

## **SAFEGUARDING CHILDREN POLICY**

The school's policy on safeguarding children has been revised to comply with new guidance which came into effect 5 September 2016. The revised guidance 'Keeping Children Safe in Education' clarifies the core legal requirements, making it much clearer what individuals and organisations should do to keep children safe and promote their welfare. In addition, the school regularly refers to and complies with information published on the Central Bedfordshire LSCB website.

### **Rationale**

The governors believe that as a caring school Redborne promotes the health, safety, welfare and guidance of every student.

### **Policy**

The purpose of the school's safeguarding children policy is to ensure that we:

- a) Promote an ethos in which students feel secure, their viewpoints valued, where they are encouraged to talk and they are listened to and self-esteem is built.
- b) Provide suitable support and guidance so that all students have appropriate adults who they feel confident to approach if they are in difficulties.
- c) Work with parents and carers to build an understanding of the school's responsibility to ensure the welfare of all students, and recognising that this may occasionally require cases to be referred to investigative agencies as a constructive helpful measure.
- d) Exercise vigilance in cases of suspected abuse, recognising the signs and symptoms, have clear procedures where teachers may report such cases to the school's designated teacher
- e) Monitor students who have been identified as at risk, keeping in a secure location clear records of student's progress, maintaining sound policies on confidentiality, providing information to other professionals, submitting reports to case conferences and attending case conferences, as appropriate.
- f) Provide safeguarding children training regularly to school staff (including annual updates) and the designated teacher (at least every two years with annual updates) to ensure that their skills and expertise are up to date.
- g) Contribute to an inter-agency approach to safeguarding children by developing effective and supportive liaison with other agencies.
- h) Use the curriculum to raise student's awareness and to build confidence so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.

## **Guidelines**

### **1 Organisation**

- a) Designated Safeguarding Lead (DSL) - A deputy headteacher, Mrs Williets, has been designated to have overall responsibility for safeguarding in school. Mrs Williets is supported by the Deputy DSL, Miss Luan Tink, who is the school's senior PSO. There are 4 members of the safeguarding team: Mr Andrew French (deputy head), Mr James Trapp (assistant head and head of year), Mr Richard Woodward (assistant head and head of year) and Mr Graeme Armstrong (head of year).
- b) All staff are familiar with safeguarding children procedures, including the need to make immediate referrals where this is a concern.
- c) Mrs Williets has overall responsibility for ensuring suspected child abuse is referred to the appropriate agencies.
- d) Two governors have been nominated to have responsibility for safeguarding children matters. Safeguarding children issues are a regular item on the agenda for Governors at the Curriculum and Student Welfare sub-committee.
- e) A separate policy on safeguarding and external contractors clarifies the position of contractors whilst on site.
- f) Safeguarding incident details are recorded in an electronic log which is placed on staff files and is password protected. Access is restricted to the DSL, DDSLs, and the Headteacher. Hard copies of paperwork are stored in locked files with the keys stored in a key safe in the safeguarding office.
- g) Mrs Williets and Miss Tink meet daily to discuss ongoing cases, assess risk and make decisions on escalation/de-escalation. Mrs Williets and Miss Tink also liaise regularly with the year PSOs and update the log as required.
- g) Live cases are also discussed at the fortnightly meeting with the designated teacher, the student's head of year, LA attendance officer and pastoral support officer.
- h) The designated safeguarding lead and DDSL work closely with other agencies to safeguard students including children's services, the police, school nurse etc.
- i) Early Help referrals are made when the school needs to call on the support of external agencies in meeting the needs of a young person. The DSL and DDSL work closely with year teams to establish when Early Help referrals (EHAs) to the Central Bedfordshire Multi Agency Support Hub are required. All referrals are logged and tracked regularly.
- j) Staff and visitors' badges include a statement on safeguarding.
- k) Mr Dan McGuigan is the school's DT for Looked After Children responsible for overseeing provision for LAC students and liaison with the LA LAC team and Virtual School headteacher

### **2 Staff Recruitment**

- a) A separate policy ensures that safer recruitment procedures are in place
- b) All job advertisements contain a statement that an enhanced DBS certificate is a requirement of the post.
- c) All person specifications and job descriptions include a statement on safeguarding.
- d) Comprehensive information on employment history is obtained from applicants prior to interview and any discrepancies or anomalies or gaps in employment are satisfactorily resolved before a job offer is made.
- e) Independent professional and character references to help assess an applicant's suitability to work with young people are obtained and considered prior to appointment. One of these references will be the most recent or current employer.

- f) A face-to-face interview that explores a candidate's suitability to work with young people is always conducted. Safeguarding questions are asked at the interview to assess the applicant's suitability to work with young people and is part of the selection process.
- g) On appointment the applicant's identity is verified with photographic proof as well as documentary evidence of home address.
- h) Academic or vocational qualifications are always verified on appointment with actual certificates photocopied and maintained in personal files.
- i) In line with the guidance on safer recruitment, senior members of staff, including the Headteacher, have completed safer recruitment training or will be expected to complete this as a part of their role.
- j) Details of all appointments and vetting checks are held in a Single Central Record kept by the Headteacher's PA. The single central record is monitored by the Headteacher.
- k) New staff are not allowed to commence unsupervised regulated work until the school has received DBS clearance.
- l) All new staff will receive an induction which includes information about school procedures in relation to safeguarding and promoting the welfare of young people.
- m) The Headteacher's PA will check with supply agencies that all staff used by the school have been issued with an enhanced DBS certificate.

### 3 Training

- a) All staff receive a Safeguarding Document to sign at the start of each year
- b) Staff training is undertaken for all staff groups on a rolling programme and with annual updates – see training model for more details
- c) The training of individual staff is recorded in a safeguarding training log to ensure that all staff are trained and that their training is current
- d) Staff have received training in dealing with a disclosure and the guidance is published, for reference, annually in the staff handbook.
- e) The staff handbook and staff files provides information and guidance on recognition of abuse: signs and symptoms, dealing with a disclosure, monitoring and recording abuse, general principles of confidentiality, allegations of abuse against staff and safer working practices.
- f) Additional training is provided for pastoral staff eg children missing education, peer on peer abuse, drug and alcohol abuse etc..
- g) All students in the school receive training in keeping themselves and others safe. This is delivered through a planned programme in personal wellbeing eg year 9 e-safety and online grooming, year 10 domestic abuse, year 11 risky behaviour and Peer on Peer abuse. This is further supported by the assembly programme.
- h) Students are encouraged to report any incidents, concerns or complaints and are reminded through structured tutor time activities and the established assembly programme. Students are informed to speak to, email or telephone a member of staff. The effectiveness of this is shown in student feedback obtained through various means e.g. year 10 Personal Wellbeing questionnaires.
- i) Particular barriers can exist when recognising abuse of pupils with SEND (a group who are more likely to be abused or neglected). Staff should be aware of these barriers and relevant training is provided for staff working closely with these students

### 4 Visitors and School Security

A separate policy on visitors and school security clarifies the position of visitors on the school site.

#### (extract from Staff Handbook)

All visitors must report to reception in either north or south school or the training room in the Alexander Centre where they will be issued with a visitor's pass. Training school visitors must report to either north or south reception or the Alexander Centre where they will be issued with a visitor's badge.

If you are expecting visitors, please inform reception. All visitors must wait in reception until collected by the member of staff they are visiting (the host). All visitors are the responsibility of their host. It is the responsibility of the host to ensure that visitors adhere to the safeguarding procedures set out below:

**DBS:** A DBS enhanced certificate will be required for any visitor who will have regular, repeated, extended or unsupervised access to students. If you are arranging an activity with a visitor who you propose should have regular, repeat or unsupervised access to students please refer to the Headteacher's PA at the earliest opportunity to assess what steps should be taken.

<b>Regular/repeat:</b>	Three times per term or more
<b>Extended:</b>	Three days or longer
<b>Unsupervised:</b>	Access to students and will not be in the same room as a member of staff with safeguarding training

## Exceptions

- 1 This does not apply to a student's known family contacts who may be visiting the school for meetings.
- 2 Maintenance staff visiting the site regularly are not required to be escorted at all times eg reprographics technician, staff from Cooler Aid, tendered cleaning contractor staff
- 3 Staff from external agencies who are meeting with students, eg Chums, Children's Services, Brook Sexual Health, Aquarius. Staff new to the school will be required to show identification.

### **Signing-in:**

All visitors must sign in at reception (see above)

All visitors must wear a visitor's badge

All visitors must be collected from reception by their host

All visitors will sign to say they have received and read the "Information for Visitors" document. This document is also on display at reception.

**It is our policy that we will do everything within our power to prevent inappropriate access to students in our care.**

## 5 Monitoring and Recording Abuse

- a) Mrs Williets will be responsible for overseeing the completion and submission of any referrals to Children's Services, and maintaining the chronology.
- b) Mrs Williets will be responsible for overseeing the maintenance of the safeguarding children log and all records relating to safeguarding are securely stored separate from the student's school file.
- c) All records are marked confidential and access is restricted to members of the safeguarding team.
- d) Individual records (on the electronic log) include a basic chronology which details all significant events. Entries are clearly dated and marked with the name and position of the person making the entry.
- e) Entries differentiate between fact, feeling and opinion and it is clear what information is first-hand and what information is reported.
- f) Records (including electronic) show how the school has involved other agencies and how they have responded. The records also show the student's current status eg CIN
- g) The Headteacher will monitor and evaluate the work of the designated teacher.
- h) Where a student moves to another school the safeguarding file is sent to the new school by recorded delivery and a copy is kept for future reference.
- i) Honour Based Violence: this covers crimes which have been committed to protect or defend the honour of the family or community and includes Female Genital Mutilation, forced marriage and other practices. All forms of so-called HBV are abuse and will be treated as such in school. For more information refer to KCSIE 2016 Annexe A.
- j) Disclosure or discovery of Female Genital Mutilation carries with it a **mandatory** duty on the **teacher** that this will be reported to the police as well as referred to social care. This duty does not apply to at risk or suspected cases. For more information refer to KCSIE 2016 Annexe A.
- k) Peer on Peer abuse: this can take many forms and should not be passed off as a normal part

of growing up eg bullying through social media, unwanted sexual contact from other students, emotional and online abuse from partners. Students will be educated about Peer on Peer abuse through the school's personal wellbeing programme

- l) Particular barriers can exist when recognising abuse of pupils with SEND. Staff should be aware of these barriers and relevant training is provided for staff working closely with these students.
- m) Concerns about potentially abusive behaviour displayed by school staff or visitors towards students should be referred to the Headteacher or to the DSL who will then liaise with the Headteacher. If the concerns are about the Headteacher, they should be referred to the DSL and the Chair of Governors. The NSPCC Whistleblowing Helpline number is 0800 028 0285 is available if staff do not feel able to report a concern internally

## **6 General Principles of Confidentiality**

- a) Staff should note that personal information about a student and his/her family is confidential and should only be given to appropriate persons.
- b) If abuse is suspected, accurate information should be given to a member of the safeguarding team immediately. Other staff need know only enough information to enable them to act sensitively to the distressed student.
- c) The student will be kept informed of who knows and why they know. We will check with students that they are comfortable with levels of support, while explaining the extent of our duty of care when required
- d) Where there are concerns of physical abuse, on no account should members of staff remove a student's clothing. They should only note those marks that they have noticed or those that have been brought to their attention by the student. NO further examination should be carried out.
- e) If staff hear worrying information about students, or staff from parents or other students, this should be passed to a member of the safeguarding team.

## **Monitoring, Evaluation and Review**

- a) The school's safeguarding policy and procedures are monitored, evaluated and reviewed annually by the Pastoral Deputy Head and the senior leadership team.
- b) Nominated governors have a link role between the school and the governing body including the production of an annual link governor report.

## **Dissemination of the Policy**

This policy is available on the school website, on request to parents and carers, the LA and Ofsted through the Headteacher.

Date approved by governors	
Date for review	