

# St.Andrew's VC Lower School

## Safeguarding Policy

September 2018

**Designated Child Protection Officer:** Sue Rolfe

Deputies to the designated officer: Caroline Lanning, Susannah Hunt and Leanne Klopper. (See also Vicky Peat, Emma Rowe, Karen Willis, Sarah Jakes, Gill Thomas if they are in charge for any reason.)

### **1. Process**

Our school promotes the welfare, health, safety and guidance of every child through its positive, safe and stimulating environment. School governors and the Leadership team are responsible for ensuring that the school has a Safeguarding policy and that procedures are in place to deal with incidents, consistent with latest local Safeguarding Children Board guidance, Keeping Children Safe in Education, What to do if are worried a child is being abused, Working Together to Safeguard Children and the Prevent Duty Guidance.

### **2. Aim**

The aims of the policy are:

- To create a warm and supportive environment in which we will all support our children to be safe and stay safe.
- To ensure all staff are aware of the need to safeguard children and to understand their responsibilities in identifying and reporting possible cases of abuse.
- To promote the safeguarding of children and encourage the prevention of child abuse through the curriculum.

### **3. Procedures for ensuring children stay safe**

- All staff and volunteers who have regular access to children are checked in line with government guidelines. (DBS and Disqualification by Association.) Checks are carried out on appointment and after a break of service.
- Staff are recruited following guidance in Safer Recruitment Training.
- A member of staff and a governor should undertake training in safer recruitment in line with the Bichard Recommendations.
- We have a trained designated member of staff and three deputies who are trained every two years. (HT – Train the Trainer – can deliver training to staff)
- We have a trained member of staff for Prevent. (HT trained to deliver training to all staff)
- All staff are trained and understand the child protection procedures and all cases of child abuse or suspected child abuse are reported immediately to the designated member of staff who has responsibility for referring cases to Social Care (Duty Desk/Hub) **0300 300 8585** or 8149. In the absence of the designated member of staff any member of staff can and will report to a senior member of staff or direct to Social Care **0300 300 8585** or 8149.
- All staff undertake refresher training every 2 years.
- All new members of staff, including supply staff, are given a copy of our safeguarding children policy as part of their induction.
- All staff and volunteers and visitors are given a 3 fold leaflet outlining the basic procedures and essential responsibilities.
- Parents and carers are informed of our policy and the responsibilities of staff members with regard to child protection procedures.

- Effective working relationships with other agencies are developed and promoted, especially with the police and social services.
- Good record systems are in place and a systematic system of monitoring children known or thought to be at risk from harm is provided.
- Through our other policies – PSHE (Personal, Social and Health Education), Behaviour, Anti-Bullying, Sex & Relationships – we will develop self-esteem and self-assertiveness in our pupils.
- Our policy will be reviewed annually.

#### **4. Responsibilities**

The designated member of staff is responsible for:

- Carrying out child protection procedures in accordance with the Beds Local Safeguarding Board Guidance.
- Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- Ensuring that such records are kept confidentially and securely and are separate from pupil records.
- Monitoring attendance of any pupil on Social Care CIN (Child in Need) Plans / Social Care CP (Child Protection) Plans and referring concerns when appropriate to the EWO (Education Welfare Officer) and allocated Social Worker.
- Ensuring all staff receive training every 2 years.
- Ensure that the Child Protection Manual of Procedures is accessible to all staff  
<http://bedfordscb.proceduresonline.com/chapters/contents.html>
- Passing on any records/concerns to the receiving school when a child moves on.

The Governing Body is responsible for:

- Nominating a Governor to have responsibility for child protection who receives training. This governor meets with the HT termly.
- Ensuring that the LA's Audit is carried out regularly by the HT and nominated governor.
- Ensuring that the SCR is checked by governors termly, usually by the nominated governor.
- Ensuring child protection is a standing item on the agenda for governors meetings.
- Reviewing the policy annually.
- Remedying any deficiencies or weaknesses in regard to safeguarding arrangements that are brought to its attention, without delay.
- Ensuring that the Chair liaises with the LA (Local Authority) and partner agencies in the event of allegations of abuse being made against the Head Teacher.

#### **5. Confidentiality**

- We recognise that all matters relating to child protection and safeguarding are confidential and staff are informed on a need to know basis.
- All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they must not promise a child confidentiality.

#### **6. Supporting Staff**

- We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears likely to have suffered harm, may find the situation stressful or upsetting.
- We will support each staff member by providing an opportunity to talk through their anxieties with the designated member of staff and to seek further support.

## **7. Allegations against staff**

- There may be times when a pupil makes an allegation against a member of staff. In such cases procedures will be carried out in accordance with the local Safeguarding Children Board Manual of Procedures. The Chair of Governors will be informed.
- If such an allegation is made, the member of staff receiving the allegation will inform the Head Teacher.
- The Head Teacher, on all such occasions will discuss the content of the allegation with the Principal Educational Welfare Officer.
- If the allegation made to the member of staff concerns the Head Teacher, the designated member of staff will immediately inform the Chair of Governors, whose phone number is displayed in the school office and the staff room and is on the three fold leaflet. (At St. Andrew's the designated member of staff is the Head Teacher, so the member of staff who is informed of the allegation should go directly to the Chair of Governors.) The Chair of Governors will then inform the Principal Education Welfare Officer.

## **8. Whistle blowing**

We provide an environment where children and adults feel confident to express concerns regarding the behaviour of a member of staff.

## **9. Policies and Guidance**

We work in accordance with the LA Policy and guidance and documents on:

- Physical Intervention / Restraint
- Health and Safety
- PSHE
- Behaviour and Attendance
- Drug and Alcohol Education
- SEND (Special Educational Needs and Disabilities) and Inclusion
- Anti-Bullying
- Forced marriages
- Children Missing Education
- Looked After Children

## **10. Bullying and Racist Incidents**

Our policies on Anti-Bullying and Racist Incidents is set out in separate policy documents that acknowledge that to allow or to condone bullying or racism may lead to consideration under child protection procedures.

## **11. Awareness of this policy**

All staff are made aware of this policy through the staff handbook. Parents are made aware of this policy document through our school prospectus and website.

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