of any member of staff who receives a complaint about another member of staff to immediately inform the Headteacher or the most senior teacher in the Headteacher's absence. In all such circumstances the Headteacher or most senior teacher will discuss the content of the allegation with the LA Designated Officer.

Where the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult without notifying the Headteacher first.

Suspension of a member of staff against whom an allegation has been made will always require careful consideration.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the delegated Safeguarding Governor or LA Designated Officer (LADO).

Physical Intervention/Positive Handling

- Our policy on physical intervention is one of positive handling and de-escalation techniques will always be used to prevent the need for handling, if possible.
- Key members of staff who are likely to need to use physical intervention are appropriately Team Teach trained.
- Positive handling is only used where a child's behaviour may be deemed a danger to themselves or others. Handling of children will always be necessary and proportionate.
- Any incidents that involve handling will be recorded in our bound and numbered book held in the Inclusion office. All records of handling will be signed by a witness.
- Where there is a history of a child needing support through positive handling, a risk assessment will be completed and reviewed as appropriate.
- We understand that physical intervention of a nature which could cause injury to a child may be considered under child protection or disciplinary procedures.

Anti-Bullying and e-safety

The prevention and management of bullying, including cyber bullying and bullying related to gender or disability, is set out in separate policies and acknowledges that to allow or condone bullying may lead to action under child protection procedures.

Racist Incidents

Our policy on racist incidents is set out in our equality duty and anti-bullying policy. Repeated racist incidents or a single serious incident may lead to action under child protection procedures. All racist incidents reported will be dealt with appropriately and recorded in a central log.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing effective lines of communication with trusted adults and supportive friends.

The school community will therefore:

- Establish and maintain a whole-school ethos which enables children to feel secure and encourages them to talk in the knowledge they will be listened to.
- Ensure that all children know there are adults in the school whom they can approach if they are worried or in difficulty.
- Provide opportunities across the curriculum, which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.
- Report concerns related to sexual exploitation, domestic violence, substance misuse, FGM (see below) and issues relating to gang activity or youth violence to the local authority.

Health & Safety

Our Health & Safety policy, set out in a separate document, details the ways in which we protect our children physically, both within the school environment and outside the school when participating in educational visits. In school, no child should be in a class / or hall without adult supervision. Children finishing work or helping should go to reception where they will be met by their teacher.

Mobility Assistance

There are some children who may need support which entails moving and handling. Any arrangements for moving and handling will be carried out in full compliance with all relevant health and safety at work legislation which includes the following:

- Health and Safety at Work Act 1974
- Manual Handling Operations Regulations 1992
- Lifting operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- Equality Act 2010

When a child's needs suggest that moving and handling may be necessary in school, one of the Inclusion Manager's will follow the following procedure:

- Complete an Initial Support Request (Appendix A).
- Inform the parents/carers that a Moving and Handling Risk Assessment for their child is going to take place (Appendix B).

- Ensure the recommendations of an external assessor for Moving and Handling are included on the child's Care Plan.

Recruitment & DBS checks

Safer Practice in recruitment means thinking about and addressing issues to do with child protection, safeguarding and promoting the welfare of children at every stage of the process through:

- The use of the LA application forms.
- Job descriptions which make reference to the responsibility for promoting the welfare of children.
- The collection of comprehensive information on candidates is with discrepancies or anomalies resolved.
- Obtaining proof of identity.
- Proof of academic qualifications.
- Professional and character references that answer specific questions in order to assess an applicant's suitability to work with children.
- A face to face interview that assesses the candidate's suitability to work with children and their suitability for the post.
- Scrutiny of employment history.
- DBS checks
- List 99 check.
- Health
- A Recruitment and Selection Checklist (Appendix 1) will be used for all appointments.

Please note: from 1.12.12: **Criminal Records Bureau (DBS) is merged with the Independent Safeguarding Authority (ISA) to become the Disclosure and Barring Service (DBS).**

The DBS was established under the Protection of Freedoms Act 2012 and will provide a joined up service to combine both the criminal records and barring functions (VBS – Vetting and Barring). It contains all of the new safeguarding and vetting requirements that will affect individuals in sport and recreation organisations who have contact with children and vulnerable adults.

The DBS checks will now be replaced with DBS checks. Existing CRB disclosures remain valid until their normal renewal date (after three years).

The Government's Department for Education (DfE) has issued supplementary advice to its "Keeping Children Safe in Education" statutory guidance. This supplementary advice details the requirement for childcare disqualification checks to be carried out on relevant staff working in schools and academies.

These checks arise from the Childcare (Disqualification) Regulations 2009 and the Education Act 2006. The Regulations prohibit anyone who is disqualified themselves under the Regulations, or who lives in the same household as a disqualified person, from working in a relevant setting, including in schools.

All staff and volunteers who work at Nelson Primary School will be required to complete the additional information form. However, there is no legislative requirement for school governors to provide this information.

Volunteers

All volunteers who work alone with children in school are subject to a DBS check and a central record is maintained and regularly updated. Parent volunteers are supervised by school staff.

Photography/Digital Imagery

The use of digital imagery is a valuable resource for capturing significant events and recording the achievements of pupils in our school. We request parental permission to collect digital evidence of pupil performance/achievement on admission. Completed permission forms are kept in the school office.

We also recognise that parents and carers, themselves, may wish to photograph or video their children during school concerts, assemblies and productions. The following procedures are aimed at safeguarding against the inappropriate use of digital imagery: *The word image is used here to include photographs, digital images, webcam, film and video recordings.

- Parents complete Digital Image Licence Form for each event attended. (see Appendix 2)
- On receipt of form, parents/carers are provided with a pink sticker which indicates that they have acquired a Digital Image Licence. Digital Image Licence Forms are kept in reception.
- Any adult seen filming or photographing a child/children without the required sticker will be challenged and asked to complete the Digital Image Licence agreement.

If parents refuse to give consent for their child to be photographed / videoed

- This information is recorded in the child's file and on SIMS
- The information is shared with the class teacher and year group leader
- Images of these children are not on display around the school, in the newsletters or on our website / twitter feeds
- Any images necessary for learning purposes are discussed with individual parents as necessary and only taken if consent is received.

Use of digital image equipment

- Staff only use school equipment to record digital images
- Images are only taken within the context of children's learning and achievements
- Photographic equipment is never used in toilets, changing time or a swimming pool

CCTV

- CCTV has been installed in our sensory room to safeguard children and adults working in that room
- The images are recorded on the admin computers of the designated safeguarded leads and kept for one month before being over-written

Storage of Photography

Images kept on curriculum / admin systems are password protected and the Council's Internet and email policies should be obeyed.

Use and Destruction of Photography

Images should only be used according to the consent given on consent forms. Staff members commissioning images should ensure that the consent forms are adequate for the required purposes and for the duration required. If an official form is inadequate a covering letter can be drafted to include additional terms. This should be settled before publications are given to internal and external printing.

At Nelson, all images of children where faces are recognisable will be on the System and deleted immediately from the camera. Images of children recorded for the purposes of showing progress over time on SEN iPads are saved for the duration of the child's time in the school.

Implementation

The implementation of the policy is the responsibility of all staff. The office administration team will manage the data regarding pupils without consent. The Deputy Head is responsible for updating the website images. The Deputy Head is responsible for updating the publicity materials.

Permanent and long-term agency staff working in school

All permanent and long-term agency staff wear photographic identity badges. The badge also enables them to access the school buildings and grounds.

Temporary staff working in school

The school requires evidence from agencies such as Newham Direct Services or supply agencies that all staff employed by them and working in the school have been DBS checked. The school verify the DBS and photographic identification on arrival at the school. All visiting staff are required to sign the e-safety and acceptable use of Internet contract.

Outside agencies working in school

Professionals who visit the school must have a current DBS and are required to bring photographic identification and sign in and out of the building using the Visitors Book.

Visitors to school

Visitors are required to sign the Visitors Book and wear a Visitors Badge.

Governors

Governors are required to be DBS checked on appointment and a register is maintained by the Clerk. Diana Green is the member of the Governing Body who is designated the link governor for safeguarding children.

Record keeping

A register is maintained by the administration staff of all staff who work at the school.

Policy Review

The Governing Body of our school is responsible for ensuring the annual review of this policy.

Fiona Cullen
Head Teacher
June 2015

Appendix 1

Recruitment and Selection Checklist

Planning

Timetable decided: job specification, description and other documents to be provided to applicants; reviewed and updated as necessary. Standard Newham application form is used for all vacancies. School volunteer application form used for all volunteers.

Vacancy advertised

Advertisement includes reference to safeguarding and promoting welfare of children and the need for successful applicant to have an enhanced DBS check.

Applications on receipt

Scrutinised – any discrepancies/anomalies/gaps in employment noted and are explored if candidates considered for short listing.

Shortlist Prepared

References

Must include present/most recent employer. Sought directly from referee.
Checked against information on application; any discrepancy/issue of concern noted to take with applicant (at interview if possible)

Invitation to interview

Includes all relevant information and instructions

Interview arrangements

Should include a minimum of two panel members both of whom have been involved in shortlisting with agreed questions/assessment criteria/standards and at least one member of the panel should have attended current safeguarding training.

Interview

Explores applicants' suitability for the role and to work with children.

Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file, where appropriate applicant completed application for enhanced DBS check.

Conditional offer of appointment: Pre appointment check

Offer of appointment is made on condition of satisfactory completion of the following checks, or for non-teaching posts, a probationary period:

References (if not obtained and scrutinised previously).

Identity (if not verified straight after the interview).

Qualifications (if not verified straight after the interview).

DBS Satisfactory enhanced DBS check received.

List 99 – The person is not prohibited from taking up the post.

Health – The person is medically fit.

GTC – The person is registered with the GTC or exempt from registration.

QTS

Statutory Induction for teachers who obtained QTS after 7/05/99

Appendix 2

Female Genital Mutilation

What is female genital mutilation (FGM)?

Female genital mutilation (FGM) is also known as female circumcision or female genital cutting, and in practising communities by local terms such as 'tahor' or 'sunna'. It is a form of child abuse which can have devastating physical and psychological consequences for girls and women.

The World Health Organization describes it as:

"procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons" (WHO, 2013).

Since 1985 it has been a serious criminal offence under the Prohibition of Female Circumcision Act to perform FGM or to assist a girl to perform FGM on herself. In 2003, the Female Genital Mutilation Act tightened this law to criminalise FGM being carried out on UK citizens overseas. Anyone found guilty of the offence faces a maximum penalty of 14 years in prison.

How prevalent is FGM?

FGM is usually carried out on girls between infancy and 15 years of age, with the majority of cases occurring between the 5 and 8 years of age (HM Government, 2011). Because of the hidden nature of the crime, it is difficult to estimate FGM's prevalence, but a study based on

2001 census data in England and Wales estimated that 23,000 girls under the age of 15 years could be at risk of FGM each year and nearly 66,000 women are living with its consequences (Dorkenoo et al, 2007). FGM could be even more prevalent than these figures suggest due to population growth and immigration from practising countries since 2001 (HM Government, 2011).

Who practises FGM?

Data on FGM is only collected in 27 countries in Africa and in Yemen (WHO, 2012), but we know FGM is also practiced in other countries in Africa, the Middle East and in Asia (House of Commons International Development Committee, 2013).

In the UK, FGM tends to occur in areas with large populations of FGM practising communities. The Home Office has identified girls from the Somali, Kenyan, Sudanese, Sierra Leonean, Egyptian, Nigerian, Eritrean, Yemeni, Kurdish and Indonesian communities as most risk of FGM (2014). Areas where girls may be at risk include London, Cardiff, Manchester, Sheffield, Northampton, Birmingham, Oxford, Crawley, Reading, Slough and Milton Keynes, however, FGM can happen anywhere in the UK (NHS Choices, 2013).

Why do communities practise FGM?

There are a number of cultural, religious and social reasons why FGM is practised within communities. These include:

- social acceptance
- family honour
- ensuring a girl is marriageable
- preservation of a girl's virginity or chastity
- custom and tradition
- hygiene and cleanliness
- the mistaken belief that it enhances fertility and makes childbirth safer for the infant.

(FORWARD, 2013; HM Government, 2011).

What does FGM involve?

The procedure is traditionally carried out by a female with no medical training, without anaesthetics or antiseptic treatments, using knives, scissors, scalpels, pieces of glass or razor blades. The girl is sometimes forcibly restrained (NHS Choices, 2013).

For more information on the procedure, [see the World Health Organisation's factsheet on FGM](#).

What are the short and long-term effects of FGM?

The immediate effects of FGM include:

- **severe pain**
- **shock**
- **bleeding**
- **infections including tetanus, HIV and hepatitis B and C**
- **inability to urinate**
- **damage to nearby organs including the bowel, and**
- **even death.**

(NHS Choices, 2013).

Long-term consequences include:

- **chronic vaginal and pelvic infections**
- **menstrual problems**
- **persistent urine infections**
- **kidney damage and possible failure**
- **cysts and abscesses**
- **pain during sex**
- **infertility**
- **complications during pregnancy and childbirth.**

(HM Government, 2011).

Girls and women who have been subjected to FGM also suffer serious psychological damage. Research carried out in practising African communities found that women who had undergone FGM suffered the same levels of post-traumatic stress disorder (PTSD) as adults who had experienced early childhood abuse. 80% of the women in the study

suffered from mood and/or anxiety disorders (Behrendt et al, 2005; HM Government, 2011).

What to look for: signs of FGM

A girl or woman may:

- have difficulty walking, sitting or standing
 - spend longer than normal in the toilet
 - have unusual behaviour after an absence from school
 - ask for help, but may not be explicit about the problem due to embarrassment or fear.
-

Appendix 2



Nelson Primary School

[Developing skills for life](#)

Safeguarding your children at Nelson Primary School

Digital Image Licence

Parent's full Name		
Address		
Postcode		
Name of Child(ren)	Class	

This licence shows that you understand the following terms and conditions:

- The images taken are for personal viewing only.
- You will ensure the images taken **will not** appear on You Tube nor any other social networking site.
- You must ensure that children, other than your own, are not named
- If asked not to images or take images for any particular part of the event, you must respect the request.
- When you film or take images it doesn't spoil the view of other parents.
- You wear the coloured label that shows you have completed a licence form.

I agree to abide by the terms and conditions listed above.

Signed _____

Appendix 3 Initial Support Request Form for Pupil Moving and Handling

INITIAL SUPPORT REQUEST FORM FOR PUPIL MOVING AND HANDLING

Personal Information

Pupil's Name	Date of Birth
School	Date
Person Requesting Support	Status

Physical Difficulties and Medical Condition

Give a brief outline mentioning underlying condition (e.g. cerebral palsy, spina bifida, epilepsy etc.) based on professional reports from Child Development Centre, Great Ormond Street, and other specialists involved (Physiotherapist, Occupational Therapist, Speech Therapist).

Assistance needed with

Transfers		
• Chair to changing table or toilet	Yes	No
• Wheelchair/buggy to classroom chair	Yes	No
• Chair to wheelchair	Yes	No
• Wheelchair to standing frame	Yes	No
• Chair to/from floor	Yes	No
• Other: (please specify) e.g. swimming pool, ball pool, etc	Yes	No
Emergencies		
• Lifting pupil from floor in or after an emergency	Yes	No

Equipment Currently Used

Standing Frame	Yes	No
Walker	Yes	No
Specialist Seating	Yes	No
Wheelchair	Yes	No
Other:	Yes	No

Other Professionals involved

Job Title	Name
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Physiotherapist	
Occupational Therapist	
SEN Specialist Teacher (generic)	
SEN Specialist Teacher (Speech and Language Disorders)	
SEN Specialist Teacher (of the Deaf/hard of hearing)	
SEN Specialist Teacher (of the Blind/visually impaired)	
Community Nurse/Health Visitor	

Signature and Name of professional/teacher/staff completing this form

Please return the completed form to:

Helena Jenkins

Children's Therapies Manager
Community Health Newham Directorate

East London NHS Foundation Trust

Unit 2, 1st floor, Warehouse K

2 Western Gateway

London E16 1DR

Tel: 020 7059 6896

Email: helena.jenkins@eastlondon.nhs.uk

(NB: There is a charge involved)

Raj Mistry

Group Manager for Pupils with Complex Needs and Dyslexia

Brampton Primary School

Brampton Rd, London E.16 3LB

Tel: 0208 475 2311 ext 291 e-mail:

raj.mistry@newham.gov.uk

Appendix 4

Use of Photographic Images of Children

Introduction

Nelson Primary School welcomes positive publicity. Images* of children adds colour, life and interest to articles promoting the school activities and initiatives. Making use of images for the school in publicity materials (in all forms) increases pupil motivation and staff morale and helps parents and the local community identify and celebrate the school's achievements.

**The word image is used here to include photographs, digital images, webcam, film and images recordings.*

The Governors and staff of the school recognise that images have to be used in a responsible way. We respect the children's and parents' rights of privacy and we are, as a community, very aware of any potential safeguarding and child protection issues. The aim of the school's policy is to minimise

the risks in relation to the use of images in school publicity materials, on its website and in local newspapers.

Parents of new children who join the school will sign a basic consent form when admission interviews take place.

Data Protection Act

Images and images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1988. Therefore, using such images for publicity purposes will require the consent of either the individual concerned or, in the case of pupils, their legal guardians. This means that without the consent images of pupils or staff on websites, in publication or in a public place may not be displayed. The definition of a public place includes areas where visitors to the school have access.

Typical Uses of Images/Images/Filming

- ☒ For assessment purposes.
- ☒ Learning skills and feedback
- ☒ Performing arts including dance and movement, concerts, drama performances, parent evenings, community events, assemblies.
- ☒ Sports days and sports fixtures and the use of photographic equipment by parents and carers and children from other schools.
- ☒ Media including newspapers and television, especially when some editors require children's names when publishing images.
- ☒ Displays in the school of children's activities.
- ☒ Publications by the school and by Newham Council, including prospectus, website.
- ☒ School and Newham Council websites.
- ☒ Staff training and professional development activities.
- ☒ Publicity material for contractors.
- ☒ Recording events such as projects or grounds development.
- ☒ Images-based learning.
- ☒ Site security/CCTV

Good Practice at Nelson Primary in Using Photographic Images

- ☒ Images are used only for their intended purpose
- ☒ If a child is named, no photograph will be used
- ☒ If an individual photograph is used, no name shall be given.
- ☒ Only images of children suitably dressed will be used
- ☒ In activities such as dance and gymnastics, the content of the photograph will focus on the activity and not on a particular child.
- ☒ No image of a child subject to a court order, or a vulnerable child, will be used.
- ☒ Images will be stored securely and used only by those authorised to do so
- ☒ Images of children who have left the school will not be used without additional consent and prior agreement.
- ☒ Ensure file names given to electronic images of children do not identify the child e.g. not Mary Jones.jpg
- ☒ Avoid images that only show a single child with no surrounding context of what they are learning or doing
- ☒ Images of three or four children are more likely to also include their learning context.
- ☒ Avoid naming young people. If one name is required then use the first name only where possible.
- ☒ Use images that represent the diversity of the young people participating
- ☒ Report any concerns relating to any inappropriate or intrusive photography to the head teacher.
- ☒ Remember the duty of care and challenge any inappropriate behaviour or language
- ☒ Do not use images that are likely to cause distress, upset or embarrassment.

PRACTICE FOR TAKING, PROCESSING AND STORING IMAGES

Procedure and Guidelines

Taking Photography

Individual consent must be obtained from those included in images before we record them. Nelson Primary official Image / Photograph Consent Forms should be used for this purpose. Consent forms are kept safely in the school office for the duration of the child's stay at Nelson.

Storage of Photography

Images kept on hard drives should be password protected and the Council's Internet and email policies should be obeyed. The hard drive will be stored securely in the school safe and permission for the use of images is given to all teachers and teaching assistants.

Use and Destruction of Photography

Images should only be used according to the consent given on consent forms. Occasionally, images will be needed for use beyond the time span and purpose of the original consent form. In these cases, all identifiable individuals must be contacted to renew their consent. Extra care should be taken if images are needed for a different subject matter or for re-publication on a different forum such as from the Intranet to the Internet.

Staff members commissioning images should ensure that the consent forms are adequate for the required purposes and for the duration required. If an official form is inadequate a covering letter can be drafted to include additional terms. This should be settled before publications are given to internal and external printing. At Nelson, all images of children where faces are recognisable will be on the hard drive and deleted immediately from the camera. The hard drive will be stored in the safe and only staff authorised staff in the office will sign out the hard drive for teachers and teacher assistants. The teacher or teacher assistant will be responsible for the hard drive. The hard drive is never to be removed from the school and must be returned and signed back in to the office at the end of every day.

Images taken for the purposes of documents such as school prospectus and other such documents where a child's recognisable image can be seen after a child has left Nelson Primary School, a separate consent form will be sought from the child's parents/carers.

Implementation

The implementation of the policy is the responsibility of all staff. The office administration team will manage the data regarding pupils without consent. The ICT co-ordinator will be responsible for updating images of staff around school. The Deputy Head and the ICT co-ordinator are responsible for updating the website images. The Deputy Head is responsible for updating the publicity materials. The school office will maintain a 'Photo Consent Folder' in the office to be updated annually.

Websites

Web use can be of particular concern to parents and staff because of the potential misuse of images by paedophiles. With digital photography there is the remote possibility that images of children could be produced, manipulated and circulated without parents' or children's knowledge. The dual concern which follows such a risk is that children might be exploited and the school might be criticised or face legal action. Images on website can be made more difficult to copy by several measures – copy-protection, overlaying with a watermark or published in low definition.

It is important to take care with identification and to respect parental views on the use of any photography of children on a website.

Increasingly users are generating content for websites e.g. children and adults placing pictures on Bebo, Myspace or Facebook websites. It is therefore important

that the school ensures that children, staff and parents understand the risks involved and are encouraged to adopt safe practice when generating content for school-related websites.

Newspapers

☑ For all images, names will only be supplied if prior permission has been obtained on the consent form.

☑ Please note that some newspapers will refuse to publish images without a name and as such children may need to be omitted from these images (if permission not given).

☑ Pupils must not be approached or photographed whilst at school (or engaged in school activities outside school) without the permission of a member of staff.

Official School Images

Periodically the school invites an official photographer into school to take portrait images of individual children and/or class groups. It is essential that when considering such an activity the school undertakes a risk assessment in terms of the validity of the photographer/agency involved and establish what checks/vetting has been undertaken (e.g. CRB). School procedures should also ensure that levels of supervision are appropriate to safeguard the welfare of children at all times when visitors are present on the school site.

Parental Right to Take Images Etc.

Parents are not covered by the Data Protection Act 1998 if they are taking images or making a images recording for their own private use. The Act does not therefore stop parents from taking images or making images recordings at school events, such as concerts. However, the school reserves the right to refuse parents this opportunity for health and safety reasons, such as the excessive use of flashlight, bulky or noisy equipment.

Parents are not permitted, however, to take images or to make a images recording for anything other than their own personal use (e.g. with a view to selling images of a school event). Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the Data Protection Act 1998 would be breached.

The important thing is to be sure that people with no connection with the school do not have any opportunity to film covertly. Staff need to be vigilant at events and productions and quiz anyone they do not recognise who is using a camera or images recorder.

Parents Evenings, Concerts, Presentations, Sport Events, Community Events

As these events take place in controlled, safe environments we recognise that parents, carers and family members wish to record events such as school plays, sports days etc. to celebrate their child's achievements. However, it is important that such records remain private and for their own personal use. Upon a child's admission to the school, parents will be asked to sign a photography consent form that acknowledges this.

To allow the appropriate recording of children's images by parents/carers:

☑ ensure that children are appropriately dressed;

☑ obtain parental permission;

☑ be aware of any child who should not be photographed; and

☑ monitor the use of cameras and anyone behaving inappropriately

☑ Encourage parents/carers with images cameras to sit towards the back of the room during assemblies/performances to prevent obscuring other people's view.

If a commercial photographer is used:

☑ a clear brief on appropriate content and behaviour will be provided

☑ identification will be worn at all times

☑ parents will be informed that a photographer will be in attendance

☒ there will be no unsupervised access to children in one-to-one filming sessions

☒ no photography or filming will be allowed outside the realms of the event

Parental Consent

On admission of a pupil to the school, parents/carers will be asked to sign a photography consent form which makes clear the school's policy, especially:

☒ How and where images will be used

☒ The period of consent

Teacher Training and Portfolios

During teacher training and with newly qualified staff, colleagues need to compile portfolios with images of children during lessons. Staff should act responsibly in compiling these images. The School-Based Tutor may wish to oversee the compiled images as part of the management process and consider their appropriateness.

Displays in Schools

Still images shown on displays and images clips available during events and for teaching purposes children should depict children in an appropriate way. They should not display images of children in inappropriate or revealing clothing so appropriate levels of integrity and decency are maintained. Do not use images or images likely to cause embarrassment.

Children Photographing Each Other

This practice can occur during offsite activities. Staff should maintain the supervision and management control. There may be incidents where children take inappropriate images, perhaps showing friends and other children inappropriately dressed. Staff should endeavour to discourage this practice, but ultimately parents are responsible for monitoring their child's use of cameras and subsequent use of their images involved.

Camera Phones

Camera phones may be used at school events as outlined above. It is not acceptable for camera phones to be used under any other circumstances, nor should children bring them into school.

Closed Circuit Television (CCTV)

At Nelson CCTV is used:

☒ to monitor site security and safety

☒ for the personal safety of all staff, pupils, parents and visitors

☒ as a means of crime reduction and discovering trespass

☒ as an effective deterrent for crime

We ensure that the following conditions apply:

☒ Digital images stored on the computer hard drive for the designated periods only then erased

☒ The cameras in use are fixed wide angle lens

☒ Cameras are sited to ensure no inappropriate use is possible.

☒ During school hours and out of school hours some recordings may show criminal or inappropriate activities taking place on the school site without the school's knowledge. If they are of a criminal nature the head teacher or member of the Senior Leadership Team may refer the information to the police

School Archive

The school will maintain an archive of old images on CDs and the school network. These images are not for general circulation but may form part of future displays or exhibitions. These may be viewed by parents on request and copies may be requested at a nominal charge.

Visitors

All visitors to the school including those running events e.g. theatre performances,

musicians, workshops will be informed of the policy.

Review of Guidelines

The content of these guidelines will be reviewed in October 2011 and subsequently as required.

Governing Body

The Governing Body should formally adopt these guidelines as policy and good practice and ensure that the child protection and/or health and safety governor are aware of and support the policies and procedures.

Nelson Primary School

Nelson Avenue, London E12 6NN

Tel: 020 8470 2339 – e-mail: info@Nelson.newham.sch.uk

Using Photographic Images of Children – Seeking Your Consent

Dear Parent or Guardian

This letter explains why we need to ask for your consent to any images that may be taken of your child while he or she is at school. When you have read it, please complete and return the form overleaf to let us know your wishes. (If you want a copy to keep, please write a note on the form and one will be sent to you.)

Generally, images of children for school and family use, and occasionally for publication in the local Press, are a source of pleasure and pride and so are to be welcomed. However, we live in an age in which technology has vastly increased the use, and potential misuse, of images. The IEB at Nelson Primary School believe that photography of children at the school should continue, in line with the policy set out below.

The School's Policy

All children are photographed as part of day to day teaching and learning. For all other images, our policy is to follow the Department for Education and Skills (DfES) advice: "If the pupil is named, avoid using the photograph. If the photograph is used, avoid naming the pupil." So we will not use children's full names alongside their images in the school's own printed publications or in images films. However, pupils' first names may be used, and their full names may be given in group situations where they cannot be linked to individuals in the photograph.

With regard to the Press, the school will allow local newspapers to take images of children, when appropriate, provided that parental consent has been given. Some newspapers insist that children's names must be published with their images. If not, they may decline to cover school events. Therefore we will normally give the children's full names (but not addresses) to newspapers. It is important for you to tell us your views. The school will not allow your child to be photographed by the Press if you do not wish this. (Please note that the school will seek an undertaking that a child's name will not be used if their image is put on the newspaper's own website.) Although it is fairly rare for television companies to visit the school, your consent for newspaper images would also apply to television images. Please complete and return the attached form. If you would like to discuss these matters in more detail, please talk to your child's teacher or another member of staff. If in the future you should wish to change your decision on whether to give consent, you can do so at any time. This form will be completed once in your child's time at Nelson Primary School.

A full copy of the school policy on the safe use of children's images may be obtained on request from the school office.

NELSON PRIMARY SCHOOL

'Use Your Camera and Images Courteously'

A guide for parents who wish to photograph and/or images a school event

☑ Generally images and images for school and family use are a source of innocent pleasure and pride which can enhance self-esteem for children and young people and their families. By following some simple guidelines we can proceed safely and with regard to the Law.

- ☒ Remember that parents and carers attend school events at the invitation of the head and governors.
- ☒ The head and governors have the responsibility to decide if photography and imagesing of school performances/events is permitted.
- ☒ The head and governors have the responsibility to decide the conditions that will apply in order that children are kept safe and that the performance is not disrupted and children and staff not distracted.
- ☒ Parents and carers can use images and images taken at a school event for their own personal use only. This is a requirement in Law. The Data Protection Act 1998 considers an image of a child to be personal data for the purposes of the Act and does not permit such images or images to be sold, put on public display or to be put on the web/internet. (Recording or photographing other than for private use would require the consent of all the other parents whose children may be included in the images.)
- ☒ Parents and carers must follow guidance from staff as to when photography and imagesing is permitted and where to stand in order to minimise disruption to the activity.
- ☒ Parents and carers must not photograph or images children changing for performances or events.
- ☒ When permitted, family and carers are the appropriate people to use a camera or images recorder at school events. To avoid embarrassment, please do not ask anyone else to take images or make recordings on your behalf and please identify to staff in advance any family member whom staff may not recognise.
- ☒ People that school staff do not recognise using a camera or images recorder, may need to have their identity verified.

Appendix 4



Nelson Primary School

Developing Skills for life

Head Teacher: Mrs F. Cullen
Deputy Head Teacher: Mrs S. MacDonnell
School Business Manager: Mrs S. Silk

Napier Road, East Ham, London, E6 2SE

Telephone: 020 8472 0642

Fax: 020 8503 5738

E-mail: info@nelson.newham.sch.uk

Website: www.nelson.newham.sch.uk

Dear Parent/Carer,

Moving and handling assessment

For the continuing safety of our pupils and staff the school are arranging for a moving and handling assessment of your child. We are required by law to look regularly at the procedures we use when we need to support or lift the weight of pupils.

The person undertaking the assessment will be either a Newham teacher or appropriate external advisor who has been trained to undertake this work and will liaise with your child's physiotherapist and/or occupational therapist as appropriate.

The Assessor will be observing how we assist your son/daughter *[insert name of pupil]*

on *[insert date]*

at *[insert time]*

You are, of course, entitled and actively encouraged to be present if you wish.

Yours sincerely,

Fiona Cullen
Headteacher

Appendix 5

Intimate Care Advice

In a primary school there is always the possibility that children will have toilet accidents.

It is the responsibility of all staff to ensure that the child's needs are met without causing unnecessary embarrassment.

Staff should wear rubber gloves for all intimate care.

Our policy is that when a child requires 'intimate care' two members of staff should be present.

There is a purpose-built Hygiene Room in the EYFS area for intimate care which includes a shower if necessary. Cameras, including mobile phones, must not be taken into this area.

Clean pants are available in Reception. Trousers are also usually available.

Solid faeces should be removed from the child's clothing and the clothes put in a plastic bag for the child to take home. Ask the parent/carer to collect this from Reception at home time.

Do not give the child the bag of soiled clothes to the child to take to the classroom.

Do not phone the child's parents/carers unless the child has severe diarrhoea and/or vomiting or stomach pains.

Some of our children, particularly those with severe needs, may start school before being toilet trained.

For these children we will follow a toilet training programme. We will change nappies, supplied by parents, in the Hygiene Room. Two adults will be present at all times.

