

Polisi Amddiffyn Plant



Child Protection Policy Medi 2015

CONTACTS WITHIN THE SCHOOL

DESIGNATED CHILD PROTECTION CO-ORDINATOR

NAME: **Bethan Griffiths Payne**

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E mail : b.payne@bropedr.ceredigion.sch.uk

DEPUTY DESIGNATED CHILD PROTECTION CO-ORDINATOR

NAME: **Deiniol Williams**

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CHILD PROTECTION CO-ORDINATORS IN BRO PEDR IAU

NAME: **Hawys Evans**

CONTACT NUMBER: 01570 422461

E mail: h.evans6@bropedr.ceredigion.sch.uk

NOMINATED MEMBER OF THE GOVERNING BODY

NAME: **Mrs E. Jones**

CONTACT NUMBER: 01570 421930

CONTACTS WITHIN THE LOCAL AUTHORITY

NAMED OFFICER WITHIN CEREDIGION LEA

Name: **Ms Sera Llewelyn**

CONTACT NUMBER: 01970633624 / 07815567439

E mail: sera.llewelyn2@ceredigion.gov.uk

REFERRALS TO SOCIAL SERVICES DEPARTMENT

CEREDIGION PUPILS

Where the school has an **URGENT** and **IMMEDIATE** concern for the safety and welfare of a child or young person (**residing in Ceredigion**) during office hours the designated person will telephone **01545 574000** and speak to the duty officer expressing their concerns.

To make **URGENT** referrals **OUT OF OFFICE HOURS** the designated person will telephone 0845 6015392

For all **NON – URGENT** referrals and enquiries the designated person will contact the duty officer at Ceredigion Social Services Department on 01545 574027

CARMARTHENSHIRE PUPILS

Where the school has an **URGENT** and **IMMEDIATE** concern for the safety and welfare of a child or young person (residing in Carmarthenshire) during office hours the designated person will telephone Carmarthen/Dinefwr **01558 825485** and speak to the duty officer expressing their concerns.

To make **URGENT** referrals **OUT OF OFFICE HOURS** the designated person will telephone 01558 824283

For all **NON – URGENT** referrals and enquiries the designated person will contact the duty officer at Social Services Department on 01558825485

Introduction

“Because of their day to day contact with individual children during the school terms, teachers and other school staff are particularly well placed to observe the outward signs of abuse, changes in behaviour or failure to develop.”

(Working Together under the Children Act 1989)

The aim of this policy is to safeguard and promote our pupils’ welfare, safety, health and guidance by fostering an honest, open, caring and supportive climate. The pupil’s welfare and protection is of paramount importance. The school fully recognises the contribution it can make to protect children and support pupils attending on a full time or part time basis. All pupils have a right to feel safe in school.

There are three main elements to our Child Protection Policy:

(a) Prevention - by offering a safe school environment and creating positive teaching experiences and pastoral support. We provide opportunities that enable our pupils to take and make decisions for themselves.

(b) Protection - by following agreed procedures, ensuring staff are appropriately recruited, trained and supported to respond appropriately and sensitively to Child Protection concerns.

(c) Support – for pupils and school staff and for children who may have been abused.

This policy applies to all teaching, non-teaching, project staff, governors, caretakers, kitchen staff, admin staff and volunteers who work with pupils as all of these can be the first point of disclosure for a child.

Aims and objectives

One of the main functions of this policy is to try and ensure that all staff in our school are clear about the actions necessary with regard to a child protection issue, as outlined in the All Wales Child Protection Procedures. Its aims are:

- to raise the awareness of all staff and identify responsibility in reporting cases of abuse;
- to ensure effective communication between all staff when dealing with child protection issues;
- to lay down the correct procedures to be followed by those who encounter a child protection concern;

Ysgol Bro Pedr’s commitment

We are committed to fostering a culture of trust that will encourage children and young people to share child protection concerns openly with staff. We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to safeguard pupils.

We will therefore:

- a) Establish and maintain an environment where pupils feel safe and secure, are encouraged to talk, and are listened to;
- b) Ensure that pupils know that there are adults within the school who they can approach if they are worried or are in difficulty;
- c) Include in the curriculum activities and opportunities for PSE, which equip pupils with the skills they need to stay safe from abuse and to know to whom to turn for help;
- d) Include in the curriculum material which will help pupils develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills;
- e) Ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

Framework

Child protection is the responsibility of all adults, especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Ceredigion Local Safeguarding Children Board (& Carmarthenshire LSCB).

Roles and Responsibilities

- All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within the school and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this policy.
- It is the role of the Designated Child Protection Coordinator to ensure that all of the child protection procedures are followed within the centre, and to make appropriate, timely referrals to the appropriate Social Services Department. If for any reason the **Designated Child Protection Co-ordinator** (see cover sheet) is unavailable, a **Deputy Designated Child Protection Co-ordinator** has been identified who will act in their absence (see cover sheet). There are an additional two child protection coordinators based in the junior school. It is the role of the Designated Child Protection Coordinator to ensure that all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support. All the Child Protection Coordinators noted on the cover sheet have received Level 2 Training as recognised by the Local Safeguarding Children Board.
- The Governing Body and the Head Teacher are responsible for ensuring that the school follows safe recruitment processes. As part of the school's recruitment and vetting process enhanced Criminal Records Bureau (CRB) checks will be sought on all staff that have unsupervised access to children.
- The role of the nominated member of the Governing Body for Child Protection is to ensure that the school has an effective policy, that the appropriate Local Safeguarding Children Board Guidelines are complied with and to support the school in this aspect. Members of the Management Team must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

- The Designated Child Protection Co-ordinator and the Head Teacher will provide an annual report for the management team detailing any changes to the policy and procedures; training undertaken by all staff and members of the management team and other relevant issues on an annual basis.
- The designated person within the Local Authority (Tel: 01970 633624) is available to offer advice, support and training to the centre's Designated Child Protection Co-ordinator.
- No member of school staff may record (e.g. photographic or video) any pupil on personal devices such as mobile phones, cameras, iPads etc.

Procedures

- Staff are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. There may be other adults in the school who rarely work unsupervised, more usually working alongside members of staff. However the Headteacher will ensure they are aware of the centre's policy along with the identity of the Designated Child Protection Co-ordinator.
- Any member of staff, volunteer or visitor to the school who receives a disclosure, an allegation or suspects that abuse may have occurred **must** report it immediately to the Designated Child Protection Co-ordinator (see cover sheet) or in their absence, the Deputy Designated Child Protection Coordinator (see cover sheet). In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.
- Only authorised agencies may investigate child abuse allegations (Social Services and the Police). Whilst it is permissible to ask the child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.

Referrals

- The Designated Child Protection Co-ordinator or their Deputy will immediately refer cases of suspected abuse or allegations to the appropriate Social Services Department.
- The telephone referral to the appropriate Social Services will be confirmed in writing within 3 working days. All Child Protection Referrals involving a child must be made on the ***Dyfed Powys Inter Agency Referral Form*** with as much information as possible. If there are immediate concerns for a child, a referral should be made immediately by telephone to the Assessment Service at Ceredigion or Carmarthenshire Social Services Department. In such cases the Referral Form should then be completed and sent to the Assessment Team on the same working day in accordance with the **ALL WALES CHILD PROTECTION PROCEDURES**. The referral form (found in the Staff folder on the school network) should be sent to the Child Protection Team, Minaeron, Aberaeron, Ceredigion (email: contact-socservs@ceredigion.gov.uk). A copy marked 'CONFIDENTIAL' should also be sent to Sera Llewellyn, Canolfan Rheidol, Aberystwyth. For Carmarthenshire pupils, the referral form should be sent to: CDATDuty@carmarthenshire.gov.uk. Essential information will include the pupil's name, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral, the name of person who initially received the disclosure plus any advice given. This written confirmation must be signed and dated by the referrer. A written log will be kept by the child protection coordinator and filed securely.
- The school will always undertake to share our intention to refer a child to Social Services with the parents or carers unless to do so could place the child at greater risk of harm or impede a criminal investigation. If a child has made an allegation against a family member, or someone in the household, the school will **not** inform the family when making a referral. On these occasions advice will be taken from the appropriate Social Services or Heddlu Dyfed Powys.

- The Designated person for Child Protection and staff should only speak of the allegation to those whom they must refer to. They should not discuss this with anyone else. The allegation may involve a member of the family or a colleague and they should not be informed at this point. Social Services and the Police may decide to hold a joint investigation and will not want any member of the family forewarned if a child has made an allegation.

Sexting

Following an increase in the incidence of sexting among pupils in Ceredigion schools, the Police and the Social Services Department have amended the procedure that should be followed in the event of sexting.

- Call the Social Worker on Duty or Sera Llewelyn if advice is needed.
- Make a referral straight to the Social Services Department.
- Call the Police on 101 so that the deed is recorded on the Police's computer system.
- The Manager of the Social Services Department will have a strategy talk with the Police at the Central Referral Unit (CRU) in Carmarthen and decide on the way forward for the investigation by informing you of the decision.

Recruitment and appointment procedures

- The school ensures that recruitment and selection procedures are made in accordance with the County Council Policy.
- There is a designated governor for child protection who will oversee the school's child protection policy and practice.

Children in Need

- There may be times when staff have concerns regarding the welfare of a pupil but do not consider that a referral to the Child Protection Team is the appropriate course of action. For this purpose, a referral to the appropriate Social Services will be made on a Child in Need basis. The appropriate Social Services may decide that liaising with other agencies might prove useful e.g. school nurse, health visitor, Child Care Team (Social Services) or even another school colleague. This will be discussed with the family prior to making the referral.
- All teachers and support staff within the centres are expected to fill an incident form. The whole school incident form is a consistent way to report any concerns regarding behaviour or need. A pattern of incidents might emerge which proves to be significant when viewed in the light of other information gleaned from other agencies. This information may prove invaluable in a Child Protection investigation. There are forms for noting concerns ("Cofnodi pryderon am les disgybl") under the "Amddiffyn Plant" folder in the staff section of the school network.

Children with Statements of Special Educational Needs

- We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with profound and multiple disabilities, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse.

Physical Intervention

- Our policy on 'Safe Handling' is set out in a separate document (*Keeping Safe Policy*) and is reviewed annually by the governing body.
- In accordance with Welsh Assembly Guidelines, staff should avoid physical restraint whenever possible. However, there may be times when adults in our school, in the course of their duty, use physical intervention to restrain children. The Headteacher requires the adult involved in any such incident to report this to him/her immediately so that a true account may be placed on record - an incident form is completed and kept on school file.

Training and Support

- The Headteacher and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively. This is kept up to date by refresher training on an annual basis;
- Ysgol Bro Pedr will ensure that the Designated Child Protection Co-ordinator also undertakes any further training that is provided by the Local Authority and refresher training at regular intervals to keep knowledge and skills up to date. Temporary staff, self-employed staff and volunteers who work with children in the school will be made aware of the school's policy for child protection and their responsibilities. Supply staff will be provided with a pack outlining the school's CP procedures.
- Support will be available for staff from the Head teacher and / or the designated person for child protection in the first instance, where there are concerns about queries about child protection.
- All staff should adhere to advice and guidance on the boundaries of appropriate behaviour and conduct.

Professional Confidentiality

- Confidentiality is an issue which needs to be discussed and fully understood by all those working with children. A member of staff must never guarantee confidentiality to a pupil nor should they agree with a pupil to keep a secret, as where there is a child protection concern this must be reported to the Designated Child Protection Co-ordinator and may require further investigation by appropriate authorities.
- Staff are informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidentially.

Records and Monitoring

- Well-kept records are essential to good child protection practice. The school is clear about the need to record any concern held about a child or children on roll, the status of such records and when these records should be passed over to other agencies.

- Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said in the child's own words, putting the event in context, and giving the date, time and location. All records will be dated and signed and will include the action taken.
- These file notes are kept in a confidential file, which is separate to other files, and stored in a secure place (locked cabinet in Designated Child Protection Coordinator's room). In the same way notes must be kept of any pupil who is being monitored for child protection concerns.
- If a pupil transfers from the school, these files will be copied for the new establishment and forwarded to the pupil's new school marked confidential and for the attention of the receiving school's Designated Child Protection Co-ordinator.

Attendance at Child Protection Conferences & Core Groups

- It is the responsibility of the Designated Child Protection Coordinator to ensure that the school is represented or a report is submitted to any child protection conference called for children on our school roll or previously known to us (if requested to do so). Whoever attends should be fully briefed on any issues or concerns the school has and be prepared to make decisions with regards to registration at the end of the conference.
- When a child is placed on the Child Protection Register it is the Designated Child Protection Coordinator's responsibility to ensure that the child is monitored regarding their school attendance, welfare and presentation. If the school are part of the core group then the Child Protection Coordinator should ensure that the centre is represented at these meetings; that there is a record of attendance and issues discussed. All concerns about the child protection plan and / or the child's welfare should be discussed and recorded at the core group meeting unless the child is at further risk of significant harm. In this case the Child Protection Coordinator must inform the child's key worker **immediately** and then record that they have done so and the actions agreed.

Supporting pupils at risk

- The school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.
- The school may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst at the school their behaviour may still be challenging and defiant or they may be withdrawn.
- This school will endeavour to support pupils through:
 - a) The curriculum: to encourage self-esteem and self-motivation.
 - b) An ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
 - c) The school's behaviour policy which is aimed at supporting vulnerable pupils in the school. All staff will agree on a consistent approach which focuses on the behaviour of the offence committed by the child but does not damage the pupil's sense of self-worth. The school will

endeavour to ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred;

- d) Access to the school counselling service if appropriate.*
- e) A consistent approach agreed by all staff which will endeavour to ensure the pupil knows that certain behaviour is unacceptable but s/he is valued.
- f) Regular liaison with other professionals and agencies who support the pupils and their families such as Social Services, Child and Adolescent Mental Health Services, the Educational Psychology Service, Behaviour Support Services and the Education Inclusion Service.
- g) A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
- h) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- i) Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse and that staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems need to be particularly sensitive to signs of abuse.
- j) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.
- k) Keeping records and notifying Social Services as soon as possible if there is a recurrence of a concern;
- l) When a pupil on the child protection register leaves, we will transfer information to the new school immediately and inform Social Services.

*** The role of school counsellors in relation to Child Protection**

In the course of their work, 'school counsellors' may identify or suspect instances where a child may have been neglected, abused or be at risk of significant harm. This could originate from a disclosure made by the child or young person to the counsellor.

There is a legal requirement for the counsellor to immediately report 'child protection concerns' to the school's Designated Child Protection Co-ordinator in line with the '**All Wales Child Protection Procedures**'. The designated Child Protection Co-ordinator will take the lead responsibility for dealing with child protection issues, providing advice and support to all staff by liaising with the local authority and other relevant agencies.

This school has policies and procedures in place that are in accordance with their local authority guidance and locally agreed inter-agency procedures.

The School's designated Child Protection Co-ordinator will make a referral to Ceredigion or Carmarthenshire Social Services Departments on the appropriate referral form as soon as possible. The school counsellor will provide information in order that the CP Co-ordinator may complete the referral. The designated Child Protection Co-ordinator will attend Strategy Meetings and Child Protection Case Conferences for those children/young people who attend this school.

This policy should be considered alongside other related policies in the centre. These are the policies for the teaching of PSE, the policy for the management of pupils' behaviour (including the school's policy on physical intervention and the prevention of bullying policy) and our health and safety policy.

Bullying

Our policy on bullying is set out in the document entitled “Friendship and Anti-bullying policy” which can be found in the “Policies” folder under staff documents on the school network and is reviewed annually by the governing body. The policy is also available on the school website.

SAFE SCHOOL, SAFE STAFF

Dealing with an allegation of abuse against a member of staff

- If the allegation is concerning child abuse the **head teacher** should consult the LA officer designated to lead on child protection as a matter of urgency. However, it has to be accepted that the school will have to deal with an incident there and then, and in those circumstances schools should follow these steps:
- **Step 1-** ALL STAFF MUST inform the *Headteacher of the allegation (**unless the allegation is against the Headteacher*)
- **Step 2-** The Headteacher will **immediately** have to undertake an assessment of ‘the risk’ and act accordingly in order to safeguard the welfare of the child. (*They may need to seek medical assistance*)
- **Step 3** - If the member of staff is totally **unaware** of the allegation it would be wise to seek advice from Social Services/Police as to whether they should be informed. If they are already aware of an incident, the Headteacher **may** have to inform the member of staff that an allegation has been made against them, since it may have been a confrontation witnessed by others. The Headteacher must not enter into any compromise agreements with the employee, but will need to support them since they are now the subject of the investigation.

**Depending on the seriousness of the allegation the Headteacher may need to isolate the member of staff from the child/vulnerable adult.*

- **Step 4** – In a very serious case the Headteacher may need to consider ‘suspension’. However, this must only be considered after all other options have been exhausted. Suspension is seen as a neutral act.
- **Step 5** - The local authority Social Services Department must be informed of an allegation of abuse/ criminal offence against a child being made about a member of staff as soon as possible, and on the same day as the incident comes to the attention of the Child Protection Co-ordinator.

Please Phone 01545 574000 and ask to speak to the Duty Social Worker to receive advice.

*Following receipt of the verbal referral the **appropriate responsible Senior Manager in the local authority’s Social Services Department** will co-ordinate the response.

- **Step 6** - It is essential that the LA ‘s Designated Officer for Child Protection be made aware of the allegation as soon as possible and on the same day as the incident comes to the attention of the Child Protection Co-ordinator, since they can also offer advice- Please Phone **01970 633624** or, if there is no reply, **01970 633601**.
- **Step 7** - As soon as possible, the Dyfed Powys Inter Agency Referral Form should be completed with the details of the child who made the allegation and the details known about the incident. The Referral Form should be e mailed to the Assessment Team at Ceredigion Social Services on: e mail: contact-socservs@ceredigion.gov.uk

At the same time a copy of the Referral should be e mailed to the Named Officer at Ceredigion LA.

- **Step 8 - Within 48 hours** or possibly sooner, a senior manager at Ceredigion Social Services Department will convene a strategy meeting where the Headteacher will be invited to attend with all available information relating to:
 - a) the child and
 - b) the member of staff.
 *The Headteacher should inform their Chair of Governors of the allegation, and also invite them to attend the strategy meeting.

Recording

- **IT IS NOT THE ROLE OF THE HEADTEACHER TO UNDERTAKE AN INVESTIGATION- THAT IS A DECISION TO BE TAKEN AT THE STRATEGY MEETING.**
 However, the Headteacher will need to **gather as much information as possible** in order to ascertain facts surrounding the allegation. This information will be considered by the Strategy meeting and should assist them in deciding the way forward.

Dealing with an allegation against the Headteacher

- In the case of allegations against the head teacher, the chair of governors should be informed who should then consult the Designated Named Officer for Child Protection at the LA. Consultation must always take place.
 The Designated Named Officer for Child Protection at Ceredigion LA is Sera Llewellyn. She can be contacted on **01970 633624**. e mail sera.llewellyn2@ceredigion.gov.uk
 If she is unavailable then the Chair of Governors needs to contact the Director of Education or the Assistant Director by phoning: **01970 633601**.
 If the LA officer is not available or the LA Officer and the Chair of Governors decide they need advice, they should approach the **designated manager for child protection in the authority's social services department**. Seeking such advice does not in itself constitute a referral but may assist the LA and the school in assessing the situation and deciding what action should be taken.

If the allegation relates to a potential criminal act or indicates that a child has suffered or is likely to suffer significant harm there needs to be an immediate referral by the LEA and the school in accordance with the local child protection procedures established by the Local Safeguarding Children's Board (LSCB). The referral will be to Ceredigion Social Services Department. They will involve the police where there is an allegation of criminal behaviour.

Dealing with an allegation against the Chair of Governors

- If an allegation is made against the Chair of governors, then, in line with Part 4.3.6 of the '**All Wales Child Protection Procedures**' - *Allegations of abuse about or against a professional, staff member or volunteer in contact with children and vulnerable adults* (or who manage/supervise/influence services) then the matter should be referred to the **LA's Designated Lead Officer for Child Protection**.

Timelines in dealing with an allegation against a member of staff, the Headteacher or the Chair of Governors

- **Step 1.** The local authority Social Services Department must be informed of an allegation of abuse / criminal offence against a child being made about a member of staff or the Headteacher as soon as possible, and on the same day as the incident comes to the attention of the Child Protection Co-ordinator, or any other member of the Governing Body.

Please Phone 01545 574000 and ask to speak to the Duty Social Worker to receive advice.

*Following receipt of the verbal referral, the **appropriate responsible Senior Manager in the local authority's Social Services Department** will co-ordinate the response.

- **Step 2-** It is essential that the LEA 's Designated Officer for Child Protection be made aware of the allegation as soon as possible and on the same day as the incident comes to the attention of the School's Child Protection Co-ordinator or any other member of staff or the Governing Body since they can also offer advice. Please Phone **01970 633624** or, if there is no reply, **01970 633601**.
- **Step 3- Within 48 hours** or possibly sooner, a senior manager at Ceredigion Social Services Department will convene a strategy meeting where the most senior available Member of Staff will be invited to attend with all available information relating to:

a) the child and

b) the member of staff or the Headteacher

(if the allegation is against a member of staff or the Headteacher, then the Chair of Governors will be invited to the strategy meeting)

If the allegation is against the Chair of Governors the Headteacher will attend the Strategy meeting along with the governor responsible for Child Protection

- The LA's Designated Officer for Child Protection, or the Director of Education's representative will be present at all strategy meetings involving a member of school staff or the governing body. In addition a member of the Corporate Personnel Department will also be invited to attend.

Security of the school site

- Visitors to the school are requested to come to the main school entrance or the Junior School entrance. There is a security system on the doors in the Junior School and the Senior School playground has gates which are closed during the school day. Both campuses are manned during unstructured periods by a team of staff. In the Senior School, if a pupil wishes to leave the campus during the school day they must go to the Pastoral Room to sign out. They will have to present a letter or appointments card before being granted permission to leave the campus. If a pupil is absent from school without explanation the Pastoral Team will phone home to verify their absence. If a pupil is reported as absent during the school day (i.e. s/he has been recorded as "present" on the register but has not turned up to lessons) with no legitimate reason the Pastoral Team will phone the pupil's home and, in the event that the pupil is deemed as "missing", it is school policy to notify the police. The school is currently undertaking a risk assessment of the Senior School campus due to its open nature – the control measures agreed upon in this risk assessment will be

incorporated into this policy. Measures already put into place based on a county-led assessment of risk include additional gates to the school campus.

Use of the school premises by other organisations

- Where services or activities are provided separately by another body, using the school premises, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children.

External providers

- Where services or activities are provided separately by another body outside of school premises the Governing Body will seek assurance that the Service Level Agreement (SLA) confirms that all staff are CP trained and CRB checked.

Policy Review

- The Governing Body is responsible for ensuring the review of this policy on an annual basis.
- The designated child protection officer is responsible for ensuring that the list of key contacts on the cover sheet is kept up to date.

Date Policy reviewed:	September 2015
Date Policy adopted:	
Signature Chair of Governors	