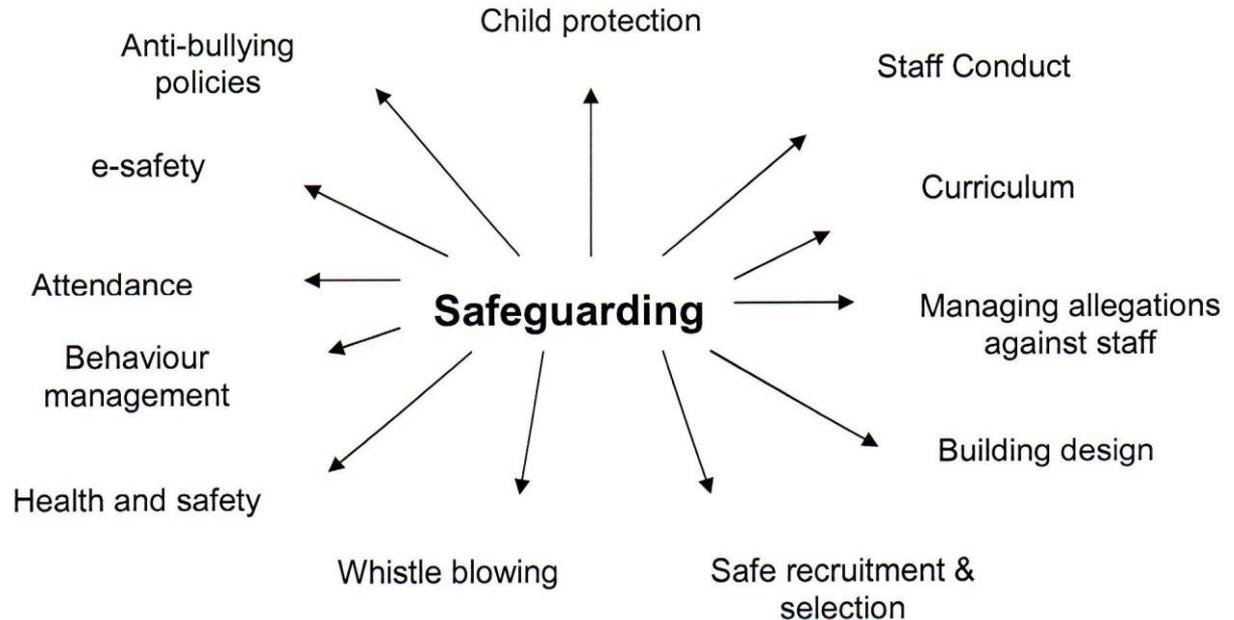# Safeguarding Policy

CATEGORY:	Policy
CLASSIFICATION:	Strategic
PURPOSE	Policy covering the scope and responsibility for safeguarding within the school environment
Controlled Document Number:	40
Version Number:	1.3
Controlled Document Lead:	Director of Business & Finance (controller of policy register)
Adopted by governors on:	22nd October 2015
Review Date:	22nd October 2016
Distribution: • **Essential Reading for:** • **Information for:**	 All staff and governors Parents

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1. POLICY STATEMENT

1.1. The School is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

1.2. **Protecting children from radicalization**:

Our school promotes tolerance and harmony between different cultural traditions; we teach a broad and balanced curriculum which promotes the spiritual, moral and cultural development of pupils and prepares them for the opportunities, responsibilities and experiences of life. The school promotes community cohesion and safeguards against biased or unbalanced teaching and the promotion of partisan political views and ensure that when political or controversial issues are brought to pupils' attention, they are offered a balanced presentation of opposing views.

1.3. The objectives of this policy are to ensure that:

1.3.1. The School provides a safe environment for all pupils in which to learn and develop; and

1.3.2. Pupils who are suffering or likely to suffer significant harm are identified and appropriate action is taken to ensure that they are kept safe both at home and in the school setting.

2. SCOPE

This policy applies to all adults, including volunteers, working in or on behalf of the school.

3. FRAMEWORK

This policy sets out the framework for Safeguarding in the School. Detailed procedures are contained within the associated procedural documents, including Safer Working Practices and the Procedure for School Trips/Off Site Activities, which shall be approved by the Headteacher and the Senior Member of Staff with Designated Responsibility for Child Protection.

PART A - PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

3.1. **Safer Recruitment and Selection**

a) The school pays full regard to current DFE guidance 'Keeping Children Safe in Education' July 2015. We ensure that all appropriate measures are applied in relation to everyone who

works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, outside the UK will be subject to additional checks as appropriate;

b) the school shall **verify** that all supply staff have undergone the necessary checks and will be made aware of this policy;

c) the School shall ensure that identity checks are carried out on all appointments to the school workforce before the appointment is made; and

d) As a minimum, the Headteacher, three School Governors and **two other members of staff** shall have undertaken the National College for School Leadership Safe Recruitment training and at least one of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

3.1.2. Checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

3.1.3. In line with statutory regulations, the following will apply:

a) a **satisfactory** enhanced DBS certificate shall be obtained for **all** new appointments to our school's workforce, who will be involved in regulated activities, through staffing personnel and payroll prior to their commencing employment.

b) the School shall keep an up to date single central record of checks carried out on all staff;

c) all new appointments to the school workforce who have lived

3.2. Safe Practice

3.2.1. The School shall employ safe working practice to ensure that pupils are safe.

3.2.2. All staff shall:

a) take responsibility for their own actions and behaviour;

b) all avoid any conduct which would lead any reasonable person to question their motivation and intentions;

c) work in an open and transparent way;

d) wherever possible, work with other colleagues in situations open to question;

e) discuss and/or take advice from school management over any incident which may give rise to concern;

f) record any incidents or decisions made in relation to safeguarding;

g) apply the same professional standards regardless of gender or sexuality;

h) comply with the School's confidentiality policy;

3.2.3. The Headteacher shall ensure that all staff are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3.2.4. Safer Working Practices shall include:

- Visitors sign in and out;

- Gates are closed during the school day;

- Staff do not work in isolated areas – outside the school day; and

- One to one and small group tuition are located safely

PART B - IDENTIFYING PUPILS AT RISK AND TAKING APPROPRIATE ACTION

3.3. **Safeguarding Information for pupils**

3.3.1. The School shall ensure that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe.

3.3.2. All pupils shall be informed that the School has a senior member of staff with responsibility for child protection and know who this is.

3.3.3. The School shall ensure that all pupils are aware of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. P.S.H.C.E. materials are used to help pupils learn how to keep safe. CHAT attends school weekly.

3.3.4. The School's arrangements for consulting with and listening to pupils shall include the following contacts:

a) Form tutors;

b) Heads of School;

c) Learning Mentors;

d) Deputy Headteacher;

e) SLT

f) Peer Mentors.

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3.3.5. The School will ensure that pupils are aware that information about these arrangements can be found on school notice boards and through Induction Days/Assemblies/Planner. Information about other confidential agencies e.g., Health Clinics/ Childline / Kidscape will be available through noticeboard displays.

3.4. **Partnership with Parents**

3.4.1. The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. We actively encourage parents to keep the lines of communication open. This is promoted during Parents Evenings / Prospectus / Planner / Web Site / VLE.

3.4.2. We are committed to working with parents positively, openly and honestly. We shall ensure that all parents are treated with respect, dignity and

courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

3.4.3. The School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see Child Protection Policy)

3.4.4. Parents shall; be encouraged to discuss any concerns they may have with Form Tutors / Progress Managers / Senior Leadership Team.

3.4.5. Parents shall be informed of this Policy and that they can view this policy on request.

3.5. Partnerships with others

3.5.1. The School recognises that it is essential to establish positive and effective working relationships with other agencies who are partners for example; Multi-Agency Team/Stay Safe/LA Inclusion officers / YISP / NSPCC / School Nurses / CHAT / Youth Support Workers / ESP.

3.5.2. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

3.6. Pupil Information

3.6.1. The School shall keep up to date and accurate information in order to keep children safe and provide appropriate care for them. This shall include:

a)   names and contact details of persons with whom the child normally lives;

b)   names and contact details of all persons with parental responsibility (if different from above);

c)   emergency contact details (if different from above);

d)   details of any persons authorised to collect the child from school (if different from above);

e)   any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.);

f)   whether a child is or has a Child Protection Plan in place or subject to a care plan;

g)   the name and contact details of the child's G.P; and

h)   any other factors which may impact on the safety and welfare of the child.

3.6.2 The school will collate, store and agree access to this information in accordance with the Data Protection Policy.

3.7. Allegations regarding person(s) working in or on behalf of school (including volunteers)

3.7.1. Whilst such allegations, (as all others), may be false, malicious or misplaced, the School recognises they may be well-founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

3.7.2. Where an allegation is made against any person working in or on behalf of the School that he or she has:

a) Behaved in a way that has harmed a child or may have harmed a child;

b) Possibly committed a criminal offence against or related to a child; or

c) Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children,

The School shall apply the same principles as in the rest of this Policy and shall follow the procedure for managing allegations against staff in schools (including headteachers).

3.7.3. The School shall ensure that the following initial actions are taken in the event of an allegation being made:

a) The person who has received an allegation or witnessed an event will immediately inform the headteacher/CP Coordinator and make a record of the allegation;

b) In the event that an allegation is made against the headteacher the matter will be reported to the Chair of Governors who will proceed as the 'headteacher';

c) The headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs;

d) The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children;

e) The headteacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage;

f) The headteacher will consult with the Local Authority Designated Officer in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation;

g) Consideration will be given throughout to the support and information needs of pupils, parents and staff; and

h) The headteacher will inform the Chair of Governors of any allegation.

4. ROLES AND RESPONSIBILITIES

4.1. The Governing Body will ensure that:

4.1.1. the school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;

4.1.2. the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;

4.1.3. the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;

4.1.4. a senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy);

4.1.5. staff undertake appropriate child protection training;

4.1.6. they remedy, without delay, any identified deficiencies or weaknesses regarding child protection arrangements;

4.1.7. a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher;

4.1.8. where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate; and

4.1.9. they review their policies and procedures on a regular basis and provide information to the LA about them and about how the above duties have been discharged.

4.2. The Headteacher shall ensure that:

4.2.1. the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;

4.2.2. sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and

4.2.3. all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

4.3. The Senior Member of Staff with Designated Responsibility for Child Protection will:

[Referrals]

4.3.1. refer cases of suspected abuse or allegations to the relevant investigating agencies;

4.3.2. act as a source of support , advice and expertise within the educational establishment;

4.3.3. liaise with the headteacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

[Training]

4.3.4. recognise how to identify signs of abuse and when it is appropriate to make a referral;

4.3.5. have a working knowledge of Shropshire Safeguarding procedures and ensure that all staff have access to and understand the school's child protection policy;

4.3.6. ensure that all staff have induction training;

4.3.7. keep detailed accurate secure written records and/or concerns;

4.3.8. obtain access to resources and attend any relevant or refresher training courses at least every two years;

[Raising Awareness]

4.3.9. ensure the child protection policy is updated and reviewed **annually** and work with the Governing Body regarding this;

4.3.10. ensure parents are made aware of the child protection policy

4.3.11. where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Welfare Service.

4.3.12. where the parents inform school that they wish to 'parentally educate' their child, the Educational Welfare Service endeavors to undertake a home visit to discuss this with the parents and the information is then passed to the appropriate agency.

4.4. All staff and volunteers will:

4.4.1. fully comply with the school's policies and procedures;

4.4.2. attend appropriate training; and

4.4.3. inform the designated person of any concerns.

5. IMPLEMENTATION AND MONITORING

5.1. School Training and Staff Induction

5.1.1. The school's senior member of staff with designated responsibility for child protection shall undertake basic child protection training and training, as shall the Headteacher and a third member of staff.

5.1.2. All other school staff, including non teaching staff, shall undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively. They shall be kept up to date by refresher training.

5.1.3. All staff (including temporary staff and volunteers) shall be provided with the school's child protection policy and shall be informed of school's child protection arrangements on induction. Supply Staff shall receive this in a pack of information.

5.2. Support, Advice and Guidance for Staff

Staff will be supported by the designated lead and Senior Leadership Team as confirmed in the Child Protection Policy. Time will be given to any staff in need of support following Child Protection Issues by the Deputy Headteacher.

5.3. Monitoring

Compliance with this policy shall be reviewed by the senior member of staff with designated responsibility for child protection, who shall report to the Governors each year.

6. ASSOCIATED POLICIES AND PROCEDURES

"Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the

provision of safe and effective care; and taking action to enable all children to have the best outcomes."

Keeping Children Safe in Education DfE 2015

6.1. Children Missing from Education

6.1.1. The School follows the LA's Attendance Policy with support from the assigned EWO. All attendance under 90% is looked at on a three-weekly basis and the appropriate action decided upon. These include

    a) School monitoring

    b) Phone call/school letter home

    c) EWO letter

    d) EWO visit

    e) EWO fast track

    f) Court Action

6.1.2. Children/families causing concern are looked at on a daily basis and contact is made with the families.

6.1.3. If a student leaves the school site without permission then parents/carers are contacted immediately and the Police informed.

6.2. Confidentiality

6.2.1. The School has regard to "Information Sharing: Practitioner's guide" HM Government, 2006 www.ecm.gov.uk/deliveringservices/informationsharing

6.2.2. The school is aware (Child Protection Training and Policy) when information must be shared with police/Stay Safe **"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's welfare must be the overriding consideration."**

Information Sharing HM Government 2006

6.2.3. Referrals are always made by the Designated Lead for Child Protection or the Headteacher as stated in the **CP Policy.**

6.3. Anti-Bullying Policy (part of the Behavior Management Policy)

6.4. Drugs Related Incident Policy (to be developed)

6.5. Exclusions Policy (part of the behavior management Policy but to be developed further)

6.6. Preventing Extremism & Radicalisation Policy

6.7. E-safety Policy

6.8. Procedure for School Trips/Off-site activities

6.8.1. Clear information on communication with parents

6.8.2. Risk assessments are carried out

6.8.3. Insurance is secured

6.8.4. A member of staff is identified as school contact

6.8.5. School is aware of departure time and estimated time of return

7. REFERENCES

7.1. Keeping Children Safe in Education 2015

Source Material, Advice and Support

Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children – 2015 - http://www.workingtogetheronline.co.uk/

What to do if you're worried a child is being abused: advice for practitioners – March 2015 - https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2

Keeping Children Safe in Education – July 2015
https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Disqualification under the Childcare Act 2006 – Statutory guidance for local authorities, maintained schools, academies and free schools – February 2015
https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

The Prevent Duty – Departmental advice for schools and childcare providers – June 2015
https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty

Inspecting safeguarding in early years, education and skills settings – Ofsted September 2015
https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015

School Inspection Handbook – Ofsted September 2015
https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015

Further Education and Skills Inspection Handbook – Ofsted September 2015
https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-from-september-2015

Safeguarding in Schools: Best Practice – Ofsted
http://www.ofsted.gov.uk/resources/safeguarding-schools-best-practice

You have someone to trust – outstanding safeguarding practice in Primary Schools – Children's Commissioner report – September 2012
http://www.childrenscommissioner.gov.uk/

Feeling safe, Keeping Safe – good practice in safeguarding and child protection in Secondary Schools – Children's Commissioner report – September 2013
http://www.childrenscommissioner.gov.uk/

Further information relating to this document is available from:
- Department for Education – Safeguarding Children website (Department for Education)
- DBS (https://www.gov.uk/government/organisations/disclosure-and-barring-service)

Further advice and support in related areas can be found at:

Safer Recruitment Training – NSPCC: http://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/

E-safety – CEOP website: http://www.ceop.police.uk/