

# Greek School *of* Ayia Triada Birmingham

## Safeguarding Procedures 2018+

*This document defines the terms and sets out the procedures that are set out and applied in terms of safeguarding children. All children deserve the opportunity to achieve their full potential. Safeguarding children, young people and families is everyone's responsibility. Also This document includes information from various policy documents and it aims at providing you with brief information on our Safeguarding procedures.*



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## **A. INTRODUCTION- policy statement**

Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. The Safeguarding and Welfare Requirements are designed to support providers in creating settings that are welcoming, safe and stimulating, and where children are able to enjoy learning through play, to grow in confidence and to fulfil their full potential.

**Safeguarding children, young people and families is everyone's responsibility.  
All children deserve the opportunity to achieve their full potential.**

At the Greek School of Ayia Triada Birmingham, we intend to safeguard all children by adopting various Policies and Procedures. Please see policies.

**Our policies can be found on our website are available to see  
All our policies are yearly updated and reviewed**

## **Child Protection**

Children learn best when they are healthy, safe and secure, when their individual needs are met and are safeguarded from any harm. We aim to protect the children from harm and abuse by adopting procedures which are consistent with the government guidelines and documents:

1. Working Together to Safeguard Children (March 2015)
2. Birmingham Safeguarding Children Board(BSCB) guidelines (saved on our desktop for up to date information)
3. What to do if You're Worried a Child is Being Abused (2006)
4. We also have regard to Keeping Children Safe in Education (September 2016)
5. Multi-agency statutory guidance on female genital mutilation, (April 2016)

And by also aiming at the following

- Providing a safe environment to learn in
- Safe Practices and Safe Recruitment Procedures
- Identifying and responding to children and young people in need of support and/or protection
- Supporting children's development in ways which will foster a sense of self esteem and independence
- Fostering a school environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust

# **Safeguarding Children, Safe Recruitment and other Procedures**

## **Safe Recruitment**

In line with Safeguarding Children and Safer Recruitment in Education, September 2016

## **Vacancies**

Vacancies are advertised on our School website and on Social Media. Two types of vacancies are usually advertised depending on purpose and staffing needs: external vacancies and internal vacancies.

## **Volunteers**

Any individual wishing to apply for a volunteering position is welcome. However same procedure will be followed as any external, unknown to the school, applicant for work. Clearance for volunteering work is always subject to application, references, identification and DBS checks. Volunteers who are offered job to school, after applying for a vacancy and passed through recruitment procedure, will be subject to probational period, but may be exempted from voluntary trial since have already worked as volunteers. Volunteers working in the school are never left unsupervised with children.

## **Student Volunteers**

From time to time we may also accept student volunteers to work at our school, those will be referred by their English Mainstream school to us. Student Volunteers usually work for us on a fixed term basis or as part of their work experience.

## **Application Forms**

Applicants who wish to apply for a position at Greek School of Ayia Triada Birmingham will need to do so by completing an Application Form. The Application Form will request the applicant to answer questions which we require to process the application. CV's on their own will not be accepted. References, Valid Documentation, Qualifications and Experience are among the things requested in completion of the application and in order to process it.

## **Shortlisting and Interviews**

All applicants are checked against qualifications, experience, and suitability for the role. Following their shortlisting applicants will be invited for an interview and will be interviewed by the Educational Team of the Management Board, and the

Headteacher. They will be asked the same questions that are set out in our Recruitment Policy and Procedures. Detailed notes will be taken during the interview and filed in their staff folder if they are successful and in a designated folder if not (for a specific period of time as this comes in line with our recruitment procedures).

## **Job Offers**

All job offers are subject to two satisfactory references, an enhanced DBS check and the completion of a satisfactory eight-month probation period in which their performance will be motioned.

## **Voluntary Work**

A successful applicant will be invited to provide some voluntary work (usually 10 hours-three days). This is for meeting the students, having an appropriate induction and hand over of the classroom he or she will be assigned and for observing lessons. As part of this voluntary work, successful applicants may be asked to contribute towards the preparation of the class they are taking over. An enhanced, portable in date (within 1 year) DBS check must be recorded on the Application Form along with identification prior to the probational commencing. The applicant will not be included in ratio, left unsupervised or carry out any teaching work without a valid and up to date on the online register DBS

## **Identification**

All applicants who are invited to attend an interview will be asked to provide identification consisting of one piece of photographic identification, birth certificate (or other suitable documentation) and proof of address. The original (photocopied version will not be accepted) documents must be seen, photocopied and signed by a member of management. (Part of the Documents Specified as requested by the application)

## **References**

At the very least two satisfactory references (both of which are from the most previous employers) are required to commence employment at the Greek School of Ayia Triada and under no circumstances will the candidate be able to work with children until we have received them. They must have a written signature on it.

## **DBS**

We require a full enhanced DBS check from all of the staff at the Greek School of Ayia Triada Birmingham. An application will be made for all staff at Norfolk House Nursery through Capita or the update system. Under no circumstances will a previous DBS be regarded as suitable. If the applicant is from overseas or has spent time overseas (travelling), checks must be made to ensure that there is no

criminal record abroad. The amount of time spent abroad must be discussed in detail and noted. It is recommended that any time spent abroad is checked; however, anything under three months is AT the discretion of the Headteacher, Chair of Management Board and the Educational Team.

## **Training**

We ensure that all staff, parents and visitors are aware of our Safeguarding and Child Protection Policies and Procedures and provide adequate and appropriate staffing resources and training to meet the needs of the children and ensure that they are able to recognise the possible signs of abuse. Training in safeguarding and child protection takes place annually or sooner if we feel necessary. We also discuss Safeguarding and Child Protection Policies and Procedures regularly at Staff Meetings and Supervisions and at Management Board Meetings

## **Probational Period**

All new employees employed at Greek School Ayia Triada Birmingham will be placed on an eight-month probation period (September start-ends in May, January start- ends in September unless offer is Fixed term Ending in July). During this time their performance will be monitored and reviews will take place with the Headteacher and the Educational Team Mentors. The eight-month review will end the probation period and a decision will be made if a continuation of work will be achieved at our School. Probational Period applies only once for each member of staff unless other reasons necessitate otherwise.

Teaching staff wishing to continue working at the Greek School of Ayia Triada may re-apply when fixed term job offer is ended, or state in written their interest to return to their positions in the next academic year (upon Management Board decision on the procedure).

## **Policies and Procedures**

Policies and Procedures will be reviewed every twelve months or more frequently as required. Regular staff meetings are held and Policies and Procedures are discussed, to ensure that their input is valued. All our Policies and Procedures are embedded to safeguard the children in our care to the highest standard. They are stored in various location around the School and can also be found on our school website for everyone to review. The present document is also available to the teachers online and also at the entrance of our school

## **New Staff and Induction**

All new employees will require an induction and we regard this as an extremely important process. The Safeguarding Policy should be first on the agenda of the induction and must be discussed and understood prior to the staff member working with the children. The Greek School of Ayia Triada implements a training and induction programme for all new staff including agency staff (and or mentoring

meetings for staff recruited during the year and not during the usually recruitment days: June- July).

## **Continuous Professional Development & Training**

We believe in staff having the opportunity to attend training to keep up to date with current legislation, gaining more knowledge and sharing good practice. At Greek School of Ayia Triada we have Policies which encourage training throughout the school in all aspects, from internal training days to requesting training service from external providers. Standard Training Days are usually planned at the beginning of the academic year.

## **Safeguarding Quiz**

At the beginning of each recruitment, teachers will be required to complete a safeguarding quiz. The quizzes will be reviewed by the Management of the school and any concerns will be dealt immediately.

## **Security at school**

Greek School of Ayia Triada is safe and secure at all its premises throughout; we have a robust entry system at both outside and inside the school building which does not allow anyone to enter the building without a member of the team identifying them. CCTV cameras are in place in and out the building in all communal areas.

- There is a fixed time of arrival and meet and greet parents and teachers in the morning of Saturday or before the start of the lessons in the evenings during weekdays
- Members of staff are welcoming the parents on arrival and registers are recorded
- On set times the entrance doors are locked on specific times
- Late arrivals must ring the entrance bell and a member of staff or Members of Management Board open them
- All gates surrounding the school will be locked at all times when children are outdoors.
- All windows have safety catches to ensure entry from the outside is not possible but to also stop the children from exiting.

## **Photo Identification**

All members of Staff and Visitors are asked to wear Photo Identification issued by the school. This will display their photo, name and role at the school



## **Collection of Children**

Under no circumstances will any adult be able to collect any child that we do not recognise or has not been authorised to do so. Parents are required to sign on collection. Also authorized persons are requested to be stated on registration of children for the collection in the case of absence parents (from January 2019). The following also apply for collection of Children (from November 2018)

## **Mobile Phones and other Electronic Devices**

The use of mobile phones and any other electronic devices by students or members of staff are strictly prohibited within school and are only to be used within designated areas and for designated purposes. Staff may use their phone or electronic device on their break however must not leave the dinner hall, or the headteacher's office, or the kitchen area in the hall. There are two school mobiles used only for school purposes.

An ipad is used for the Learning Journeys evidence and targets reviews as well as for a keynote operation for class purposes. This device is kept at the school safe when not in use.

## **Social Media**

The Greek School of Ayia Triada Birmingham recognises that the internet provides unique opportunities to participate in interactive discussions and share information; equally, however, social media can pose a serious safeguarding risk and potentially damage the reputation of the school.

## **Cameras**

The Greek School of Ayia Triada Birmingham uses cameras and memory cards and USBs to capture special moments, and are signed in out of each time they are used. At no point should any of these be left unsupervised or taken out of the base room or garden (unless a risk assessment is conducted). Photographs will not be stored on the computer or laptops and deleted once printed off.

## **Visitors**

All visitors are required to book an appointment and will require photographic identification prior to entering. Visitors, like the staff, parents and family members, are not permitted to use mobile phones, cameras or electronic devices around the nursery. Visitors are not authorised access unless greeted at the door by a member of management. Visitors will be informed of what to do if they are concerned about a child, and shown the Safeguarding Board with the relevant information. The Fire Action Plan must also be explained.

## **Equal Opportunities**

Our school is fully inclusive in meeting the needs of all children, particularly those that arise from their ethnic heritage, social and economic background, gender, ability or disability. We are committed to anti-discriminatory practice to promote equality of opportunity and valuing diversity for all children and families.

## **Concerns about children**

We acknowledge that abuse of children can take different forms-physical, emotional, sexual and neglect and signs of these could include the following:

- Significant changes in children's behaviour, performance or attitude;
- Deterioration in children's general wellbeing;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Children's comments which give cause for concern;
- Has an injury which is not typical of the bumps and scrapes normally associated with children's injuries;
- Regularly has unexplained injuries;
- Frequently has injuries (even when apparently reasonable explanations are given);
- Gives confused or conflicting explanations on how injuries were sustained;
- Indulges in sexual behaviour which is unusually explicit and/or inappropriate to his/her age;
- Discloses an experience in which he or she may have been harmed;
- Gives other cause to believe that he or she may be suffering any harm, neglect or abuse;
- Any reason to suspect neglect or abuse outside the setting, for example in the child's home.

*This list is not exhaustive*

### **• Physical Abuse**

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **• Emotional abuse**

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of

maltreatment of a child, though it may occur alone.

- **Sexual abuse**

This involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may include physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of, sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

- **Neglect**

This is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health development / neglect may occur during pregnancy as a result of maternal substance abuse. Once the child is born it may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment it may also include neglect of or, unresponsiveness to, a child's basic emotional needs.

**This is not a definitive list; we are aware of and would respond to other types of abuse** Definitions taken from HM Government 'Working together to safeguard Children 2010'

## **The Prevent of Duty**

From September 2015 all schools, registered early year providers, and registered later years childcare providers, are subject to a duty under section 26 of the counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".

Greek School of Ayia Triada has regard to this and will aim to equip the staff to identify children at risk of being drawn into terrorism. Under the Counter-Terrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police.

This may be a cause for concern relating to a change in behaviour of a child or family member, comments causing concern made to a member of the team (or other persons) or actions that lead staff to be worried about the safety of a child in their care. Staff are made fully aware of this duty and if any member of staff has concerns that a child or young person or adult may be at risk of radicalisation

or involvement in terrorism, they should speak with the Designated Senior Lead and it will be dealt with under the child protection procedures outlined in this policy and procedures document.

## **What to do if you are concerned about a child**

If you are concerned or worried about a child or a child makes a disclosure, you **MUST ALWAYS** discuss this with the DSL (Designated Senior Lead) immediately and record. The DSL (Designated Senior Lead) will then decide if the concern/s should be referred to Children's Advice and Support Service (CASS) by contacting The Multi Agency Safeguarding Hub (MASH), this may be done without prior consent or discussion with the parents. When raising a concern we will ensure we look at the children's needs in relation to the 'Right Help Right Time' model.

If you still have concerns or wish for reassurance that your actions are appropriate, you or the DSL (Designated Senior Lead) should discuss your concerns by phoning The Multi Agency Safeguarding Hub (MASH). If there are any concerns about children's safety or welfare, agencies with statutory responsibility must be contacted without delay. This means The Multi Agency Safeguarding Hub (MASH), and in emergencies the Police.

All staff must remember: it is not your responsibility to decide whether a child is being abused, if you have concerns, suspicion or doubt then do not delay in notifying The Multi Agency Safeguarding Hub (MASH).

### **1. The Multi Agency Safeguarding Hub (MASH).**

A team which co-locates key safeguarding agencies with a better view to better identifying risks to children, and improving decision making, interventions and outcomes. The creation of MASH enables the multi-agency team to appropriately review their information system, share appropriate information in a secure environment, and ensure that the most appropriate response is provided to effectively safeguard and protect the child.

### **2. Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff will:

- Offers reassurance to the child;
- Listens to the child
- Gives reassurance that she or he will take action;
- Gently question without interrogating and does not assure the child that they will keep secrets or make other promises.
- Exact position and type of injuries or marks seen;

- Exact observation of an incident including any other witnesses;
- Name of person to whom the concern was reported, with date and time; and the names of any other person present at the time;
- Action taken.

Contacts sheets are used for any contact with parents, carers, Health Visitor, Social Workers, Ofsted etc.

### **3. Ensure the records accurate, clear and can be understood.**

These records should be signed by the person reporting, the person reporting to DSL, the DSL and the School Management Board. They must be dated and files confidentially in the child's folder which contains all information relating to the child. When any child leaves all documents relating to the child will be filed together safe and secure until the child reaches the age of 24 years old.

### **4. Accident/ Incident/ External Injury Form**

We ask that any injury sustained outside of school is reported and parents are asked to complete a form, detailing information about the injury and how it occurred. These forms are filed within the child's accident/incident file and are monitored ongoing. All

## **Concerns about Persons in the Position of Trust**

### **Staff, DSL, Visitors, students (not exhaustive)**

We will not attempt to do our own investigation and follow the following procedures:

- If a concern arises against any person in the position of trust and a query as to their suitability to work with children has been identified, the DSL should immediately be informed.
- We will contact the Duty Line (LADO team) on 0121-675-1669 (If out of hours contact the Emergency Duty Team -0121 675-4806)
- The Duty Team will ask for details and a Referral Form to be completed, the staff member making the phone call will be emailed Referral Form and information relating to the process.
- The Referral Form must be sent to email address on the Referral Form. It will then be decided by the LADO Team (Duty Line Managers) if the incident meets the threshold in which it is required to be reported to LADO and if further action is required.
- If it doesn't meet the threshold it will be dealt with internally.
- Where the concerns are about the DSL or the person in charge, management must be informed immediately.
- We will not at any point inform the person about the nature of the allegations.
- The person will be removed from any direct contact with the children. A risk assessment will determine if or not the person will need to be suspended (this is not automatic). If suspended we will do so without prejudice (if a member of Greek School of Ayia Triada Birmingham).

- We will delegate an appropriate person from Norfolk House with the skills needed to offer support to the person during his/her suspension and reinforce the importance of confidentiality within that role.
- The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.
- If the parent of the child is not already aware of the concern we will immediately inform them and keep them up to date.
- We will also inform KEA, EEA and the Ministry of Education and Culture
- We will fully co-operate at all times with any independent investigation which may include a multi-agency 'position of trust co-ordination meeting' and will take on board any advice given in relation to the allegation.
- If the allegation is founded, we will undertake our own organisation's disciplinary procedure process. If this leads to dismissal we will refer the individual's name to the Independent Safeguarding Authority (ISA) for them to decide if the individual is suitable to continue to work with children.
- If it is not proven we will follow any advice given.
- If an allegation is determined to be false, the DSL will refer the matter to CASS to determine whether the child concerned is in need of services, or may have been abused by someone else. In the rare event that an allegation is shown to have been deliberately invented or malicious, the School Management Board will consider whether any disciplinary action is appropriate against the person who made it, or the police should be asked to consider whether any action might be appropriate against the person responsible if s/he was not a child.
- In cases where it is decided on the conclusion of the case is that a person who has been suspended can return to work, the nursery will consider how best to facilitate that. We appreciate that most people will benefit from some help and support to return to work after a very stressful experience. Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. The school will also consider how the person's contact with the child or children who made the allegation can best be managed if they are still attending the school. Should a parent or visitor have a concern about a member of staff/person in a position of trust they should report this to the DSL/. If it is about this person then they should contact LADO by calling **The Duty Team on 0121 675 1669**.

Please note the above procedures must be carried out whether the allegations relate to harm or abuse on

- the premises or elsewhere.

## **LADO - Local Authority Designated Officers (Position of Trust - Child Safeguarding Concerns)**

### **Staff Responsibilities**

It is the responsibility of any member of staff who witnesses any inappropriate conduct/behaviour between any adult and child to report this to the DSL. This also includes inappropriate behaviour displayed by other members of staff, or any other person working with children. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. If the concern is regarding the

Headteacher, Educational Team, Members of Management Board, Chair of Management Board, Teachers or any Support Staff call Cyprus Educational Mission UK in London and follow their guidance. All contact numbers are contained in this policy.

**Inappropriate conduct/behaviour include: THIS LIST IS NOT EXHAUSTIVE**

- Inappropriate use of language.
- Inappropriate/rough handling of a children.
- Smacking, slapping, biting, pushing etc.
- Leaving children in a distressed state.
- Force feeding a child.
- Denying children food or drink.
- Putting them in physical danger e.g. not using a harness in a highchair.
- Not following the correct First Aid and Health and Safety procedures.
- Humiliating children.
- Shouting at and intimidating a child.
- Leaving children alone/unattended.
- Failure to immediately inform the DSL (Designated Senior Leader) or the person in charge of any abuse or potential abuses witnessed will result in disciplinary action.

Dr S. Tryfonos must be informed if any of the above comes to your attention or of any concerns you may have

# Key Contacts:

## **Multi Agency Safeguarding Hub (MASH) by calling CASS:**

Telephone: 0121 303 1888

Email: [MASH@birmingham.gov.uk](mailto:MASH@birmingham.gov.uk)

Emergency Duty Line: 0121 675 4806 (out of hours)

If any child lives outside of Birmingham, CONTACT the above numbers, they will give advice and contact numbers for other Boroughs should you need them.

fCAF form: [www.birmingham.gov.uk/caf](http://www.birmingham.gov.uk/caf)

Interagency referral form: [www.lscbbirmingham.org.uk](http://www.lscbbirmingham.org.uk)

## **The Duty Team (FOR LADO)**

Duty Line on: 0121 675 1669

Emergency Duty Line: 0121 675 4806 (out of hours)

## **Birmingham Safeguarding Children Board**

Room B54

Council House Extension

Margaret Street

Birmingham

B3 3BU

TEL: 0121 464 2612

FAX: 0121 303 8427

Email: [contactus@lscbbirmingham.org.uk](mailto:contactus@lscbbirmingham.org.uk)

## **Ofsted**

Piccadilly Gate

Store Street

Manchester

M1 2W

[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

TEL: 0300 123 1231

## **Cyprus Educational Mission in the UK**

22 Stuart Crescent

N22 5NN

London

Tel. 02088816982

Fax. 02083658257

Email: [kea@schools.ac.cy](mailto:kea@schools.ac.cy)



## Police

In emergencies 999

[www.west-midlands.police.uk/np/birminghamsouth/](http://www.west-midlands.police.uk/np/birminghamsouth/)

## Birmingham Safeguarding Children Board website

The website contains very useful and important information and we encourage staff to ensure that regular research the documents.

The DSL's and DSL support must visit the website on a regular basis and discuss any updates or changes, informing staff and updating this policy where necessary.

## Reviewing

The efficacy of this procedures document will be reviewed every year by the governing body - The Greek School of Ayia Triada Management Board. Any amendments needed and any concerns arise will be dealt immediately

**Note:** This document includes information from various policy documents and it aims at providing you with brief information on our Safeguarding procedures

### A. Version Control

Version Name	Date	Reason for Update
Draft Safeguarding Procedures (1 <sup>st</sup> version)	August 2018	Not in place, we needed to create
Final Doc of First Version	September 2018	Drafted and approved, First Management Board Meeting
Next Review	September 2022	



## Safeguarding Quiz Answer Sheet

Ring the correct letter or write the answer in the space when directed.

Question 1: What is the name of the document that all staff are expected to have read?

A	Keeping Children Safe in Education
B	Protecting Children from Abuse
C	Working Together to Protect Children

Mark	
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Question 2: Which part of “*Keeping Children Safe in Education*” must all staff have read?

A	Introduction
B	Part 1
C	Summary

Mark	
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Question 3: What title is given to the person in a school who is responsible for safeguarding, child protection and protecting the welfare of children?

A	The Child Protection Officer
B	The Designated Safeguarding Lead
C	The Head of Children's Welfare

Mark	
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Question 4: Who is the Designated Safeguarding lead at *Cranham C of E Primary School*? Who is the Deputy Designated Safeguarding Lead?  
(Please write answers in space provided)

Designated Safeguarding Lead	
Deputy Designated Safeguarding Lead	

Mark	
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Question 5: If a staff member has a safeguarding concern about a child, they should speak to...

A	The child's parent
B	The Designated Safeguarding Lead
C	Other colleagues in the school

Mark

Question 6: Who is allowed to contact Social Services directly?

A	The Designated Safeguarding Lead
B	The Headteacher
C	Anybody

Mark

Question 7: If a staff member has a safeguarding concern about another member of staff, they should speak to...

A	The Designated Safeguarding Lead
B	The Headteacher
C	The Chair of Governors

Mark

Question 8: Children includes everyone under the age of...

A	14
B	16
C	18

Mark

Question 9: Early Help means...

A	Having something in place as soon as a child arrives in school in the morning
B	As soon as a problem arrives at any point in a child's life
C	Making referral calls early in the day

Mark

Question 10: It is OK to promise a child that you will not tell anyone about an allegation...

A	If they are upset
B	If they ask you to before saying anything
C	It is never OK to make this promise

Mark	<input type="text"/>
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Question 11: Which website provides useful information on the types of abuse?

A	NSPCC
B	RSPCA
C	NSPCA

Mark	<input type="text"/>
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Question 12: If after a referral the child's situation does not appear to be improving the Designated Safeguarding Lead (or the person that made the referral) should...

A	Make notes
B	Press for reconsideration to make sure their concerns have been addressed and that the child's situation improves
C	Accept that the system is under pressure and do nothing

Mark	<input type="text"/>
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Question 13: If a teacher discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 the teacher must report this to...

A	The police
B	Social Services
C	The nearest hospital

Mark	<input type="text"/>
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Question 14: If a child is in immediate danger or is at risk of harm a referral should be made to the child's social care and/or the police...

A	Immediately
B	As soon as it is convenient
C	When the Designated Safeguarding Lead is available

Mark	
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Question 15: If staff have concerns about safeguarding practices within school they should...

A	Keep quiet
B	Raise their concerns and, if not taken seriously by senior leadership, follow whistle-blowing procedures
C	Monitor and take notes

Mark	
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Question 16: Where can a hard copy of all this information be found?

A	In a blue ring-binder in the staffroom and kitchen
B	In the locked cupboard in the office
C	In a red ring-binder in the staffroom and kitchen

Mark	
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Question 17: the Acronym Test

*(Please write each acronym out in full in the space provided)*

CSE	
DSL	
FGM	

Mark	
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Total Mark	
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