



GREENSIDE SCHOOL

Safeguarding Policy

Department:	Child Protection and Statutory Review Service
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Policy Review

This policy will be reviewed in full by the Governing Body on annually.

The policy was last reviewed and agreed by the Governing Body in Oct.2016

It is due for review in Oct.2017 (up to 12 months from the above date).

Signature Date

Head Teacher

Signature Date

Chair of Governors

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1. INTRODUCTION

Safeguarding is 'everyone's responsibility'. This policy sets out Greenside's responsibilities under the Children Act 2004 to ensure children, young people and adults at risk are kept safe from harm.

Terminology:

Safeguarding and promoting the welfare of children refers to:

- **protecting children from maltreatment**
- **preventing impairment of children's health or development**
- **ensuring children are growing up in circumstances consistent with the provision of safe and effective care**

The aim of **safeguarding** is to enable children to have optimum life chances and to enter adulthood successfully.

What's the difference between Safeguarding and Child Protection?

Safeguarding is an 'umbrella' term that incorporates child protection. **Child Protection** is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm. All agencies and individuals should proactively **safeguard and promote** the welfare of children so that the need for action to protect children from harm is reduced.

This policy is available on the school website and is included in the code of conduct.

2. PRINCIPLES AND AIMS

Our Principles:

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carry out school activities
- All children will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture
- All staff and volunteers have a professional role to identify and respond to the needs of children and report any concerns immediately

We aim:

- To provide all staff (employed, contracted and visiting) with the necessary information / training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children.
- To provide parents cares and children with information about the schools arrangements to keep children safe.
- To ensure safe and consistent best practice across the school

- To demonstrate the school's commitment with regard to safeguarding children.
- To ensure that all pupils know they are valued and their concerns will be taken seriously and addressed by the adults who care for them; we want all the children to feel safe and know what to do if they ever had concerns about any aspect of their physical or emotional safety.
- To make clear the importance of children becoming confident and resilient and being able to make decisions for themselves
- To ensure that this school works effectively with a wide range of agencies involved in the promotion of the health, well-being and safety of the children

Greenside Safeguarding Mission Statement:

Greenside is a safeguarding community where:

- **Everyone sees**
- **Everyone hears**
- **Everyone is responsible**

There is a named member of staff designated as the nominated Designated Lead Person (DLP)

The DLP is guided by two principles:

- In accordance with the Children Act, the welfare of the children is always paramount
- Confidentiality should be respected whenever possible
- The DLP at Greenside is: Jill Smith; The deputy DLPs are Jacky Joiner, Hilary Davies and Dave Victor

All staff have a responsibility to report to the head teacher or DLP any concern they have about the safety of any child in their care.

Safeguarding procedures

- Any action taken by the named nominated safeguarding children adviser when dealing with an issue of a child protection must be in accordance with the procedures outlined in the Local Authority's (LA) Child Protection guidelines.
- All adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded.
- We will maintain accurate written records of all matters of concern.
- If teachers suspect that a child in their class may be a victim of abuse, they should not try to investigate, but should immediately inform the nominated safeguarding children adviser about their concerns. Abuse can be of a physical, sexual or emotional nature. It can also be the result of neglect. Staff must not keep themselves any information about safeguarding which a child gives them; they are required by law to pass this information on.
- If a child alleges abuse, the school will usually contact the LA without first informing parents and carers. However, in some circumstances, following advice from the LA, parents and carers may be informed first.
- If a referral is made, a case conference will be held within eight working days. Case conferences offer the opportunity to share information and formulate a plan of action. Relevant staff are expected to attend and participate in all case conferences and meetings held.

3. FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

<ul style="list-style-type: none">• Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust, Hertfordshire Safeguarding Children Board Interagency Procedures Manual http://hertsscb.proceduresonline.com/chapters/p_manage_alleg.html
<ul style="list-style-type: none">• Disqualification under the Childcare Act 2006 Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools, DfE (February 2015) www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006
<ul style="list-style-type: none">• Education Act 2002 Section 175 – requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children. Section 157 and the Education (Independent Schools Standards) (England) Regulations 2003 - require proprietors of independent schools (including academies and technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.
<ul style="list-style-type: none">• Guidance for Safer Working Practice, Safer Recruitment Consortium (September 2015)
<ul style="list-style-type: none">• Information Sharing: Advice for practitioners, DfE (March 2015)
<ul style="list-style-type: none">• Keeping Children Safe in Education, DfE (2016) https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
<ul style="list-style-type: none">• Sexual Offences Act, HM Government (2003)
<ul style="list-style-type: none">• Teachers' Standards 2012, DfE (2011) These standards set the minimum requirements for teachers' practice and conduct. Teachers, including Headteachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
<ul style="list-style-type: none">• What to do if you're worried a child is being abused, DfE (March 2015) Non statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action (Copy to be found in safeguarding file in Jill/Jacky's room)
<ul style="list-style-type: none">• Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, DfE (2015)

RELEVANT ASSOCIATED POLICIES

In order to safeguard and promote the welfare of children, this policy should also be read in conjunction with other associated policies to ensure the safety and wellbeing of children.

- Anti-Bullying
- Attendance
- Behaviour support policy
- Child Protection
- Complaints procedure
- Confidentiality
- Off site visits
- E-safety
- Harassment and discrimination including racial abuse
- Health and Safety policy
- Information sharing
- Intimate Care
- Managing Allegations
- Supporting pupils with medical conditions policy
- Preventing Extremism & Radicalisation Policy
- Safer Recruitment Policy
- Safe working practice
- Code of Conduct
- Whistle-blowing-
- Restrictive physical intervention (RPI) policy
- Touch and physical contact policy
- First Aid policy
- Bereavement Policy
- Moving and handling policy
- Harassment and Bullying Policy and Procedure

4. SAFEGUARDING THEMES

Anti-Bullying

Greenside recognises the right of our children and young people to develop with confidence in an environment that is safe and free from the emotional and physical distress that can be seen as a result of bullying. It is the responsibility of Greenside to ensure that procedures are in place that will monitor and address anti-bullying issues. There is a more detailed Anti-Bullying Policy available on the school website and a hard copy is available from the school office.

Attendance

In accordance with the School's Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care. We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and understand how important this practice is in safeguarding children and young people.

Child Protection

There is a detailed Child Protection Policy operating within the school. A copy will be provided to parents on request and is available on the school website. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All Child Protection concerns will be managed in accordance with the Hertfordshire Safeguarding Children Board Inter-Agency Child Protection Procedures. A copy of these procedures can be found at www.hertssafeguarding.org.uk.

Children's Services telephone number **03001234043 (including out of hours)**

Complaints

The school has a Complaints Procedure available to parents, pupils and staff who wish to report concerns. This can be found on the school website.

All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures for Managing Allegations Against Staff.

Confidentiality

Refer to also to the section on 'Confidentiality' in the Child Protection Policy. This is available to parents on request.

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information will be stored and handled in line with the Data Protection Act 1998. The DLP will normally obtain consent from the child/parent to share sensitive information with outside agencies. Where there is good reason to do so (e.g. to help to protect a child), the DLP may share information without consent and will record the reason for this. Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. The School will retain this information on the pupil file and transfer to the

next school/archive the information in line with The Education (Pupil Information) (England) Regulations 2005 and The Information and Records Management Society. The school will only share information about children with adults who have parental responsibility for a pupil. Please see Hertfordshire's Pupil Safeguarding Records Guidance at www.thegrid.org.uk/info/welfare/child_protection/policy/local.shtml#pupilsafe for further information.

Curriculum

Children are taught to understand and manage risk through our PSHE education and sex and relationships lessons and through all aspects of school life.

The school is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. The learners are encouraged to talk to staff if they have a problem both in and out of school. They are taught that they have a right to be listened to and heard and what steps can be taken to protect them from harm.

Subjects such as Personal, Social and Health Education discuss relevant safeguarding issues with the children. Please see the e-safety section of this policy for further details on this topic.

E-Safety

We have an e-safety policy which can be found on our website. Our policy includes how we teach children to stay safe when using the internet in and out of school- including the risks of sharing content and images online and tackling bullying, including cyber bullying. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

The School will ensure that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

Digital images:

The use of digital images in schools is a complex area. The school has a clear and sufficiently detailed policy which covers the taking and use of digital images and video of children and takes steps to ensure that it is understood and enforced.

The school recognises the importance and usefulness of including the children's use of technology within the classroom, such as an iPad. With this brings lots of opportunities for children across all age ranges to explore and learn in an explorative and creative way. The use of a technology item, such as an iPad is likely to have a camera and children will be using the camera as part of their learning experience. However the use of iPad's and other tablet equipment can also present risks if children are left to use the equipment in an unsupervised environment. It is therefore understood that the school will ensure that all usage of iPad's within the school will be supervised by an adult at all times.

Health and Safety

We have a Health & Safety Policy which demonstrates the consideration we give to minimising any risk to the children when on the school premises and when undertaking activities out of school under the supervision of our staff. At all times there has to be appropriate staffing levels and when off-site, appropriate and agreed pupil / adult ratios are maintained. The lead adult always assesses visits/trips as to the level of risk and all trips are finally authorised by the Headteacher.

Our school has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

A copy of the Health and Safety Policy is available from our website.

Inclusion and Diversity

Some children may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Our school ethos promotes and accepts the differences between all children and adults. In practice this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both teachers and children. The aim is to create a classroom environment where all children can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

Female Genital Mutilation (FGM)

The statutory guidance 'Keeping Children Safe' (2014) requires schools to raise awareness of FGM. The DSL will identify pupils at risk of FGM and ensure that they are monitored around critical times, particularly coming up to the summer holiday. At Greenside we have a duty to report concerns we may have about girls at risk of FGM to the police and social services.

Prevent strategy

All schools have a duty to safeguard children from radicalisation and extremism. This means we have a responsibility to protect children from extremist and violent views in the same way we protect them from drugs or gang violence. At Greenside we provide a safe place for pupils to discuss these issues so they better understand how to protect themselves. Many of the things we already do in school to help children become positive, happy members of society also contribute to the Prevent Strategy. These include: Exploring other cultures and religions and promoting diversity, challenging prejudices and

racist comments, developing critical thinking skills and a strong, positive self-identity, promoting the spiritual, moral, social and cultural development of pupils, as well as British values such as democracy. We protect children from the risk of radicalisation, by using filters on the internet to make sure they can't access extremist and terrorist material or by vetting visitors who come into school to work with pupils (see Prevent Strategy document).

Managing Allegations Against Staff & Volunteers

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse being made.

If an allegation of abuse is made against a member of the school staff (of a volunteer helper), it will always be investigated by the head teacher or in the case of the allegation being against the head teacher, by the Chair of the Governing Body. If it is felt, after these initial investigations, that further enquiry is needed, then the member of staff will be suspended.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in Hertfordshire Safeguarding Children Board Inter-agency Procedures and Part 4 of 'Keeping Children Safe in Education', DfE (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The Hertfordshire LADO Service can be contacted on **0300 123 4043**.

Partnership with Other Services

Our school recognises that it is essential to establish positive and effective working relationships with other agencies that are partners of the Hertfordshire Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Partnership with Parents

Greenside is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

The school shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. Greenside will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss

any concerns they may have with their child's teacher initially. The teacher would refer the concern to the DLP. Alternatively, the parents may speak directly with the DLP.

Safer Recruitment and Selection

Our recruitment process selects, screens, trains and supervises staff and volunteers so that the appointment of unsuitable people can be deterred and rejected from working with children. A copy of the School's Recruitment Policy is available on the school website. We will do all we can to ensure that all those working with children in our school are suitable people. This involves scrutinizing applicants, verifying their identity and qualifications and obtaining at least 2 references and undertaking the Disclosure and Barring Services (DBS).

All governors must also have a DBS check.

We ensure that at least one member of every staff recruitment panel, whether members of staff or the governing body, has received recent safer recruitment training.

The DLP's receive regular training and development opportunities so their skills and competence level remains high. They also attend multi-agency training so that our school maintains effective working relationships with all other agencies. Named governors and senior leaders have successfully completed the safer-recruitment training provided by the LA.

The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer (LADO) and/or HR.

Our school also adhere to the guidance issued by The Department for Education in 2015 regarding persons who are disqualified under the Childcare Act 2006.

Safer Working Practice

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

The Teachers' Standards (DfE,2011) are augmented by standards of personal and professional conduct e.g. ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability' .

All adults in the school receive regular training to raise their awareness of safeguarding issues and to improve their knowledge of safeguarding procedures that have been agreed by the local Safeguarding Board. The maximum period of time before refresher training must take place is three years.

All staff will be provided with a copy of our school's code of conduct and staff behaviour policy at induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

The link below will direct you to the current government guidance on safer working practice which we share with staff:

<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final.pdf>

Abuse of Position Of Trust:

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behavior is consensual.

Security

The security measures put into place at Greenside have taken into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our children and staff. A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.

Access to buildings:

The school will take all reasonable efforts to control access to the buildings and grounds of the school to prevent unauthorised access to children and ensure the personal safety of staff. The access control procedures for the buildings are the use of key pads and padlocks.

Visitors, contractors and maintenance personnel:

The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

Where the Governing Body transfers control or otherwise allows the use of school premises to external bodies (such as swimming lessons or Act One Arts Base) or service providers during or out of school hours, we will ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in

place to co-ordinate with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.