

RAMSEY MANOR LOWER SCHOOL **SAFEGUARDING CHILDREN POLICY**

Ramsey Manor Lower School is committed to safeguarding children and providing a safe, secure and healthy environment for them.

Ramsey Manor Lower School is a Values Education School. Our Values underpin everything we do.

STATUS: STATUTORY

DATE ADOPTED: July 2012

Policy agreed by staff: MS date: 5.9.18

Policy agreed by Governors: JB date: 5.9.18

Date of next review: September 2019

TEACHER RESPONSIBLE: Headteacher Alex Freaks

Principles

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance Keeping Children Safe in Education September 2018 and Working Together to Safeguard Children July 2018. Ramsey Manor Lower School recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children and we will carry out this duty through our teaching and learning, pastoral care and extended school activities. All members of the school community (including volunteers and governors) will at all times establish and maintain a safe and stimulating environment where children feel secure, are encouraged to talk to adults they can trust and are listened to.

Through training, all staff (teaching and non-teaching) will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm. Training of all staff will be updated every year.

The school will ensure that it provides written referrals on the correct form Early Help Assessment (EHA) and recognises the importance of attendance of all meetings called when there is a concern regarding the safeguarding of a pupil.

Staff recruitment

In line with the guidance 'Safer Recruitment' the Headteacher, Deputy Head and Chair of Governors have completed Safer Recruitment training. All staff have been carefully selected and screened and all have an enhanced Disclosure and Barring Service (DBS) check prior to commencing work. Volunteers do not need to have a CRB or DBS check unless working on their own with children on a regular basis, but do need to be risk assessed by the school. All details of appointments/checks are held in a central record.

Designated member of staff

The designated senior member of staff for safeguarding in this school is:

Alex Freaks –Headteacher
In her absence/to assist:
Meryl Sanders

Our designated member of staff and her deputy are fully trained and receive regular updated training at least every two years. Safeguarding Training includes PREVENT Training, Female Genital Mutilation (FGM) Training and Child Sexual Exploitation Training (CSE). Our designated member of staff has received training to train staff in all the above safeguarding issues.

All staff are responsible for recording incidents on CPOMs (Child Protection Online Monitoring) and sending to the designated person who ensures these confidential records are kept securely. It is the responsibility of the designated person to have discussions with Social Care when concerns arise regarding the safety of a pupil in this school. All such pupils are closely monitored, including attendance, and, where extra concerns arise, these are passed on to the appropriate agencies. Advice and support are offered to other members of staff dealing with a pupil for whom there are concerns.

Designated Governor

Our school has a designated safeguarding governor who will act as the link person between the governing body and the designated officer. The governors will ensure that sufficient time is given to carry out the duties including accessing training. Where safeguarding concerns arise regarding a member of staff, the governor will liaise with the Chair of Governors.

Children with a Special Educational Need or Disability

We recognise that, statistically, children with a Special Educational Need or Disability are most vulnerable to abuse. All staff that support these children will be aware of the need for vigilance for signs of abuse.

Parents

Our school believes in working closely with parents and in most cases where we have a concern about a pupil, the parents will be informed.

Allegations against a member of staff

Where there is concern that a member of staff may have behaved inappropriately the Headteacher will discuss the matter with the Local Authority Designated Officer as laid down in the Central Bedfordshire LSCB procedures and the Chair of Governors will be informed. However, where the allegations made concern the Headteacher, the Chair of Governors will liaise with Local Authority Designated Officer. The school will not attempt to investigate unless authorised to do so.

Links to other policies and documents

Health and Safety
PSHCE
Behaviour Support Plans
Behaviour
Drug Education
Sex and Relationship Education

Child Protection
Whistleblowing
Anti-bullying

Legislation relating to this policy

Children Act 1989, 2004
Education Act 1996, 2002 (Section 175)
School Standards and Framework Act 1998

Keeping Children Safe in Education September 2018
Working Together to Safeguard Children July 2018

Manuals kept in school

Working together to Safeguard Children July 2018
Keeping Children Safe in Education September 2018
What to do if you're worried a child is being abused March 2015

Appendix 1

Volunteers' Risk Assessment

No DBS check is required if:

1. The volunteer will be working with children in an area where a member of staff is present in the room.
2. The work the volunteer undertakes is monitored and any change assessed to decide whether a DBS check should be carried out.

A DBS check will be required for:

1. A volunteer who has regular, unsupervised (not in the same room as a member of staff) contact with children., ie anyone who works for 4 days at least within any 30 day period.