

Safeguarding Policy*

Date of policy: Summer 2019

Review policy: Summer 2020

All policies at Prince of Wales reflect our LEARNERS Values system and support our vision statement.

We aim to be an outstanding, values-based school at the heart of our culturally diverse community, striving for excellence, enabling our children to achieve their highest potential in all areas of their learning.

*to be read in conjunction with 'Keeping Children Safe in Education' September 2019



Safeguarding Policy for Prince of Wales Primary School

Prince of Wales School is committed to ensuring the welfare and safety of all children in school. All Enfield schools, including Prince of Wales School, follow the Enfield Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. 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.

Prince of Wales Primary School recognises that the welfare of the child is paramount and takes seriously its responsibility to safeguard and promote the welfare of the children and young people in its care.

An agreed definition of safeguarding is:

'All agencies take all reasonable measures to ensure that the risks of harm to children's welfare are minimised. Where there are concerns, all agencies take action to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies' - Joint Chief Inspectors' report 2002.

Promoting welfare involves 'creating opportunities to enable children to have optimum life chances in adulthood' – Framework for the Assessment of Children in Need and their Families (Government guidance 2000).

The Governing Body will act in accordance with Section 175 of the Education Act 2002 and the supporting statutory guidance 'Safeguarding Children and Safer Recruitment in Education' (January 2007), 'Keeping children safe in education' (September 2019) to safeguard and promote the welfare of children in this school and 'Working together to safeguard children (2018).

All children have the right to be safeguarded from harm or exploitation whatever their

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political or immigration status

Governors, staff and volunteers in this school understand the importance of working in partnership with children, their parents/carers and other agencies in order to promote children's welfare.

The purpose of this policy is to:

- afford protection for the students at Prince of Wales Primary School
- enable staff and volunteers to safeguard and promote the welfare of children
- promote a culture which makes this school a safer place to learn

This policy applies to the Headteacher, all staff (including supply and peripatetic staff), volunteers, governors or anyone working on behalf of Prince of Wales Primary School

We will endeavour to safeguard children and young people by:

- valuing them, listening to and respecting them
- involving them in decisions which affect them
- making sure all staff and volunteers are aware of and committed to the safeguarding policy and child protection procedures*
- sharing information about concerns with agencies who need to know, and involving children and their parents/carers appropriately
- recruiting staff and volunteers safely, ensuring all necessary checks are made*
- adopting a code of conduct for all staff and volunteers*
- providing effective management through induction, support and training
- ensuring staff and volunteers understand about 'whistle blowing'*
- dealing appropriately with allegations/concerns about staff or volunteers, in accordance with Government guidance*

*see separate policy/guidance

INTRODUCTION

“Working Together to Safeguard Children” (2018), ‘What to do if you are worried a child is being abused’ (March 2015) and ‘Keeping children safe in education: information for all school and college staff (September 2019).

This policy applies to all adults, including volunteers, working in or on behalf of the school.

‘Everyone working in or for our school service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting’

OUR SCHOOL DESIGNATED CHILD PROTECTION OFFICERS ARE:

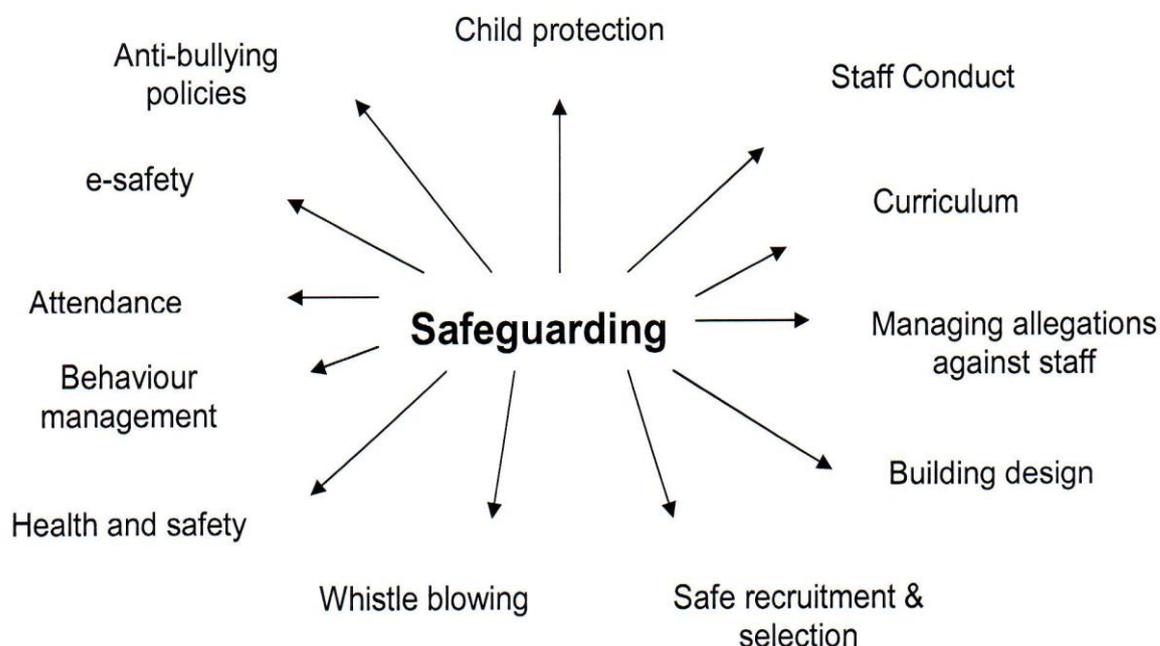
Susan Paddon	ASSISTANT HEADTEACHER FOR INCLUSION (lead)
Jan Bless	HEADTEACHER
Alan Taylor	SENIOR TEACHER
Julia Clarke	DEPUTY HEADTEACHER
Angela Dunlea	WELFARE ASSISTANT
Karen Rees	PARENT SUPPORT ADVISER (deputy)

THE GOVERNOR RESPONSIBLE FOR SAFEGUARDING IS

Shelia Stacey

SCHOOL COMMITMENT

Prince of Wales Primary School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.



- **Procedures**

Prince of Wales procedures for safe guarding children will be in line with LA and Local Safeguarding Children's board procedures. We will also ensure that:

- we have a Designated Safe Guarding Lead, who under takes the appropriate training every two years
- we have a member of staff who will act in the Designated Safeguarding Lead's absence
- we have a number of staff who are part of the Child Welfare Team (please see Appendix 1)
- we have a designated Governor who will support the Child Protection Team who regularly undertakes training
- all members of staff develop their understanding of the signs and indicators of abuse by having whole school Child Protection training every three years by an outside trainer and annual updates from the Designated Safeguarding Lead
- all members of staff know how to respond to a pupil who discloses abuse
- all parents / carers are made aware of the responsibilities of staff members with regard to child protection procedures through the implementation and access of this policy.
- our policy and procedures will be reviewed and update annually or in light of any national changes to key documents.
- All new members of staff and governors will be given a copy of our child protection procedures and policy as part of their induction into the school and will be asked to sign to say that they have read and agree to the policy
- All new staff and supply will be given an Introduction to Prince of Wales leaflet that outlines our safe guarding policy
- All staff members will have read part one of the document 'Keeping Children Safe in Education September 2019' will be asked to sign to say that they understand it.
- All new members of staff and governors will also be given the staff code of conduct including the Acceptable use of Technology and be asked to sign to say that they have read and agree to it.
- That all staff are aware that, **'If, at any point, there is a serious risk of immediate harm to a child a referral should be made to Social Care immediately. Anybody can make that referral.'** Keeping Children Safe in Education, September 2019.
- Child Welfare records are kept by the lead school for 27 ½ years and it is the responsibility of the lead school to transfer a copy of the file to the next setting.

Responsibilities:

- The Designated Safeguarding Lead (DSL) is Susan Paddon.
- The designated teacher is responsible for Looked After Children (LAC) is Susan Paddon.
- Adhering to the ECSB and school procedures with regard to referring a child if there are concerns about possible abuse.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Ensuring that an indication of further record-keeping is marked on the pupil records.
- Ensuring that any pupil currently the subject of a child protection plan who is absent without explanation for two days is referred to Children's Social Care.
- **All** members of staff (paid and unpaid) have the statutory responsibility to safeguard and promote the welfare of children.
- Managing referrals – referring all cases of suspected abuse to the LA.
- Liaising with the Head teacher on ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on, matters of safety & safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Support staff who make referrals to the Channel programme.
- Refer cases where a person is being dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Refer cases where a crime may have been committed to the Police as required.
- The Designated Safeguarding Lead should ensure that the school's policies are known and used appropriately.
- Is a member of the senior leadership team and is explicit in their job description.
- Has adequate time, funding, training and resources and support to provide advice and support to other staff on child welfare and child protection matters.
- To have undertaken PREVENT training.
- The deputy DSL must have the role as part of their job description, however the DSL holds the ultimate lead responsibility for child protection and should not be delegated.

3. Safer Recruitment and Selection

The school pays full regard to current DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007 and the updated advice found in 'Keeping Children Safe in Education September 2019. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- a DBS Enhanced Disclosure is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll.
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff – a copy is also held at the Personnel and Payroll Unit, Enfield Council
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA
- the teacher services system will be used to check if a person they wish to use as a governor is barred as a result of a s.128 barring direction

Jan Bless.....	Head teacher
Alan Taylor.....	Senior teacher
Anne Homer.....	School Business Manager
Julia Clarke.....	Deputy head
Susan Paddon	AHT for Inclusion
Angela Dunlea	Lead TA

have undertaken the **LA Safer Recruitment training or the NSPCC safer recruitment**. One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

4. Safe Practice

Our school will comply with the current Safe Practice guidance to be found in Enfield Safeguarding Procedures at <http://www.enfield.gov.uk/enfieldlscb>
Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

5. Safeguarding Information for pupils

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. P.S.H.E. materials we use to help pupils learn how to keep safe are available in school.

Our school will ensure that pupils are made aware that information can be found at the following

- advertising helplines, posters, NSPCC and Childline 'kidzone' and website addresses,
- Through assemblies

School's arrangements for consulting with and listening to pupils are through the

- School Council,
- Working with the Learning Mentor, PSA, AHT for Inclusion and SENCO in small group activities,
- PSHCE activities

We make pupils aware of these arrangements by providing a safe environment in which to be confident in finding an adult to talk to.

Safeguarding of children at home time

It is school policy that **ONLY** Year 5 and 6 children walk to and from school on their own. This has to be agreed with the Headteacher through a letter written by the parents/carers giving permission to do this. If the parent/carers want their child(ren) - Year 6 only - to have mobile phones to support their walk to and from school, as they are coming alone, a letter needs to be completed from the office and the Head teacher needs to approve this.

Parents/ Carers picking children up:

A child can only go home with a parent / carer or an agreed adult or responsible teenager (at least 16 years of age who is deemed responsible by parent / carer) that the parent has forewarned the class teacher or another member of staff about. The child must be able to recognise this adult when they pick them up. If the parent does not give forewarning then the child cannot be taken home by the adult, the class teacher will take the child to the office and contact the parents/ carers about the situation. If children are late being picked up and there has been no contact with the parents / carers, then staff will follow the late procedures collection outlined by the Local Safe Guarding Children's Board.

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, where they exist, about the attitude or actions of colleagues.
- Concerns can be raised to our Chair of Governors, Stephen Way of through the NSPCC Professionals Whistleblowing line on 0800 028 2085.

Physical Intervention

- Our policy on physical intervention (*Use of reasonable force*) by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.
- We understand that unnecessary or undue physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

6. Supporting children with special educational needs:

The school recognises that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. We recognise that:

- assumptions that indicators of possible abuse such as behaviour, mood or injury relate to the child's disability without further exploration
- being more prone to peer group isolation than other children
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and

- Communication barriers and difficulties in overcoming these barriers.

7. Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. If you ever have any concerns, please inform the school or for more support and information contact:

Multi Agency Safe Guarding Hub (M.A.S.H) Team 020 8379 5555
Or visit the following websites: <http://www.enfield.gov.uk/enfieldlscb>
www.nspcc.org.uk; or www.ceop.gov.uk

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Prince of Wales School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with the Head Teacher or member of the Child Welfare Team.

We make parents aware of our policy through the school newsletter and website. Parents are made aware that they can view this policy on request.

School Prospectus

Prince of Wales School is committed to ensuring the welfare and safety of all children in school. All Enfield schools, including Prince of Wales School, follow the Enfield Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. 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.

8. Partnerships with others

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Enfield Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

9. School Training and Staff Induction

The AHT for Inclusion, with designated responsibility for child protection, undertakes basic child protection training and training in inter-agency working, (that is provided by the Enfield Safeguarding Children Board) and refresher training at 2 yearly intervals (inter-agency courses can be booked on line at <http://www.enfield.gov.uk/enfieldlscb>)

The Headteacher and all other school staff and governors where available, including non-teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

Whole school Basic Awareness Training can be booked via the Enfield Safeguarding Children Board on 01924 482161.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

10. Support, Advice and Guidance for Staff

Staff will be supported by Prince of Wales school, LA and professional associations.

The designated senior person for Safeguarding/Child Protection is identified at the start of this policy.

Advice is available from Enfield Duty & Assessment Team CP Unit and the Police Child Abuse Investigation Team is readily available for designated staff.

11. Related School Policies

'.... safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of children providing first aid, school security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population'

Safeguarding Children and Safer Recruitment in Education DfES 2007

12. Local issues:

Specific Safeguarding Issues: Child Sexual Exploitation and Trafficking, Forced Marriage, Female Genital Mutilation

The school keeps itself up-to-date with the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.

Our staff are supported to recognise warning signs and indicators in relation to specific issues, including such issues in an age-appropriate way in their curriculum.

The school works with and engages our families and communities to talk about such issues.

Our staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.

Our designated Child Protection Team will seek and obtain specific advice and guidance as necessary.

The school will engage experts and uses specialist material to support the safeguarding preventative work we do.

Our policy through the school's values, ethos and behaviour policies provide the basic platform to ensure children are given the support to respect themselves and others, stand up for themselves and protect each other.

Female Genital Mutilation (FGM):

Members of the Child Welfare Team (Julia Clarke and Karen Rees) have attended specific training and are aware of the key signs to monitor for children who may be at risk for FGM. The school uses the FGM primary school checklist. If a member of staff suspects a child will be subjective to FGM or has already undergone such a procedure this should be reported to the police on 101.

Radicalisation:

The current threat of radicalisation in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The school is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

All pupils and teachers have the right to speak freely and voice their opinions. However, free speech is not an unqualified privilege but is subject to laws and policies governing equality, human rights, community safety and community cohesion.

We seek to protect children against the messages of all violent extremism. When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak to the designated teacher.

There is a telephone help line (020 7340 7264) to enable school staff and governors to raise concerns relating to extremism directly and in confidence. We are able to offer information and support to parents / carers by sign posting them to two websites: <http://www.preventtragedies.co.uk/> and <http://www.familiesmatter.org.uk/>.

Child Sexual Exploitation (CSE):

Child sexual exploitation is a form of child abuse which involves children and young people (male and female, of a range of ethnic origins and ages, in some cases as young as 10) receiving something in exchange for sexual activity.

Signs of CSE can be:

- going missing for periods of time or regularly coming home late;
- regularly missing school or education or not taking part in education
- appearing with unexplained gifts or new possessions;
- associating with other young people involved in exploitation;
- having older boyfriends or girlfriends;
- suffering from sexually transmitted infections;
- mood swings or changes in emotional wellbeing;
- drug and alcohol misuse; and

- displaying inappropriate sexualised behaviour.

School staff should raise any concerns with the Child Welfare Team, who will liaise with the Multi Agency Safe Guarding Hub (M.A.S.H.) team or the specialist police team in Enfield (0208 345 4518 or 07769160140 between 8am and 4pm or YE Mailbox: childexploitation@met.pm.co.uk) and decide the most appropriate action to take. Child Welfare should complete the SAFEGUARD risk assessment used by Children and Family Services before making a referral.

S – Sexual health
 A – Absent from school
 F – Familial abuse
 E – Emotional and physical conditions
 G – Gangs
 U – Use of technology and sexual bullying
 A – Alcohol and drug misuse
 R – Receipt of unexplained gifts or money
 D – Distrust of authority figures

Child Criminal Exploitation (CCE):

When a child receives something because of completing a task for someone else.

DSL to carry out a SAFEGUARD risk assessment and refer to the MASH for further support and advice.

County lines:

These are phone lines used to conduct drug dealing in another county. Young people are used to move the drugs.

Peer on Peer sexual violence and sexual harassment:

The school follows guidance from, ‘Keeping Children Safe in Education’ 3rd September 2019, in dealing with these situations. This includes:

- all victims are assured that they are being listened to and being taken seriously
- confidentiality should not be promised as it will need to be discussed with DSL / deputies to decide the next steps
- a written record should be made either at the time if it is not too distracting to the child or immediately afterwards
- follow guidance from searching screening and confiscation advice for school and UKCCIS advice. Advice is staff should not view or forward any illegal images of a child.
- A risk assessment to be written and kept under review.
- DSL or deputies should liaise with children’s social care and specialist services as appropriate.
- Schools should consider the wishes of the victim and how they want to proceed, any investigation that will take place and any support that would be offered, the ages of the children involved, the developmental stages of the children involved, any empower balance, is it a one off or a sustained pattern of abuse, are there ongoing risks to the victim, other children, staff

- The alleged perpetrator should be removed from any classes the victim is in and school should consider how to keep them at a reasonable distance apart at other times.
- Key message from KCSIE (2019), 'sexual violence and sexual harassment is not acceptable and will not be tolerated. Especially important is not to pass off any sexual violence or sexual harassment as 'banter', 'part of growing up' or 'having a laugh'.

13. Children Missing from Education:

The school follows the Enfield LA procedures "Children Who May Be Missing/Lost from Education". Where children on roll at a school do not turn up, and this school has made the usual enquiries they should refer the case to the education Social Work Service in the usual way. If the allocated worker cannot locate the child/family, they will inform the Children Missing Education team and the school will be advised by them or the ESW Service that they can take the child off roll (normally after 4 weeks).

14. Confidentiality

School has regard to "Information Sharing: Practitioner's guide" HM Government, 2006

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. "

The School should have a clear and explicit confidentiality policy.

The school policy should indicate:

- a) When information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm**
- b) When the pupil's and/or parent's confidentiality must not be breached**
- c) That information is shared on a need to know basis**

15. Pupil Information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those, which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information.

Health and Safety:

Our Health & Safety policy, set out in a separate document reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

Online Safety

Our online safety policy is a separate document which recognises the need to have strategies to protect children in the digital world.

16. Roles and Responsibilities

Our Governing Body will ensure that:

- the school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a team is designated to take lead responsibility for child protection (including Headteacher and deputy);
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- the Chair of Governors is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

Our Headteacher will ensure that:

- the policies and procedures adopted by the Governing Body or Proprietor are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Members of the Team with Designated Responsibility for Child Protection will:

Referrals

- refer cases of suspected abuse or allegations to the relevant investigating agencies;
- act as a source of support, advice and expertise within the educational establishment
- liaise with the headteacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- *have a working knowledge of how Enfield Safeguarding Children Board operate, the conduct of a child protection case conference and be able to attend and contribute to these;*
- ensure that all staff have access to and understand the school's child protection policy;
- ensure that all staff have induction training;
- keep detailed accurate secure written records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- ensure the child protection policy is updated and reviewed annually and work with the Governing Body regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service. where the parents inform school that they wish to 'parentally educate' their child, the school will complete the new referral form and email it to:

ehe.team@enfield.gov.uk

- the ESW Service endeavours to undertake a home visit to discuss this with the parents and the information is then passed to EARS service who monitors 'Parentally Educated Children' (PECS).

All staff and volunteers will:

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns