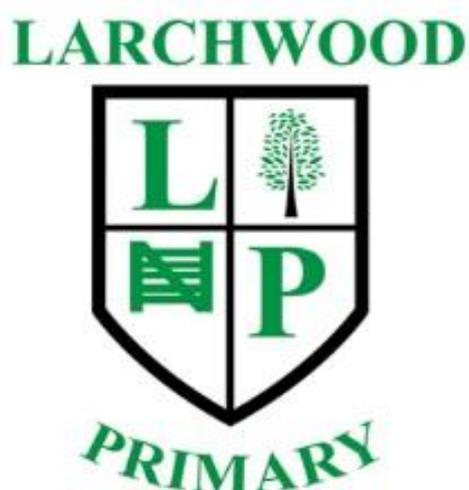


Larchwood Primary School

Safeguarding Children Policy

January 2018



Accepted By	Ratified Date	Review Cycle	Review Date
Governing Board	22 nd January 2018	12 Months	21 st January 2019

RATIONALE

At Larchwood Primary School, there is nothing more important to us than the physical, emotional and spiritual welfare of our pupils. For this reason we regard the need for a Safeguarding Children from all harm as vitally important. The school recognises its legal and moral duty to promote the well-being of children, protect them from harm and respond to child abuse, by following the Department for Education's (DfE) statutory guidance for schools and colleges, 'Keeping Children Safe in Education', 2016.

We believe that every child, regardless of age, has, at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a child being physically, psychologically or spiritually damaged. The 2010 Equality Act ensures discriminations (direct and indirect), harassment and victimisation are challenged to ensure equality. This policy is written and reviewed in light of this Act to ensure the school is fulfilling its statutory duty.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge and we will carry out this duty through our teaching and learning, extracurricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will, at all times, act proactively in child welfare matters especially where there is a possibility that a child may be at risk of harm.

The school seeks to adopt an open and accepting attitude towards children as part of its responsibility for pastoral care as stated in its Mission Statement. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy. If concerns arise, a referral must be made to the child protection officer in addition to appropriate agencies in order to safeguard the child's welfare.

Definition of safeguarding

Ofsted (January 2015) adopts the definition used in the Children Act 2004 and in 'Working together to safeguard children'. This can be summarised as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

At Larchwood Primary School we aim to minimise risk to the safety of our pupils by:

- Ensuring that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process
- Accepting totally that safeguarding children is an appropriate function for all members of staff in the school and wholly compatible with their primary pedagogic responsibilities
- Recognising that safeguarding children in this school is a responsibility for all staff, including volunteers and the Governing Board
- Ensuring, through training and supervision, that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm and know how to report concerns or suspicions

- Designating a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice and is responsible for co-ordinating action within the school and liaising with other agencies.
- Ensuring that the designated member of staff responsible for child protection receives appropriate training every two years as set out by the Local Authority (LA) Safeguarding Children Board.
- Sharing our concerns with others who need to know and assisting in any referral process.
- Ensuring that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, are aware of the need to refer such concerns to the designated member of staff, who will refer to Children's Services in accordance with the procedures issued by LA Safeguarding Children Board. Staff will also be aware that they are able to refer such matters directly if they feel the need to.
- Safeguarding the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs.
- Ensuring that all staff are aware of the child protection procedures established by LA Safeguarding Children Board and, where appropriate, the LA and act on any guidance or advice given by them. This will be updated for all staff annually.
- Ensuring, through our recruitment and selection of volunteers and paid employees, that all people who work in our school are suitable to work with children.
- Acting swiftly and making appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.
- Ensuring that children know how to complain and understand the process for doing so. They can identify a trusted adult with whom they can talk about any concerns. Where children are at risk, a trusted adult has been instrumental in helping them to be safe in accordance with agreed local procedures.
- Putting in place appropriate safeguarding responses to young people who regularly go missing.

PROCEDURES

A) DESIGNATED SAFEGUARDING LEAD

The designated senior member of staff (Named Person) for child protection in this school is:

Mr Steve Bowsher – Deputy Headteacher

In his absence, these matters will be dealt with by:

Mr Ryan Duff (Headteacher) – Deputy Designated Safeguarding Lead

Mrs Sally Baker (Assistant Headteacher) – Deputy Designated Safeguarding Lead

Mrs Emma Smith (SENCO) – Deputy Designated Safeguarding Lead

The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. The designated person should ensure the relevant people are informed including the class teacher, where appropriate, who may monitor the situation. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

The school recognises that the designated person must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a member of the senior management team. All members of staff (including volunteers) must be made aware of who this person is and what their role is. The designated person will act as a source of advice and coordinate action within the school over child protection cases. They will need to liaise with other agencies and build good working relationships with colleagues from these agencies. The designated person is the first person to whom members of staff report concerns. The designated person is responsible for referring cases of suspected

abuse or allegations to the relevant investigating agencies according to the procedures established by the LA.

N.B. The designated person is not responsible for dealing with allegations made against members of staff. This remains the responsibility of the Headteacher, unless such allegations pertain to the Headteacher when the matter should be referred to the Chair of Governors.

To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Services and other relevant agencies over suspicions that a child may be suffering harm
- Cascade safeguarding advice and guidance issued by the LA
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, ask the Head of Safeguarding to investigate further
- Ensure that each member of staff and volunteers at the school and regular visitors are aware of and can readily access this policy
- Liaise with the Headteacher to inform him/her of any issues and ongoing investigations and ensure that there is always cover for the role
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this
- Be able to keep detailed, accurate, secure written records of referrals/concerns and ensure that these are held in a secure place
- Ensure that parents are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child. The best opportunity to do this is at the Reception Parents evening prior to school enrolment in September.
- Where children leave the school roll, ensure that any child protection file is transferred to the new school as soon as possible, separately from the main file and addressed to the designated person for child protection.
- Where a child leaves and the new school is not known, ensure that the LA is alerted so that the child's name can be included on the database for missing pupils.

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of how LA operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure that those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher (or Deputies) immediately.

B) DESIGNATED GOVERNOR

The Designated Governor for Child Protection at this school is:

Mrs Lisa Wenham

Child protection is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school
- Members of staff and volunteers are aware of current practices in this matter and that staff receive training where appropriate
- Child protection is integrated with induction procedures for all new members of staff and volunteers
- The school follows the procedures agreed by LA Safeguarding Children Board and any supplementary guidance issued by the LA
- Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action

C) RECRUITMENT (*see Safer Recruitment Policy*)

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in “Safeguarding Children and Safer Recruitment in Education” and ensure that we meet requirements to have experienced and trained governors in Safer Recruitment, in particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant’s suitability to work with children
- Check that all adults with substantial access to children at this school have an enhanced DBS check, List 99 check and have met the criteria set out in the Childcare (disqualifications) Regulations 2009 before starting work and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be¹
- Academic qualifications to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

D) VOLUNTEERS

We understand that some people, otherwise unsuitable for working with children, may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff and, at no time, have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children.

¹ e.g., through birth certificate, passport, new style driving licence, etc...

The outcomes of the checks carried out on all adults working in school (staff and volunteers) are held in the Single Central Record, maintained by the School's HR and Finance Administrator and monitored by the Designated Safeguarding Lead (Named Person).

E) INDUCTION & TRAINING

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school (including volunteers) will receive basic child protection information and a copy of this policy within one week of starting their work at the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through support from the LA.

Staff will attend refresher training annually and the designated person and deputies every two years.

F) DEALING WITH CONCERNS

Members of staff and volunteers are not required by this school to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering harm, they must always refer such concerns to the designated person, who may refer the matter to the relevant Children's Service.

To this end, volunteers and staff will follow the procedures below;

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or
- if anyone observes injuries that appear to be non-accidental, or
- where a child or young person makes a direct allegation or implies that they have been abused,
- makes an allegation against a member of staff²

they must record what they have seen, heard or know accurately at the time the event occurs and share their concerns with the designated person (or Headteacher if an allegation is about a member of staff, or the Chair of Governors if the allegation is about the Headteacher) and agree actions to take.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of LA Safeguarding Children Board.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

G) SAFEGUARDING IN SCHOOL

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the school's policies on:

- Child Protection;
- Personal, Social, Health and Citizenship Education and Sex and Relationships Education;
- Anti-Bullying;
- Safe Recruitment and Code of Conduct for staff;
- Online Safety Policy
- Behaviour and Discipline Policy

² Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

- Health & Safety (including appropriate arrangements to ensure school security, taking into account the local context)
- SEND & Inclusion
- Supporting Children with Medical Needs
- Whistle Blowing
- Intimate Care Policy

H) PHOTOGRAPHING CHILDREN

We understand that parents like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require a flash.

The school cannot, however, be held accountable for photographs or video footage taken by parents or members of the public at school functions.

We will not allow images of pupils to be used on school websites, publicity or press releases without express permission from the parent and, if we do obtain such permission, we will not identify individual children by name.

Members of staff may take photographs of children whilst engaged in school activities for teaching and learning purposes; for assessment purposes or as means of celebrating successes in school.

I) CONFIDENTIALITY

The school and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

J) CONDUCT OF STAFF

The school has a duty to ensure that professional behaviour applies to relationships between staff and children and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- Working alone with a child
- Physical interventions
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from children and parents
- Contacting children through private telephones (including texting), e-mail or social networking websites.
- Disclosing personal details inappropriately
- Meeting pupils outside school hours or school duties.

If any member of staff has reasonable suspicion that a child is suffering harm and fails to act in accordance with this policy and LA Safeguarding Children Board procedures, this will be viewed as misconduct and appropriate action taken.

All Staff have read and adhere to our Code of Conduct policy.

K) PHYSICAL INTERVENTION & RESTRAINT

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- Where the member of staff has received suitable training.

L) ALLEGATIONS AGAINST MEMBERS OF STAFF *(see related policies and procedures)*

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children

NB: The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by LA Safeguarding Children Board

The Headteacher, rather than the designated member of staff, will handle such allegations, unless the allegation is against the Headteacher, when the Chair of Governors will handle the school's response. The Headteacher (or Chair of Governors) will gather information about the allegation and report these without delay to the LA - Local Authority Designated Officer (LADO)

The role of the LADO

The Essex LADO is specifically involved in cases where there is a concern or allegation that someone working or volunteering with children:

- has or may have harmed a child
- may have committed a criminal offence related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

They give advice and guidance on how concerns or allegations should be investigated against **adults** working with children. This should not be confused with allegations made by children against other children, which is not the remit of the LADO.

Contact details: Duty LADO

Email: childrens.safeguarding@essex.gov.uk (password protect all documents)

Telephone: 03330 139 797

For further information, please read Essex County Council guidance 'Are you concerned about an adult working or volunteering with children?'

M) BEFORE AND AFTER SCHOOL ACTIVITIES

Where the Governing Board transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, the Designated Safeguarding Lead (or deputies) will ensure that these bodies have appropriate safeguarding and child protection policies and procedures and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

Any "after school clubs" will be overseen by a member of the Senior Management Team who is responsible for ensuring that the policies regarding the safeguarding of the pupils are implemented.

N) CONTRACTED SERVICES

Where the Governing Board contracts its services to outside providers, the Designated Safeguarding Lead (or deputies) will ensure that these providers have appropriate safeguarding and child protection policies and procedures and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

O) WHISTLEBLOWING (*See policy on Whistleblowing*)

At Larchwood Primary School, we ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice, extreme ideals or views and potential failures in the school's safeguarding procedures (also see Whistleblowing Policy)

If a staff member feels unable to raise an issue with their employer or feels that their concerns are not being addressed, they should contact the Chair of Governors or the LA.

Staff are aware that the school's Designated Safeguarding Lead (or Deputies) is always available to provide staff with practical support on specific safeguarding issues.

P) FEMALE GENTIAL MUTILATION (FGM)

We believe that it is important that we prepare our pupils for life in modern Britain. We ensure that children, during their time at the school, have a developing understanding of what is and is not appropriate handling or touching of their bodies.

Our staff understands that, if they were to discover that an act of FGM appeared to have been carried out on a girl who is aged under 18, they must report it. In the first instance, unless the member of staff has good reason not to, they should discuss any such case with the school's Designated Safeguarding Lead (or Deputies) and involve children's social care as appropriate. It must be agreed who is then reporting the concern to the police.

We have a duty under the Serious Crime Act 2015 to notify police when it is discovered that FGM appears to have been carried out on a girl under 18.

Q) HONOUR-BASED VIOLENCE

We believe that it is important that we prepare our pupils for a life in modern Britain. We ensure that children, during their time at the school, have a developing understanding of what is and is not appropriate handling or touching of their bodies.

Our staff understands that, if they were to discover that a child has been subjected to an act of honour-based violence, they must report it. In the first instance, unless the member of staff has good reason not to, they should discuss any such case with the school's Designated Safeguarding Lead (or Deputies) and involve children's social care as appropriate. It must be agreed who is then reporting the concern to the police.

R) SEXTING

At Larchwood Primary School we are committed to ensuring that children have an age appropriate understanding of the dangers and possible repercussions of sending indecent images, videos and/or written messages with sexually indecent images electronically. Children are taught through PSHCE and Computing.

All members of staff are expected to inform the Designated Safeguarding Lead (or Deputies) by reporting a safeguarding concern immediately if they discover indecent images/messages or have any suspicion. The

Designated Safeguarding Lead (or Deputies) will initiate an investigation following the UKCCIS 'Sexting in schools and colleges' guidelines.

S) PRIVATE FOSTERING

At Larchwood Primary School we are committed to ensuring children's safety and wellbeing and we ensure that all our staff are aware of the responsibility to report to the Designated Safeguarding Lead (or Deputies) when they become aware of private fostering arrangements.

The Designated Safeguarding Lead will speak to the family of the child involved to check that they are aware of their duty to inform the LA. We, the school, have a mandatory duty to inform the LA.

S) PREVENT DUTY

At Larchwood Primary School the Designated Safeguarding Lead (and Deputies) undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation and extremism.

Preventing Radicalisation and Extremism

- Radicalisation refers to the process by which a person comes to support terrorism and/or forms of extremism.
- Extremism is vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

At Larchwood Primary school we are committed to ensuring that children have an age appropriate understanding of radicalisation and extremism and we are committed to protecting children from the risk of radicalisation through our promotion of British Values. We see it as similar in nature to protecting children from other forms of harm and abuse. Staff are expected to inform the Designated Safeguarding Lead (or Deputies) immediately if they are concerned that a child, member of staff, visitor or parent/carer is exhibiting extreme views or behaviour. The Designated Safeguarding Lead (or Deputies) will then consider what they have been told and an action plan will be put in place to deal with the matter.

T) MISSING CHILD

At Larchwood Primary School we believe that all children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

A child going missing from education is a concern because it could indicate abuse or neglect. We recognise that a child repeatedly missing school could be at risk of abuse or neglect (e.g. travelling to a conflict zone, FGM) or sexual exploitation (e.g. grooming or forced marriage). We ensure that any child missing from education is reported in a timely manner to the LA.

In addition, we inform the LA if any pupil fails to attend school regularly, or has been absent without school permission for a continuous period of 10 school days or more.

APPENDIX

Child Sexual Exploitation (CSE)

CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or, in some cases, simply affection), as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to a serious organised crime by gangs and groups. What identifies exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying, including cyberbullying and grooming. However, it is also important to recognise that some young people, who are being sexually exploited, do not exhibit external signs of abuse.

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Signs of Child Sexual Exploitation can be found in Safeguarding children and young people from sexual exploitation '(DfE 2009)

Honour-based Violence (HBV)

So-called HBV encompasses crimes which have been committed to protect or defend the honour of the family and or the community, including Female Genital Mutilation (FGM), forced marriage and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such.

Sexting

The term 'sexting' relates to the sending of indecent images, videos and/or written messages with sexually explicit content. These are created and sent electronically. They are often 'shared' via social networking sites and instant messaging services. This school will not tolerate sexting, it is inappropriate and illegal amongst young people and can have extremely damaging and long-lasting consequences. Sexting is unacceptable behaviour. The misuse of electronic communication, such as sexting, inappropriate comments on Facebook, being the object of online / cyber-bullying and online grooming are all potential safeguarding concerns. We have a responsibility to work with parents and carers in ensuring that all pupils are fully aware of the dangers and possible repercussions of sexting.

Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a LA) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last 28 days or more.

A close family relative is defined as 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, or great-grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant LA at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Attendance

The law requires all schools to have an admissions' register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers. All schools must inform the LA of any pupil who is going to be deleted from the admissions' register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be compulsory school age and neither he/she nor his/her parent has indicated the intention to continue to attend school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonable believe they will be returning to school at the end of that period; or,
- have been permanently excluded.

The LA must be notified when a school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that LAs can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

All schools must inform the LA of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 5 school days or more, at such intervals as are agreed between the school and the LA (or, in default of such agreement, at intervals determined by the Secretary of State).