

## Keeping Children Safe in Education Safeguarding and Child Protection Policy



<b>Key personnel and governors with designated safeguarding and child protection responsibilities</b>	
<b>Headteacher</b>	Lucy Middleton
<b>Chair of Governors</b>	Edward Vittery
<b>Safeguarding Link Governor</b>	Edward Vittery
<b>Key Safeguarding Personnel</b>	
<b>Name</b>	<b>Role</b>
Lucy Middleton	Designated Safeguarding Lead (DSL)
Michelle Wilkinson Naomi Jones Mike Corrie Hannah Little Becca Storey	Deputy Designated Safeguarding Lead (DDSL)
Hannah Little	Pastoral staff (Pastoral Learning Mentor)
Naomi Jones	Designated Teacher for Cared For and Previously Cared For Children
Naomi Jones	Special Education Needs Coordinator (SENCo)

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## Introduction

Safeguarding and promoting the welfare of children is the responsibility of all adults in whatever capacity they hold to ensure the safety and wellbeing of children attending Heron Hill Primary School

All schools must have regard to statutory guidance Keeping Children Safe in Education (2025) and Working Together to Safeguard Children (2023) which sets out multi-agency responsibilities and processes, to safeguard and protect children and follow multi-agency guidance, procedures and processes set by the Westmorland and Furness Safeguarding Children Partnership (W&FSCP).

Keeping Children Safe in Education (2025) defines safeguarding and promoting the welfare of children, everyone under the age of 18, as:

- Providing help and support to meet the needs of children and young people as soon as problems emerge
- Protecting them from maltreatment
- Preventing the impairment of mental and physical health or development
- Ensuring they grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable children to have the best outcomes

## Part One: Governance

### The Role and Responsibility of the Governing Body/Trustees

Provides strategic leadership for the delivery of robust safeguarding arrangements which are compliant with statutory guidance.

To meet its statutory obligations the governing body has

- Appointed a safeguarding link governor to take lead responsibility for the Heron Hill Primary School safeguarding arrangements
- The safeguarding link governor will access appropriate safeguarding training to advise and support the governing body in their safeguarding responsibilities, in addition
- The full governing body has accessed appropriate safeguarding training including its responsibilities for online safety<sup>1</sup> and its obligations under the Data Protection Act (2018) and the UK General Data Protection Regulation (UK GDPR) in protecting personal information and providing access to official information Amended to reflect Keeping Children Safe in Education (2025)
- The link governor will undertake appropriate, bespoke, training in relation to their role and responsibilities which includes meeting at least termly with the Designated Safeguarding Lead (DSL) to ensure oversight of safeguarding activity and ensure relevant safeguarding policies remain current and compliant
- The governing body has adopted the national governor association (NGA) code of conduct.
- The governing body will undertake an annual audit to ensure it is fulfilling its safeguarding responsibilities that is presented to a full governing body/trustee meeting annually

### The Designated and Deputy Safeguarding Lead (DSL and DDSL)

The designated safeguarding lead is a member of the senior leadership team, in addition the setting has several deputy safeguarding lead(s), trained to the same level as the DSL, to ensure:

- The delivery of effective day-to-day safeguarding arrangements and governance, which includes online safety arrangements
- Providing support and guidance on matters relating to safeguarding and child protection to staff, volunteers, supply staff and contractors

- Fulfilling our statutory (legal) responsibilities to identify children who may be suffering or at risk of suffering significant harm, child protection, through working with other agencies and following the multi-agency procedures as set by the Westmorland and Furness Safeguarding Children Partnership (W&FSCP) including:
  - Identifying concerns early and providing help for children and their carers, to prevent concerns escalating, called Early Help
  - Consulting with a range of agencies and services, including children's social care (CSC) and appropriately sharing information in accordance with the Data Protection Act (2018) and General Data Protection Regulation (UK GDPR) (2018) irrespective of whether reported by other children, members of the public, parents or relatives.
  - Collaborating with other lead professionals in the setting e.g., the special educational needs coordinator (SENCo), attendance leads and the designated teacher for cared for and previously cared for children and to ensure vulnerable children are safeguarded
  - Promoting a safe environment in which children can learn to be safe through a curriculum that addresses issues such as online safety, relationships education, positive behavior management and bullying
  - Supporting parents and carers to keep their children safe online
  - Ensuring adequate designated and deputy safeguarding lead cover outside of Heron Hill Primary School's core hours and during school holidays
  - The induction of all new staff in relation to safeguarding, signposting staff to relevant safeguarding documentation including this policy and procedure
  - Ensuring visitors, supply staff and contractors are provided with basic information about their safeguarding responsibilities, health and safety and who to contact if they have concerns about a child or the conduct of a member of staff whilst on the premises

The full responsibilities of the DSL and DDSL are set out in **Appendix C** of Keeping Children Safe in Education (2025)

## Legislative Framework and Guidance

All action taken by Heron Hill Primary School will be in accordance with:

- **Legislation:** Children Act 1989 and 2004; Education Act 2002 and 2011; Childcare Act 2006 (as it applies to schools providing early years childcare); Education and Inspection Act 2006; The Human Rights Act 1998; Equality Act 2010 including our public sector equality duty
- **Statutory guidance:** Keeping Children Safe in Education (2025) sets out the framework for safeguarding arrangements in settings; Working

Together to Safeguard Children (2023) sets out the multi-agency arrangements for safeguarding and the role of all educational settings to co-operate and contribute to those arrangements and the Cumbria safeguarding partnership procedures details how agencies will work together to safeguard and protect children and young people as set out in Working Together to Safeguard Children (2023)

- **Department for Education (DfE) guidance and advice** that all settings must follow or have due regard to the following:
  - Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers (May 2024)
  - Non-statutory advice what to do if you're worried a child is being abused: advice for practitioners (2015) provides more information on understanding and identifying abuse and neglect
  - Non-statutory advice, the use of reasonable force (2013), covers the broad range of actions used by school-based staff when using physical contact e.g., guiding a pupil to safety by the arm or restraining pupils to prevent violence or injury
  - Guidance for safer working practice for those working with children and young people in education settings (2022)
  - The Teacher Standards (2012) which sets out the responsibilities of the teaching profession to safeguard children's wellbeing and maintain public trust in the teaching profession
  - Specific advice and guidance in relation to range of safeguarding issues e.g., behavior, bullying, online safety, medical needs and attendance as reference throughout this policy

## Safeguarding policies and procedures

Effective safeguarding policies and procedures

- should be transparent, clear, and easy to understand for staff, children, parents, and carers and along with others public documents available on the school website. We have provided hyperlinks to key documents which can be accessed by the reader that provides more guidance and background information.
- Support children to be able to report, any form of abuse or neglect, child on child abuse, including bullying and be confident that their concerns will be treated seriously, they will be listened to, appropriate action taken, and they will be supported throughout.
- Should be underpinned by effective policies and procedures including:
  - The Staff Code of conduct
  - Positive behaviour management policy- including the management and prevention of bullying
  - Prevent policy

- Online safety, AI and appropriate use policy – monitoring and filtering
- Safer recruitment, this is incorporated into our HR recruitment processes
- Managing allegations and low-level concerns in relation to staff, volunteers, agency staff and contractors
- School attendance, children missing out on education and Elective Home Education
- Child on child and sexual violence and harassment
- Education other than at school (EOTAS), Section 19 policy

## Staff training

- Whole school safeguarding training is held annually, any staff who are unable to attend training will be updated by the designated or deputy safeguarding lead on a one-to-one basis, to ensure all staff are aware of updates to guidance and advice issued by the DfE, commensurate with their role
- The designated safeguarding lead will provide regular updates on key safeguarding issues impacting on the welfare of children attending the setting or issues within the wider Westmorland and Furness area, through briefings and targeted training
- Supply teachers, volunteers, visitors and contractors will be provided, when they sign in, with accessible information that sets out their responsibilities to report any concerns about a child or the conduct of any adult working in or on behalf of the setting
- All staff and governors who are engaged in the recruitment and selection of staff, at any level, will complete safer recruitment training, either face to face or online. Refresher training will be undertaken bi-annually

## Quality assurance

- The designated safeguarding lead will review this policy annually
- The designated safeguarding lead will complete an annual audit of safeguarding activity, including an audit of online safety and risk, and submit a report to the full governing body
- The designated safeguarding lead and safeguarding link governor will meet termly to discuss challenges and safeguarding activity
- The governing body will complete their own audit of safeguarding arrangements with a focus on their own safeguarding responsibilities, effectiveness and impact in meeting their statutory responsibilities
- The school will undertake the bi-annual section 11, Children Act 2004, audit of safeguarding arrangements coordinated by the Westmorland and Furness Safeguarding Children Partnership (W&FSCP)