

# Safeguarding policy template for schools and colleges 2024-25

Version 04

September 2024

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## Get more information about this document

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## Version control – Safeguarding-policy-template.docx

Version	Date	Owner	Notes
V01	12/10/21	NC	Final
V02	05/09/22	NC	2022-23 update
V03	14/08/23	NC	2023-24 update
V04	12/08/24	NC	2024-25 update

## Using the safeguarding policy template

### Guidance notes

The purpose of this policy template is to provide a framework for schools to create a safeguarding policy that provides an overview of the school's approach to safeguarding; the policies which guide this and the training undertaken to ensure that children's welfare is safeguarded and promoted through all aspects of school life.

This template could be used to create a webpage where related policies are hyperlinked.

It is not a statutory requirement, unlike for the child protection policy, to have a standalone safeguarding policy. However, many of the policies are statutory and some are required to be shared on the school's website. Information relating to governance (where you will find further information about required policies) is available in the [maintained school governance guide](#) or [academy trust governance guide](#).

Yellow highlighting indicates that the school/college should insert relevant information. Text boxes highlight suggestions to assist DSLs, leaders and managers in amending sample statements and ensuring content is appropriate. This content is provided as guidance notes and should not be left in individual policies.



# Safeguarding policy

St Mary & St Margaret's CE Primary School

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This is a core policy that forms part of the induction for all staff and governors. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written	<b>October 2022</b>
Date of last update	<b>September 2024</b>
Date agreed and ratified by governing body or management committee	<b>September 2024</b>
Date of next full review	<b>September 2025</b>

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

## Key contacts

	<b>Name</b>	<b>Contact details</b> <b>[Email address]</b> <b>[Telephone]</b>
Headteacher	Mark Street	<a href="mailto:s90mstreet@ss-m-and-m.solihull.sch.uk">s90mstreet@ss-m-and-m.solihull.sch.uk</a> <b>0121 7472025</b>
Designated safeguarding lead (DSL)	Mark Street	<a href="mailto:s90mstreet@ss-m-and-m.solihull.sch.uk">s90mstreet@ss-m-and-m.solihull.sch.uk</a> 0121 7472025
Deputy designated Safeguarding lead	Lee Cockburn	<a href="mailto:s90lcockburn@ss-m-and-m.solihull.sch.uk">s90lcockburn@ss-m-and-m.solihull.sch.uk</a> 0121 7472025
	Rachel Crawley	<a href="mailto:s90rcrawley@ss-m-and-m.solihull.sch.uk">s90rcrawley@ss-m-and-m.solihull.sch.uk</a> 0121 7472025

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	Kirsty Byrne	<a href="mailto:S90kbyrne@ss-m-and-m.solihull.sch.uk">S90kbyrne@ss-m-and-m.solihull.sch.uk</a> 0121 7472025
Senior mental health lead	Rachel Crawley  Hayley Rollins	<a href="mailto:s90rcrawley@ss-m-and-m.solihull.sch.uk">s90rcrawley@ss-m-and-m.solihull.sch.uk</a> 0121 7472025  <a href="mailto:s90hrollins@ss-m-and-m.solihull.sch.uk">s90hrollins@ss-m-and-m.solihull.sch.uk</a> 0121 7472025
Safeguarding governor	Victoria Jordan	c/o <a href="mailto:s90mhipkiss@ss-m-and-m.solihull.sch.uk">s90mhipkiss@ss-m-and-m.solihull.sch.uk</a> c/o 0121 7472025
Designated teacher for looked after and previously looked after children	Lee Cockburn	<a href="mailto:s90lcockburn@ss-m-and-m.solihull.sch.uk">s90lcockburn@ss-m-and-m.solihull.sch.uk</a> 0121 7472025
Senior leader with responsibility for filtering and monitoring	Mark Street	<a href="mailto:s90mstreet@ss-m-and-m.solihull.sch.uk">s90mstreet@ss-m-and-m.solihull.sch.uk</a> 0121 7472025
Health & Safety Lead	Mark Street	<a href="mailto:s90mstreet@ss-m-and-m.solihull.sch.uk">s90mstreet@ss-m-and-m.solihull.sch.uk</a> 0121 7472025

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## **Safeguarding policy 2024-25**

## Child-focused approach to safeguarding

### Introduction

The purpose of this policy statement is:

- to protect children and young people who attend St Mary & St Margaret's CE Primary School from harm;
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to everyone.

### Policy context

This policy is derived from a variety of legislative provisions and statutory guidance. In particular, it is based upon the requirements and best practice outlined in:

- Keeping Children Safe in Education 2024 (KCSIE)
- Working Together to Safeguard Children 2023 (WTSC)
- Ofsted: Education Inspection Framework' 2024
- Framework for the Assessment of Children in Need and their Families 2000
- Solihull MBC Safeguarding Children Procedures
- Early Years and Foundation Stage Framework 2023 (EYFS)
- Digital and technology standards for schools and colleges (2023)

Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

### Safeguarding statement

St Mary & St Margaret's CE Primary School recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

St Mary & St Margaret's CE Primary School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children

## Safeguarding policy 2024-25

regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

St Mary & St Margaret's CE Primary School recognises the importance of providing an ethos and environment within school/college that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Our core safeguarding principles are:

**Prevention:** positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.

**Protection:** following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

**Support:** for all learners, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm.

**Working with parents and other agencies:** to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

### Our School Values

*Helping each of us to be the best we can be by 'living life in all its fullness' (John 10:10)*

*Be the best I can be in ...*

*Growing as a child of God.*

*Be the best I can be in ...*

*Loving learning.*

*Be the best I can be through ...*

*Caring.*

*Be the best I can be in ...*

*Achieving.*

*Be the best I can be through ...*

*Personal development.*

Our Statement of School Values sets the ethos in which this policy is grounded: "We believe that St Mary and St Margaret's CE Primary School exists to enable every child to realise his or her potential to the fullest possible extent, whatever his or her particular needs and abilities."

## Safeguarding policy 2024-25

### Safeguarding policies and procedures

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our child protection policy which can be viewed in the policies section on our website.

Policies, procedures and requirements	Where you will find the policy/procedure
<p>Child protection (including online safety, low level concerns policy and child-on-child abuse as required by KCSIE '24)*</p> <p>Looked after and previously looked after children – designated teacher*</p> <p>Pupil premium statement*</p> <p>Mental health and wellbeing</p>	<p>Policies section of our website <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a></p> <p>Mr L Cockburn <a href="mailto:s90lcockburn@ss-m-and-m.solihull.sch.uk">s90lcockburn@ss-m-and-m.solihull.sch.uk</a></p> <p>Key information section of the school website: <a href="https://www.stmaryandstmargarets.com/key-information/">https://www.stmaryandstmargarets.com/key-information/</a></p> <p>Mrs R Crawley, Mrs H Rollins</p>
<p>Equality information and objectives*</p> <p>Special educational needs and disabilities*</p> <p>Accessibility plan*</p>	<p>Policies section of our website <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a></p> <p>Policies section of our website <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a></p> <p>Policies section of our website <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a></p>
<p>Premises management documents*</p> <p>Healthy and safety*</p>	<p>School office</p> <p>School office</p>

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Risk assessments*	School office
First aid*	School office
Lettings	Available upon request from the school bursar
Attendance	<a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>
Behaviour in schools (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)*	Attendance Policy Behaviour & Discipline Policy Anti-Bullying Policy
Behaviour principles written statement*(maintained)	
Exclusions*	
Online safety	E-Safety Policy <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>
Acceptable use of social media	Social Media Policy for School Staff
Mobile and smart technology	Mobile Technology Policy <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>
Data protection and information sharing*	GDPR section of our website <a href="https://www.stmaryandstmargarets.com/gdpr/">https://www.stmaryandstmargarets.com/gdpr/</a>
Protection of biometric information*	n/a – although would be covered in GDPR

## Safeguarding policy 2024-25

Children with health needs who cannot attend school*	Children with health needs who cannot attend school Policy May 2023. <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>
Supporting children with medical conditions in school/Medicines in school*	Supporting Pupils with Medical Conditions Policy <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>
Personal and intimate care	Intimate Personal Care Policy <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>
Staff discipline, conduct and grievance (procedures for addressing)*	Disciplinary Policy (Work Drive)
Staff behaviour/code of conduct	Code of Employee Conduct Policy (Work Drive) Mobile Technology Policy (Work Drive) Social Media Policy (Work Drive) Whistleblowing Policy (Work Drive) Staff Handbook
Statement of procedures for dealing with allegations of abuse against staff*	Managing Allegations Policy (Work Drive)
Safer recruitment	SMBC Safer Recruitment Policy (Work Drive)
Single central record of recruitment and vetting checks*	Single Central Record – <a href="mailto:s90mhipkiss@ss-m-and-m.solihull.sch.uk">s90mhipkiss@ss-m-and-m.solihull.sch.uk</a>
Visitors' protocol	Available from the school office
Governor code of conduct	On GovernorHub
Governor training record	Clerk to Governors – <a href="mailto:s90mhipkiss@ss-m-and-m.solihull.sch.uk">s90mhipkiss@ss-m-and-m.solihull.sch.uk</a>
Early years foundation stage*	EYFS Policy <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>

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Relationships and sex education*	PSHE & RSE Policy <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>
Drug and alcohol education/managing substance related incidents	Drugs, Alcohol and Substance Misuse Policy <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>
Educational visits	Educational Visits and Learning Outside the Classroom Policy <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>
School complaints*	Complaints Policy <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>
Whistleblowing*	Whistleblowing Policy (Work Drive)
Confidentiality	Confidentiality Policy <a href="https://www.stmaryandstmargarets.com/policies/">https://www.stmaryandstmargarets.com/policies/</a>

### Appendix 1: Lettings checklist for providers using the school site

*School and college safeguarding policies should set out the arrangements for individuals coming onto their premises, which may include an assessment of the education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required.*

KCSIE 2024

Name of school providing the letting: .....

Name of provision letting: .....

Agency/Sector (e.g.: education, early years, childcare, over 8 years play work, health): .....

Owner of Provision (name and signature): .....

Manager of Provision (name and signature): .....

**Safeguarding policy 2024-25**

**Confirmation of safeguarding arrangements for letting agreements**

Designated member of staff for child protection	YES	NO
Name of designated member of staff		
Designated member of staff has attended the Solihull Safeguarding Children Partnership training for designated members of staff for child protection (module 2 multi-agency working, and child criminal exploitation, early help and neglect modules). In addition regular updates take place at least annually to ensure knowledge, skills and understanding are refreshed.	YES If yes, date attended:	NO
All staff, volunteers, committee members and students have been trained in safeguarding awareness which focuses strongly on child protection and is refreshed on a three year basis. In addition regular updates take place at least annually to ensure knowledge, skills and understanding are refreshed.	YES If yes, date attended:	NO
Have all staff read and understood Chapter 1 of Keeping Children Safe in Education?	YES	NO
Does the setting have clear procedures for vetting visitors and a visitor record book for signing in and out?	YES	NO
Does the setting have an effective child protection policy and procedures in place (including a clearly mapped referral process and clear escalation process) which has been shared and read by all staff?	YES	NO
Are there procedures in place to ensure new staff / volunteers / committee members Are inducted to the child protection policy and procedures by the Designated Member of staff for child protection? Receive child protection awareness training within 12 weeks of appointment?	YES	NO
Are staff and leaders clear on how to act in the event of specific safeguarding concerns particularly how to act to safeguard pupils who are at risk of or experiencing child criminal and sexual exploitation, peer on peer abuse (including bullying, physical abuse, sexual violence and sexual harassment, sexting, upskirting, initiation/hazing type violence and rituals), contextual safeguarding, missing children, female genital mutilation (FGM) and radicalisation or violent extremism?	YES	NO
Does the provision have an up to date safer recruitment policy and procedures which are applied to every appointment?	YES	NO
Has the chair of each recruitment panel attended safer recruitment training in line with Solihull SSCP requirements?	YES	NO

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Does the setting maintain a single central record for all staff, the manager and the owner, which confirms that they are suitable to work with children – including a relevant qualifications check and children’s workforce DBS check (in line with SMBC model SCR)?	YES	NO
Have relevant staff been asked the question around childcare disqualification and have leaders taken appropriate action?	YES	NO
Does the provision have a managing allegations policy and procedures in place which are understood by all including dealing with allegations against the manager/owner?	YES	NO
Have leaders who manage allegations against staff read chapter 4 of keeping children safe in education	YES	NO
Have leaders involved in managing allegations attended SSCP managing allegations training?	YES	NO
Does the provision have a whistleblowing policy and procedures in place which is clearly understood by all?	YES	NO
Does the provision have a health and safety policy and clear risk assessments in place and clear processes to manage risk?	YES	NO
Have all staff attended health and safety awareness training?	YES	NO
Does the provision have clear fire evacuation procedures and regular fire drill practice?	YES	NO
Is the provision registered with Solihull environmental health? Do staff receive appropriate environmental health training (eg: food handling)?	YES	NO
Does the provision have clear confidentiality procedures in place including secure storage of confidential information?	YES	NO
Does the provision have an online safety policy and protocols to ensure the safety of children and young people?		
Has your club/organisation achieved Clubmark status?	YES If yes, when?	NO
If no, is your club/organisation working towards Clubmark?	YES	NO
Is your club/organisation affiliated to a governing body?	YES If yes, please state which governing body	NO
Does your club/organisation access any local forums?	YES	NO

## Safeguarding policy 2024-25

	Please state	
<p>Further guidance:</p> <p><u><a href="#">After-school clubs, community activities and tuition: safeguarding guidance for providers - GOV.UK (www.gov.uk)</a></u></p> <p><u><a href="#">Introductory guide to safeguarding and child protection   NSPCC Learning</a></u></p> <p><u><a href="#">Safer sports events training   NSPCC Learning</a></u></p>		