

Wendover CE Junior School  
**Whole School Safeguarding Policy**



We aim to be the school of choice at the heart of our community.  
Through living our Christian values, all children and adults at WCEJS have the opportunity to flourish as individuals.  
We nurture the curiosity to learn, the courage to lead and the compassion to care.

Date reviewed: Autumn Term 2019

This follows the guiding principles of the whole school Child Protection Policy (adoption of LA model policy) and the Staff Code of Conduct and is in conjunction with the documents: Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2018.

Designated Safeguarding Lead is Jenny Bartlett (Assistant Headteacher)  
Deputy Designated Safeguarding Lead is: Jo Cook (Assistant Headteacher)  
Other trained staff: Gareth Kynaston (Headteacher)

**Staff at Wendover CE Junior School:**

- Attend regular child protection training courses (updated every two years)
- Keep up to date with child protection issues and relevant legislation to help stay aware of the signs of abuse or neglect and what to do if they have a concern (including physical abuse, emotional abuse, sexual abuse, neglect, radicalisation, child sexual exploitation, online safety, sexual violence, sexual harassment, peer on peer abuse and female genital mutilation)
- Know what to do in the event of a disclosure or if they have a concern about a child or member of staff
- Look out for: changes in children's behaviour; unexpected bruising or marks or signs of possible abuse; comments which give cause for concern; deterioration in general well-being; signs of neglect
- Take immediate action and report any concerns to the DSL or appropriate authorities
- Challenge any form of discriminatory behaviour concerning protected characteristics, such as race, culture, religion, gender, sexual orientation and disability
- Be aware of the additional vulnerabilities of looked after children, previously looked after children and children with SEN; have the skills, knowledge and understanding to safeguard them
- Keep concerns confidential at all times and make a written record that is passed to the Designated Safeguarding Lead for Child Protection
- Share information with parents and outside agencies as appropriate (see Appendix A)
- Are appropriately qualified in first aid training
- Record injuries in the accident book
- Use reasonable force to safeguard children, where necessary
- Recruit, select and appoint staff with all due care and regard for safety; monitor visitors, volunteers, work experience staff, supply teachers and ITT trainees as appropriate.

***Parents must notify the class teacher of any concerns they have about their child and any accidents, incidents or injuries that might affect the child in school.***

Any allegations against a member of staff must be reported immediately to the Headteacher, who will then inform the Local Authority Designated Officer (LADO) at the Bucks Children's Safeguarding Board. Concerns regarding the Headteacher must be referred to the Chair of Governors.

**Related Policies & Documents**

**Policies:**

Anti-bullying  
Attendance  
Behaviour  
Child Protection (LA Adopted)  
Complaints Procedure  
Critical Incident Plan  
Data Protection  
Drugs and substance Misuse  
Educational Visits  
E-Safety  
Equalities Cohesion  
Health & Safety (LA adopted)  
Preventing Radicalisation  
Safer Recruitment  
Safeguarding Statement  
Sex & Relationship Education  
Special Educational Needs & Disability  
Staff Code of Conduct  
Whistleblowing (LA adopted)

**Documents:**

- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings
- Keeping Children Safe in Education: September 2018
- Inspecting Safeguarding in Early Years, Education and Skills settings
- Working together to safeguard children
- What to do if You're Worried a Child is Being Abused
- Supply Teacher's Handbook
- Child Protection Advice for Volunteers
- Child Protection Advice for Peripatetic Teachers
- Thresholds Document

Reflection

Resect

Resilience

Responsibility

## Appendix A – Sharing Information

### Seven Golden Rules for Sharing Information

1. Remember that the Data Protection Act 1998 and human rights legislation are not barriers to justified information sharing, but provide a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the person where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is a good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Taken from Information Sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)  
HM Government