



Safeguarding Children Policy

Reviewed: Autumn 2015

Review Date: Autumn 2016

Signed : _____ Headteacher

Signed : _____ Chair of G.B. R.A. Committee

Introduction

Newham Bridge School fully recognises its responsibilities for safeguarding children. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children;
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan;
- Establishing a safe environment in which children can learn and develop.

Procedures

We will follow the procedures set out by the Local Safeguarding Children Board (LSCB) and take account of guidance issued by the Department for Education (DFE).

The school will:

- Ensure it has a Designated Senior Member of Staff (DSMS) who will undertake regular, appropriate training for this role – currently Mrs Beverley Hewitt-Best, Head Teacher.
- Ensure it has a member of staff who will act in the absence of the DSMS: Mr Paul Grierson Parent Support Advisor.
- Ensure it has a nominated governor responsible for safeguarding children: tbc
- Ensure every member of staff (including temporary and supply staff and volunteers) and the governing body knows the name of the DSMS and their role;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSMS;
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus;
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at strategy meetings, initial case conferences, core group and child in need review meetings;
- Ensure that the duty of care towards its students and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice;
- Be aware of and follow procedures set out by Children's Services and the LSCB where an allegation is made against a member of staff or volunteer;
- Ensure safer recruitment practices are always followed.

Our procedures will be reviewed annually and up-dated in accordance with current legislation.

When staff join our school they will be informed of the safeguarding children arrangements in place. They will be given a copy of this policy and told who the DSMS is and who acts in their absence.

The induction programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child.

All volunteers and regular visitors to our school will be told where our policy is kept and given the name of the DSMS. A copy of the policy will be available at the main school reception.

The Governing Body will nominate a member to be responsible for Safeguarding Children and liaise with the DSMS (Headteacher) in matters relating to Safeguarding. It will ensure that Safeguarding Policies and procedures are in place, available to parents and reviewed annually.

The Headteacher will ensure that the Safeguarding Policies and procedures are fully implemented and followed by all staff and that sufficient resources are allocated to enable the DSMS and other staff to discharge their responsibilities with regard to Safeguarding.

The DSMS will co-ordinate action on safeguarding and promoting the welfare of children within the school ensuring that all staff, volunteers and visitors to the school know who the DSMS is and who acts in his/her absence, they are aware of their responsibilities in being alert to the signs of abuse and of their responsibility to report and record any concerns.

Managing a Disclosure

Teachers and other staff in schools are in a unique position to observe children's behaviour over time and often develop close and trusting relationships with students. If a child discloses directly to a member of staff, the following procedures will be followed:

- Listen carefully to what is said.
- Ask only open questions such as:
'How did that happen?'
'What was happening at the time?'
'Anything else you want to tell me?'

- Do not ask questions which may be considered to suggest what might have happened, or who has perpetrated the abuse, e.g. 'Did your Dad hit you?'
- Do not force the child to repeat what he/she said in front of another person.

Following a disclosure, the member of staff should talk immediately to the DSMS and complete a written record

Information Sharing & Confidentiality

We recognise that all matters relating to Child Protection are confidential.

The Headteacher or DSMS will disclose any information about a student to other members of staff on a need to know basis only.

- All staff must be 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 cannot promise a child to keep secrets.

Record Keeping

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes as soon as possible (within the hour, if possible) writing down exactly what was said, using the child's own words as far as possible. All notes should be timed, dated and signed, with name printed alongside the signature. Concerns should be recorded using the school's safeguarding children recording system.

All records of a child protection nature should be passed to the DSMS including case conference minutes and written records of any concerns.

Supporting Children

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through:

- The content of the curriculum;
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred;
- Liaison with other agencies that support the pupil such as Children's Services, Child and Adult Mental Health Service (CAMHS), education welfare service and educational psychology service and those agencies involved in the safeguarding of children;
- Notifying Children's Social Care immediately there is a significant concern.
- Providing a range of support structures within the school, such as the Key Stage support teams in each 'small school', buddying and mentoring programmes.
- Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

Supporting Staff

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the DSMS and to seek further support as appropriate.

Safer Recruitment and Selection of Staff

The school has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs.

The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

Allegations against staff

We understand that a pupil may make an allegation against a member of staff.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher.

If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LA's Senior Adviser for Safeguarding Children in Education.

The school will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the school.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

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

Complaints or Concerns expressed by Pupils, Parents, Staff or Volunteers

We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare.

We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the school will take but also the length of time that will be required to resolve the complaint. The school will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint.

Prevention

We recognise that the school plays a significant part in the prevention of harm to our students by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are always listened to;
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty.
- Include in the curriculum opportunities that equip children with the skills they need to recognise and stay safe from abuse.

PREVENT

From July 1st 2015 schools are subject to a duty under section 26 of the Counter – Terrorism and Security Act 2015 and are required to have a “due regard to the need to prevent people from being drawn to terrorism” This duty is known as the Prevent duty. All staff are required to think about what they can do to protect children from the risk of radicalization. To fulfill the Prevent duty it is essential that staff are able to identify children who may be vulnerable to radicalization, and know what to do when they are identified and take action when they observe behavior of concern. Protecting children from the risk of radicalization is part of a schools’ wider safeguarding duty. If a member of staff in school has a concern – follow the school’s normal safeguarding procedures, including discussing with the school’s designated safeguarding lead (as stated above).

The school lead will then liaise with the Local authority Prevent Lead.

Racist Incidents

Our policy on racist incidents is set out in a separate policy. Repeated racist incidents or a single serious incident may lead to consideration under safeguarding children procedures.

Bullying

Our policy on bullying is set out in a separate policy. To allow or condone bullying may lead to consideration under safeguarding children procedures.

E-safety

Our Acceptable Use policy recognises that internet safety is a whole school responsibility.

Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal.

We recognise our responsibility to educate our pupils, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. These issues are addressed within the curriculum.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the safeguarding of our children both within the school environment and when away from the school when undertaking school trips and visits.

Other Relevant Policies

The Governing Body’s legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures.

The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies and documents, for instance:

-  Recruitment and selection policy
-  Confidentiality policy
-  Policy for Looked After Children
-  Anti-Bullying Policy Statement
-  Anti-Radicalisation (Prevent)
-  Policy on Racial Equality and Harassment
-  Statement on Additional Educational Needs
-  Religious Education taught within personal development.
-  Educational Trips and visits guidance for staff
-  Health and Safety Policy
-  Attendance and Behaviour
-  School, Sex and Relationships Policy
-  Equal Opportunities policy
-  E-safety – ICT Acceptable Use policy for staff,
-  Acceptable use statement and guidance for students (including guidance on the use of the internet/intranet and email)

The above list is not exhaustive but when undertaking development or planning of any kind the school will consider safeguarding matters.