



# Swanmead Community School

Statutory Policy 10

## Safeguarding

*Document history:*

First introduced in current format		Nov 2017
Review Timescale		Annually
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Changes made at last review?		Yes
Prepared by:	<b>Allocated Member of SMT</b>	
Checked by:	<b>Link Governor – Safeguarding</b>	

*For approval by:*

Full Governing Body	
Signed by the above:	
Date:	

*Summary of changes:*

Date of change	Nature of change
Nov 2017	Added a line to confirm that long standing employees were now subject to Enhanced DBS checks.

## **Safeguarding Policy**

**(Indicated appendices not attached but available on request)**

### **1. Introduction**

This policy applies to all staff working in the school, including governors and has been developed in accordance with the principles established in the Children's Act 1989 and 2004, the education Act 2002; and in line with publications: Keeping Children Safe in Education 2016. The policy sets out how the school's governing body discharges its statutory duties in promoting the welfare of children who are pupils at the school. This policy should be read in conjunction with 'The Prevent Duty; June 2015' (Department for Education Guidance).

Everyone employed at Swanmead Community School has a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns. This is defined as protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best possible outcomes. It is important for everyone to remember that safeguarding incidents could happen anywhere and staff should be alert to possible concerns being raised in this school.

### **2. Aims – Prevention Protection Support**

- to provide an environment in which our pupils feel safe, secure, valued and respected
- to provide opportunities for pupils to learn about a range of contacts and strategies to ensure their own protection and the importance of protecting others
- to raise awareness of individual responsibilities in identifying and reporting possible causes of abuse
- to provide a systematic means of monitoring, recording and reporting of concerns and cases
- to provide guidance on recognising and dealing with suspected child abuse
- to provide a framework for interventions available to support children at risk
- to develop effective and supportive liaison with other agencies

### **2. School Commitment**

We recognise that developing high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult help all children, and especially those at risk of, or suffering from, abuse.

Swanmead Community School will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- Ensure that pupils know there are adults in the school they can approach if they are worried or in difficulty
- Include in the curriculum, activities and opportunities for PSHE, which equip pupils with the skills they need to stay safe from abuse
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents/carers and colleagues from other agencies.
- Work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

## Roles and Responsibilities

### 3. Designated Safeguarding Co-ordinator

- 3.1 Mark Walker is the Designated Safeguarding Co-ordinator (DSC). In his absence Mark Lees will take the lead.
- 3.2 The DSC is specifically responsible for ensuring the requirements of central government guidance contained in the Framework for Assessment of Children in Need and their Families and Working Together to Safeguard Children. The DSC is responsible for:
- co-ordinating action within the school and liaison with Children's Social Care and other agencies over cases of abuse and suspected abuse
  - acting as a source of advice within the school
  - ensuring that staff are familiar with the policy and procedures
  - referral of individual cases of suspected abuse to Children's Social Care area liaison with agencies / professionals about individual cases
  - organising training on Safeguarding within the school
  - maintaining a confidential recording and filing system
  - liaising with the subject leader for Computing to ensure that an appropriate percentage of the curriculum is dedicated to e-safety
- 3.3 Where referrals are made to Children's Social Care, the referral should be confirmed in writing within 24 hours.
- 3.4 Where there is uncertainty about making a full referral, advice can still be sought from Children's Social Care without giving the child's name.

### 4. All employees and Volunteers

All employees are subject to an enhanced DBS check with barred list information. All new volunteers in regulated activity must obtain an enhanced DBS certificate with barred list check. For all other staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS certificate which does not include a barred list check will be appropriate. From November 2017, enhanced DBS checks will also be completed for long serving staff whose employment commenced prior to this aspect becoming a legal requirement.

- 4.1 If a pupil discloses abuse, or a member of staff suspects a child may have been abused, or a third party expresses concern or a member of staff witnesses an abusive situation involving another member of staff, the member of staff **must** record and report. Staff must be vigilant to the additional vulnerabilities of Looked after Children.
- 4.2 Confidentiality must not be promised to children or adults in this situation. Staff should make pupils aware that if they disclose information re harm to themselves or others, then certain actions will need to be taken  
**Respond** without showing any signs of disquiet, anxiety or shock.  
**Enquire** casually about how an injury was sustained or why a child appears upset.  
**Observe** carefully the demeanour of behaviour of the child.  
**Record** in detail what has been seen and heard.
- 4.3 Do not interrogate or enter into detailed investigations: rather encourage the child to say what he wants until enough information is gained to decide whether or not a referral is appropriate. Asking open questions is often helpful to the young person and can help clarify a situation. It is important NOT to ask leading questions and to know when to stop asking questions and just listen.  
Questions you can ask:-
- Tell me (Tell me what happened)
  - Explain (explain what you meant)
  - Where did this happen / where were you
  - When did this happen

- 4.4 Once clarification has been gained, report immediately to the DSC.
- 4.5 Staff must not:-
- Investigate suspected / alleged abuse themselves
  - Evaluate the grounds for concern
  - Seek or wait for proof
  - Discuss the matter with anyone other than the Head or DSC
- 4.6 After the disclosure, support should be given to both the child and, if requested, the member of staff. The DSC can receive support from personnel within the Primary Care Trust

It is important to note that any member of staff may raise concerns directly with Children's Social Care services.

## **5. The Governing Body**

Governors all undergo a DBS check, under the Vetting and Barring regulations unless the School feels that there is a reason to do so or the individual comes in as a volunteer.

- 5.1 The Governing Body fully recognises its responsibility with regard to safeguarding and promoting the welfare of children. It will:-
- Designate a governor for safeguarding who will oversee the school's safeguarding issues.
  - Ensure an annual report is made to the Governing Body on safeguarding matters to include changes affecting safeguarding policy and Procedures, safeguarding training received, the number of cases/incidents (no names) and safeguarding in the curriculum. A copy of this completed review will be sent to the local authority for monitoring purposes.
  - Ensure that this policy is revised and updated annually.

## **6. Records and Monitoring**

- 6.1 Clear detailed written records of concerns about pupils will be kept in a secure location.
- 6.2 When a pupil transfers all records will be passed to the transferring school, where possible by hand, and will be signed for by both schools.
- 6.3 If appropriate, brief notes at the time or immediately afterwards will help accurate log conversations. Notes should be passed immediately onto the DSC.
- 6.4 In the case of there being bruises or observed injuries, a body map can be made available from the DSC in order for any annotations to be made.
- 6.5 A note of all other situations, which are a 'cause for concern', should be made for inclusion in the confidential file kept in the Headteacher's office.
- 6.6 The DSC will;
- follow-up the referral using the written notes as a basis for consideration before action
  - make additional records of discussions that take place
  - make a decision whether to continue to monitor the situation or take the referral further. This decision will be communicated to the member of staff making the initial referral
  - discuss the disclosure with the family unless to do so would place the child or others at greater risk of harm.
  - where the case is referred to Children's Social Care, the relevant paperwork will be completed and sent within 24 hours.
- 6.7 Recorded information from Children's Safeguarding meetings and other reports will be filed by the DSC in a separate folder and will be kept in a locked cupboard within the Headteacher's office.

## **7 The Safeguarding Plan**

- 7.1 Children given a Safeguarding Plan or Child in Need Plan by Children's Social Care will require additional support and monitoring – the DSC will give guidance to staff. Children's Social Care will inform a school receiving a child with a protection plan.
- 7.2 The school will be represented at Safeguarding conferences to share information about the child and the family. The school will contribute to the process of risk assessment and the decision about the child being in receipt of a child protection plan.

## **8 Extended School and Off-Site Provision**

- 8.1 It is essential that child protection and safeguarding principles apply to extended school and off site activity.
- 8.2 When placing pupils with other Education providers it is the responsibility of the member of staff organising the event to ensure that the provider has complied with required recruitment procedures and that individuals working with pupils are CRB checked.

## **9 Allegations against staff**

- 9.1 No member of staff must ever allow or engage in inappropriate verbal or physical contact of any description.
- 9.2 All school staff should ensure that when working individually with a pupil they should be mindful of safe working practices (e.g. where possible doors are left open).
- 9.3 No member of school staff should drive a pupil home without permission of the parent/carer and Headteacher.
- 9.4 All allegations should be immediately reported to the Headteacher who will follow guidelines given in the 'Procedure for allegations against a member of staff' aspect of the Whistleblowing Policy. Allegations concerning the Headteacher should be reported immediately to the Chair of Governors.
- 9.5 Some form of physical contact with pupils by teachers is inevitable. In some cases it is necessary for reassurance or restraint. However, all teachers should be aware of issues related to touching and the way this might be misconstrued. This relates particularly to any sensitive areas of the body.

## **10 Monitoring and evaluation**

- 10.1 This policy will be reviewed on an annual basis or earlier if legislation should change.
- 10.2 The designated Link Governor is the S.E.N. Link Governor. (For 2017– 2018 this is Mrs. Win Nakayama.)
- 10.3 The DSC will take responsibility for monitoring and evaluating this policy through an annual review process.
- 10.4 The DSC and Deputy DSC will monitor safeguarding incidents and liaise with LA. teams as appropriate.
- 10.5 The Headteacher will report to the Full Governors at least once a year.