

The Darent Federation of Schools

Child Welfare and Safety Policy



Approved by:	Executive Headteacher	Date: March 2026
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Last reviewed on:	March 2025 (new policy)
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Next review due by:	March 2027
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Child Welfare and Safety Policy

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Child Welfare and Safety Policy

This policy has been fully aligned with the Federation's Child Protection Policy to ensure clarity of thresholds, reporting routes, and professional responsibilities across all safeguarding arrangements.

1. Purpose and Scope

This Children's Welfare and Safety Policy brings together a range of safeguarding-related arrangements to ensure that pupils at The Darent Federation of Schools are kept safe, treated with dignity and respect, and supported to thrive.

This policy operates alongside, and does not replace, the Federation's Child Protection Policy, which remains the principal document for managing safeguarding concerns, referrals, allegations, and statutory child protection procedures.

This policy specifically covers:

- Intimate care
- Use of images and personal data
- Children Missing Education (CME)
- Online safety and acceptable use
- Support for Looked After and Previously Looked After Children
- Visitor management

2. Statutory and Local Authority Framework

This policy reflects and complies with the most up-to-date statutory guidance and local requirements, including:

- Keeping Children Safe in Education (KCSIE) – September 2025
- Working Together to Safeguard Children – December 2023
- Children Act 1989 and Children Act 2004
- Education Act 1996 (Children Missing Education)
- Equality Act 2010
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Prevent Duty Guidance (Counter-Terrorism and Security Act 2015)
- Kent Safeguarding Children Partnership (KSCP) procedures and guidance
- DfE Behaviour in Schools Guidance (2024)
- DfE Online Safety Guidance (2023, as updated)

Where national and Kent guidance differ, the Federation will follow the higher safeguarding threshold.

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3. Roles and Responsibilities

3.1 Designated Safeguarding Leadership

- Executive Headteacher & Lead DSL: Tom Hardwick
- DSL – Kemsing Primary School: Emily Hill
- Deputy DSLs:
 - Becca Jackaman
 - Abbi Fordred
 - Colette Taylor-Hicks
 - Helen Prestage
 - Sue Purkiss

3.2 Governance

- Safeguarding Governors: Jannine Ravens and Denise Hart
- Governors ensure safeguarding arrangements are effective, compliant, and regularly reviewed.

3.3 Looked After Children

- Designated Teacher for Looked After and Previously Looked After Children: Emily Hill

3.4 All Staff

All staff, volunteers and governors:

- Have a statutory duty to safeguard children
- Must read Part 1 (and Annex B where applicable) of KCSIE annually
- Must act immediately on any safeguarding concern

Safeguarding is everyone's responsibility, and all adults working within the Federation share a collective duty to act in the best interests of children.

4. Safeguarding Procedures (Summary)

Detailed safeguarding procedures are set out in the Federation's Child Protection Policy.

In summary:

- Concerns must be reported immediately to the DSL or Deputy DSL
- Concerns are recorded using the school's safeguarding recording system
- Early help is considered where appropriate
- Referrals to Children's Social Care are made in line with KSCP thresholds
- Records are kept securely and transferred appropriately

No member of staff should ever assume someone else will act.

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5. Intimate Care

5.1 Federation Principles

The Darent Federation is committed to ensuring that all intimate care is provided in a manner that:

- Safeguards children's dignity, rights, and emotional wellbeing
- Promotes independence wherever possible
- Protects both pupils and staff

Intimate care is defined as any care which involves washing, touching, or carrying out a procedure to intimate personal areas, including toileting, dressing, or support following accidents.

5.2 Procedures

- An Individual Intimate Care Plan will be agreed with parents/carers and, where appropriate, the child
- Written parental consent will be obtained and recorded
- Care will normally be provided by a member of staff of the same sex where practicable
- Wherever possible, two members of staff will be aware that intimate care is taking place
- Staff will receive appropriate training and guidance
- Care will be provided in a suitable, private environment

Where a child requires urgent care and consent has not been provided, staff will act in the child's best interests, in line with safeguarding duties and the Equality Act 2010, and parents will be informed as soon as possible.

5.3 Record Keeping and Review

- Intimate care will be recorded where appropriate
- Plans will be reviewed at least twice yearly or sooner if needs change
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6. Use of Images and Personal Data

6.1 Federation Approach

The Darent Federation recognises that the responsible use of images supports learning, celebrates achievement, and strengthens the school community. All use of images is underpinned by safeguarding, data protection, and respect for children's rights.

6.2 Consent and Lawful Basis

- Written parental consent is obtained for the use of images beyond essential educational purposes
- Consent is specific, informed, and recorded
- Children's views are considered where age and understanding permit

6.3 Acceptable Practice

- School-owned devices only are used to capture images
- Personal devices are not permitted for photographing or recording pupils
- Children are not named alongside images in public-facing materials
- Images are stored securely and retained only as long as necessary

6.4 Withdrawal of Consent

Parents/carers may withdraw consent in writing at any time. The Federation will act promptly and proportionately.

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7. Children Missing Education (CME)

The Federation follows DfE Children Missing Education statutory guidance and Kent County Council CME procedures, recognising Children Missing Education as a significant safeguarding risk.

7.1 Identification

A child may be considered missing education if they:

- Are not registered on a school roll
- Have ceased attendance without explanation
- Fail to take up an offered school place

7.2 Federation Procedures

- Attendance concerns are followed up immediately
- After 10 consecutive days of unexplained absence, the Local Authority is notified
- Safeguarding checks are completed prior to removal from roll
- A Common Transfer File (CTF) is uploaded via the DfE Secure Transfer system

8. Online Safety and Acceptable Use

Online safety is treated as a safeguarding issue.

8.1 Pupils

- Taught how to stay safe online through the curriculum
- Expected to follow Acceptable Use Agreements

8.2 Staff

- Use only school-approved platforms
- Maintain professional boundaries at all times
- Do not communicate with pupils via personal social media or messaging apps

Concerns about online behaviour are managed in line with safeguarding procedures.

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9. Restrictive Physical Intervention (Physical Intervention)

The Darent Federation is committed to creating a safe environment in which physical intervention is avoided wherever possible and used only as a last resort.

Physical intervention may be used only where it is reasonable, proportionate and necessary to:

- Prevent a pupil from harming themselves or others
- Prevent serious damage to property
- Maintain good order and discipline where safety is at risk

All use of physical intervention:

- Is underpinned by de-escalation and positive behaviour support strategies
- Is carried out in line with statutory guidance on the use of reasonable force
- Is recorded and reported in accordance with Federation procedures

The Federation's Restrictive Physical Intervention (RPI) Policy sets out in detail:

- The legal framework for the use of reasonable force
- Staff training and authorisation
- Recording, reporting and parental notification requirements
- Individual risk assessments for pupils

Only staff who have received appropriate training should use restrictive physical intervention, except in emergency situations where immediate action is required to prevent harm.

10. Looked After and Previously Looked After Children

The Federation recognises the increased vulnerability of children with care experience.

- A Personal Education Plan (PEP) is maintained and reviewed regularly
- Staff are informed on a need-to-know basis
- Trauma-informed practice is embedded
- Additional pastoral and academic support is provided

11. Visitor Management

11.1 Expectations

All visitors must:

- Enter via the main reception
- Provide identification
- Sign in and wear identification at all times

11.2 Lanyards

- Green lanyard: DBS checked – may move around site unaccompanied
- Red lanyard: No DBS – must be accompanied

11.3 Unauthorised Visitors

Unidentified or non-compliant visitors will be challenged and, if necessary, asked to leave. Police will be contacted if required.

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12. Volunteers and Governors

- Enhanced DBS checks are required
- Safeguarding induction is mandatory
- Ongoing compliance is monitored

13. Training, Monitoring and Review

- Annual safeguarding training for all staff
- DSLs receive advanced training at least every two years
- Governors receive safeguarding updates
- This policy is reviewed annually or sooner if guidance changes

14. Linked Policies

This policy should be read alongside the Darent Federation's:

- Child Protection and Safeguarding Policy (*primary safeguarding document*)
- Behaviour Policies
- Health and Safety Policy
- Staff Code of Conduct
- Whistleblowing Policy

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Appendix 1: Intimate care plan

PARENTS/CARERS	
Name of child	
Type of intimate care needed	
How often care will be given	
What training staff will be given	
Where care will take place	
What resources and equipment will be used, and who will provide them	
How procedures will differ if taking place on a trip or outing	
Name of senior member of staff responsible for ensuring care is carried out according to the intimate care plan	
Name of parent or carer	
Relationship to child	
Signature of parent or carer	
Date	
CHILD	
How many members of staff would you like to help?	
Do you mind having a chat when you are being changed or washed?	
Signature of child	
Date	

This plan will be reviewed twice a year.

Next review date:

To be reviewed by:

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Appendix 2: Intimate Care Pan - Parent/carer consent form

PERMISSION FOR SCHOOL TO PROVIDE INTIMATE CARE	
Name of child	
Date of birth	
Name of parent/carer	
Address	
I give permission for the school to provide appropriate intimate care to my child (e.g. changing soiled clothing, washing and toileting)	<input type="checkbox"/>
I will advise the school of anything that may affect my child's personal care (e.g. if medication changes or if my child has an infection)	<input type="checkbox"/>
I understand the procedures that will be carried out and will contact the school immediately if I have any concerns	<input type="checkbox"/>
<p>I do not give consent for my child to be given intimate care (e.g. to be washed and changed if they have a toileting accident).</p> <p>Instead, the school will contact me or my emergency contact and I will organise for my child to be given intimate care (e.g. be washed and changed).</p> <p>I understand that if the school cannot reach me or my emergency contact if my child needs urgent intimate care, staff will need to provide this for my child, following the school's intimate care policy, to make them comfortable and remove barriers to learning.</p>	<input type="checkbox"/>
Parent/carer signature	
Name of parent/carer	
Relationship to child	
Date	

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Appendix 3: Letter to Parents – Request Consent for Images

Dear Parent/carer

This letter explains why we will need to ask for your consent before we are able to take photographs of your child during their time at the Federation.

Generally, photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including:

- documenting and recording education activities
- recording their learning and development progress
- recording and celebrating special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

We do however recognise that with the increased use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk.

We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing.

We have a specific policy regarding the use of images and also include the safe use of mobile phones and personal devices as part of our online safety policy, which you are welcome to view or take a copy of at any time.

To comply with the General Data Protection Regulations (GDPR) and the Data Protection Act, we need your permission before we can photograph or make any recordings of your child. If your child is old enough to express their own view, you may want to consult with them about categories of consent, and we invite you to use this letter to explore their feelings about being photographed at the setting.

Please read and complete the attached forms and do not hesitate to contact me should you have any queries.

Yours sincerely,

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Appendix 4: Parental Consent Form for Images

- This form is valid for the period of time your child attends the Federation. The consent will automatically expire after this time. We will not re-use any photographs or recordings after your child leaves the Federation without additional consent unless they are already in a published document or page on a Federation school website.
- We will not use the personal information or full names (first name and surname) of any child in a photographic image or video on our website, online, in our prospectus or in any of our other printed publications. If we use photographs of individual children, we will not use the full name of that child in the accompanying text or photo caption. If we name a child in any text, we will not use a photograph of that child to accompany the article.
- We may use group photographs or footage with general labels.
- We will only use images of children who are suitably dressed.
- We will discuss the use of images with children in an age appropriate way and to role model positive behaviour.
- This consent can be withdrawn by parent/carer at any time by informing the Federation in writing.

Type of image	Please circle Ⓢ appropriate
May we use your child’s image in displays around the Federation?	Yes / No
May we record your child’s image or use videos for assessments, monitoring or other educational uses within the Federation? These images or recordings will be used internally only.	Yes / No
May we use your child’s image in our prospectus and other printed publications that we produce for educational and promotional purposes?	Yes / No
May we use your child’s image on our official the Federation websites?	Yes / No
May we use your child’s image on our official social media channels? (e.g. official Facebook page, Instagram)	Yes / No
May we record your child’s image on webcam for appropriate curriculum purposes?	Yes / No
Are you happy for your child to appear in the media e.g. if a newspaper photographer or television film crew attend an event organised by the setting?	Yes / No
Are you happy for the school to print images of your child electronically?	Yes / No

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- I have read and understood the conditions of use and I am also aware of the following:
 - Websites and social media sites can be viewed worldwide; not just in the United Kingdom where UK law applies.
 - The press are exempt from GDPR and Data Protection legislation and may want to include the names and personal details of children and adults in the media.
- I/we will discuss the use of images with our child/ren to obtain their views, if appropriate.
- As the child's parents/guardians, we/I agree that if we/I take photographs or video recordings of our child/ren which include other children, then we will only use these for our personal use.

Name of Child:

Date:

Parent/Carer Name:

Parent/carer's signature: