



Safeguarding Policy

June 2011

10.13 SAFEGUARDING POLICY

The purpose of the Safeguarding Policy

The school recognises that it has an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and Section 175 of the Education Act 2002. The overall intention and purpose behind the school's safeguarding policy is underpinned by the fundamental principle of the Children Act 1989:

'the welfare of the child is the paramount concern'

All children deserve the opportunity to achieve their full potential; these are highlighted in the outcomes from Every Child Matters:

- Stay Safe
- Be Healthy
- Enjoy and Achieve
- Make a positive contribution
- Achieve economic wellbeing

Everyone in our school shares an objective to help keep children safe by:

- Providing a safe environment for children to learn in.
- Encouraging children's development in ways that will promote a sense of self-esteem and independence.
- Recognising and responding to children in need of support and/or protection.

School Commitment

- Create and maintain an environment in which children feel secure, are encouraged to talk and are listened to.
- Ensure all children have effective means of communication with adults in the school.
- Promote class or group discussions about thoughts and feelings in an atmosphere of trust, acceptance and tolerance.
- Include in the curriculum activities and opportunities for PSHE/Citizenship which equip children with the skills they need to stay safe from abuse.

Culture of Safety

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of its service delivery.

Applicants for posts within the setting are clearly informed that the positions are subject to the Rehabilitation of Offenders Act 1974.

Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau before posts can be confirmed.

Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

We have procedures for recording the details of visitors to the school.

Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children.

All staff will be informed of their responsibilities in being alert to the signs of abuse and the procedures for referring concerns to the Designated Member of Staff for Safeguarding.

The Designated Member of Staff for Safeguarding and nominated governor for safeguarding will receive training at least every two years.

All new staff will receive induction training and all staff will have refresher training at least every three years.

Statistically children with behavioural difficulties and disabilities are more vulnerable to abuse. Staff need to be particularly sensitive to signs of abuse in these children.

Staff will be provided with relevant information on a need to know basis about individual children to keep them vigilant to any specific needs.

We will support staff by providing an opportunity to talk through their anxieties with the Designated Member of Staff for Safeguarding.

We will ensure that when the attendance of a pupil falls below 80%, without satisfactory explanation, the matter will be referred to the Education Welfare Service and /or Social Worker (if the child is subject to Child Protection Plan or a Looked After Child).

We will ensure that a named teacher is designated for Looked After Children (LAC) and that an up to date list of children is regularly reviewed and updated.

The Governing Body of our school is responsible for ensuring the annual review of the safeguarding policy and completing the monitoring form of safeguarding activity within the school.

Our lettings agreement for other users requires the organiser have safeguarding arrangements in place to manage safe recruitment of staff and the disclosure and identification of safeguarding concerns.

Procedures

Parents may access the school's safeguarding policy via the school prospectus/website. We will endeavour to discuss our concerns with parents and carers and seek their consent to refer concerns unless we feel that to do so would place a child at risk of, or cause further significant harm.

A flow chart of the Safeguarding procedure is displayed in the staff area.

The school recognises that it does not have the responsibility to investigate cases of suspected child abuse.

A written record will be made of any safeguarding concern using the appropriate form. The completed form will be handed to the Designated Senior Person for Safeguarding and Child

Protection. It will be recorded if that information is shared, the reasons for it being shared and with whom and when the information is shared.

Written records of any concern regarding a child's safety will be kept in a file in a locked cabinet in the office of the Designated Member of Staff for Safeguarding.

Where it is believed that a child is in need, is suffering from or is at risk of significant harm we will follow the procedures set out in the Local Safeguarding Children Board, further defined in the Local Authority Education Safeguarding Procedures.

Telephone referrals to Children's Social Care will be followed up in writing using the relevant form within 24 hours.

The school will co-operate with and share information with relevant external agencies in any enquiries regarding safeguarding matters, including representation at case conferences, core groups and multi-agency planning meetings. We will seek consent to share information from the parent or carer unless to do so would place a child at risk of, or cause further significant harm or would compromise the Safeguarding process.

All staff will make it clear to any child disclosing information that they cannot guarantee confidentiality, but they will only pass the information on to the people that can help them.

Information concerning children at risk will be shared with all members of staff on a "need to know" basis. The Designated Member of Staff for Safeguarding will make a judgement in each individual case about who needs and has a right to access particular information.

Where there are concerns about a child, a member of staff may be asked to keep a log of observations. This will be kept securely, separately from generally accessible pupil and class records.

All Safeguarding records are subject to Freedom of Information Act 2000 and the Data Protection Act (1998). If there is any doubt as to the rights of any party to access information, we may seek legal advice prior to releasing any information.

Children Transferring Schools

When a child or young person moves to a new school, we will ensure that the Local Authority Tracking System is used.

The Education (Pupil Information) (England) Regulations 2005 requires schools to keep a curricular record for each pupil and to transfer a pupil's common transfer file and educational record (including safeguarding records) to the new school when the pupil changes school. The timescale for transferring the school file under the above regulations is 10 working days.

When a child or young person moves to a new school, we will ensure that these procedures are followed. Contact between the two organisations may be necessary,

Allegations against staff

This school operates vetting and safe recruitment practice, in line with Safeguarding Children and Safer Recruitment in Education 2007

Schools and other settings are required to maintain a Single Central Record, for all permanent and agency staff, volunteers (including the School Governors) and staff from 'brought in' services (e.g. catering, cleaning services)

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues.

If a child makes an allegation against a member of staff the Head teacher should be immediately informed.

The Head teacher/senior teacher will discuss the allegation with the Lead Officer for Child Protection for the Local Authority. They will follow procedures specified by the Local Safeguarding Children Board, further defined in the Local Authority Education Safeguarding Procedures.

If the allegation concerns the behaviour of the Head teacher the Lead Officer for Child Protection for the Local Authority should be informed immediately. They will liaise with the Chair of Governors and follow procedures specified by the Local Safeguarding Children Board.

Our lettings agreement for other users requires the organiser will manage the suspension of adults where necessary from the school premises.

Preventative Work

As part of developing a healthy, safer lifestyle, pupils should be taught:

- to recognise and manage risks in different situations and then decide how to behave appropriately (including those within the digital world)
- to judge what kind of physical contact is acceptable and unacceptable
- to recognise when pressure from others (including people they know) threatens their personal safety and develop effective ways of resisting pressure, including knowing where and when to get help
- to use assertiveness techniques to resist unhelpful pressure
- Children should feel valued, respected and able to discuss any concerns they have. Displaying helpful information including Children's Helplines (NSPCC, ChildLine) could help to provide assurance that it's okay to talk.

APPENDIX

Designated Person: Mrs Amy Darby
Deputy Designated Person: Mrs Jackie Beech
Nominated Safeguarding Governor: Ian Geddes

Related Policies:

- Anti-bullying
- Behaviour management
- Safeguarding
- Drugs and substance misuse
- Equal opportunities
- E-Safety (*including Acceptable Use Policies and Use of Digital Images*)
- Extended school/before and after school activities
- First aid (*including management of medical conditions, intimate care*)
- Health and safety (*including school security*)
- Management of allegations against staff
- PSHE curriculum
- Racial equality
- Recruitment and selection
- Sex education
- Staff handbook - guidance on conduct
- Use of force and restraint (*physical intervention*)
- Whistle blowing

Relevant Documents

- Local Authority Education Safeguarding Procedures.
- Local Safeguarding Children Board Safeguarding Procedures
- Safeguarding Children and Safer Recruitment in Education 2007
- What to do if you're worried a child is being abused, DoH (2006)
- Working Together to Safeguard Children, DoH (2010)

Staff training dates:

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This policy was reviewed by:-	
Signed.....	Date:
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The next revision date is:	