



# **Coatham Church of England School SAFEGUARDING Policy**

**Written**

**Review June 2015 June 2016 October 2016 October 2017**

**Chair of Governors.....**

**Date.....**

**Head Teacher.....**

**Date.....**

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## **“Learn not for school, but for life”**

Our school is tolerant and caring; it is a place where everyone is accepted. We believe in working together as a real school community, and using our different abilities to support each other and to succeed. Friendship, respect, and fairness are the values that lead us.

Through the learning experiences and opportunities which we offer, we want our children to believe in themselves, deal with set-backs and have clear aspirations for their futures. We want them to realise their potential in all areas of their lives.

We want our children to understand both what their community has to offer them as they grow up, and, what they have to offer it.

We hope that all of our children learn that, whatever they do, they should work at it with all of their heart.

It is the aim of the policy to support every child by -

Ensuring that children are able to remain mentally and emotionally healthy.

Supporting parents in keeping their children healthy.

Ensuring that children are safe from maltreatment, neglect, violence etc.

Keeping children safe from accidental injury.

Working with agencies to safeguard children in accordance with current government guidance

Ensuring children are ready for school, attend school regularly, arrive on time and are collected at the appropriate time.

Encouraging parents to support their children's learning.

Parents support their children's social and emotional development.

Children are supported in managing changes and responding to challenges in their lives.

Ensuring that children choose to engage in positive behaviour.

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## **Safeguarding Children Policy**

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We recognize that the welfare of all children is paramount and all our children regardless of race, gender or ability have equal rights to protection. We have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment whilst they attend our school.

We promote an environment where children and adults will feel confident about sharing any concerns they may have about their own safety and well being, or that of others.

(This policy should read in conjunction with all other policies within the safeguarding file e.g. Child Protection, and Keeping Children Safe in Education 2016)

Coatham C of E Primary School follows and takes account of the child protection procedures outlined in the Redcar and Cleveland Local Safeguarding Children Boards "Child Protection Handbook".

**The Designated Safeguarding Lead is the Headteacher; this is a part of the Headteacher's job description. The Designated Safeguarding Lead role is not delegated. Training for the Designated Safeguarding Lead is completed every two years, with tri-yearly updates via Safeguarding Supervision sessions with P Davies (Safeguarding Advisor).**

### **Prevention**

We seek to ;

- Maintain an ethos where children feel secure, are encouraged to talk and are listened to
- Ensure that the children know who they can talk to if they are worried or in difficulty
- Include within the curriculum, opportunities which will equip children with the skills they need to:
  - 1 Stay safe, including online
  - 2 Have confidence to seek help
  - 3 Know where to go for help.

These areas will be addressed through our PSHE curriculum

## **Procedures.**

- The school has designated members of staff and the Governing Body, who have undertaken Safeguarding training.
- The Headteacher is the Designated Safeguarding Lead. The two SLT members are Deputy Designated Safeguarding Leads. A named Governor (A Whitton) is Designated Governor for Safeguarding.
- Termly Supervision sessions and staff training are provided by P Davies, Independent Safeguarding Advisor; this covers all aspects of this and the CP policy.
- All members of staff regularly undertake Safeguarding training to ensure they have an understanding of the signs and indicators of abuse and how to respond to a pupil who may disclose abuse
- All new staff members will be informed of the safeguarding arrangements and given a copy of the policy as part of their induction programme.

The designated person is responsible for:

- Adhering to the procedures set out in this policy
- Keeping written records of concerns about children even where there is no need to make a referral
- Keeping records in a secure location.

Every member of teaching and non-teaching staff is responsible for ensuring that they know:

- The name of the designated person
- That they are individually responsible for referring any concerns to the designated person.

## **Recruitment**

At all times Coatham C of E Primary School will ensure that safe recruitment practices are followed

- We will require seeing original academic certificates
- Always take up at least 1 reference
- Question the contents of application forms if we are unclear about them – particularly gaps in employment
- ID will be required (ie passport) and a copy taken for the staff confidentially file.
- Undertake Enhanced DBS Checks, and barred list information, for all new staff and volunteers (whether or not involved in regulated activities).

- Staff will not be employed until we have received their DBS check.
- During interview, questions that are asked with regards to safeguarding will be made appropriate for the relevant position.
- Both head teacher and a governor have completed the safer recruitment training.

AGENCY STAFF: We make sole use of Vision Education Supply Agency for Teaching and TA staff. On appointment of a supply post, Vision supply the Office Manager with an email with all safeguarding check information, including a photo of the staff member: this is checked and verified by the Office manager on the arrival of the Teacher/TA>

## **Training**

Every member of staff will be expected to have training updated each year from the designated person in the LA.

## **Records and Monitoring**

If anyone is concerned about the welfare or safety of any child then they need to record their concerns on the cpoms system and report this to the designated person (see Child Protection Policy). Staff without access to cpoms (Dinner Staff, Site staff) should inform the DSL and record their concern in writing.

Information on cases open to Social Care or Early Help will be kept in a separate Safeguarding/child protection file within the locked filing cabinet in the HT office. These files are the responsibility of the designated person and the information will only be shared within school on a 'need to know' basis for the protection of the child.

**The list of vulnerable students in school** is made up of these categories:

School Early Intervention, LAC, LAC with family, Early Help CiN, Complex CiN, CP

The list is reviewed by the Designated Safeguarding Lead every half-term and also on a termly rotation as part of the termly Safeguarding Supervision.

## **Reporting**

If staff members are unsure they should always speak to the designated safeguarding lead.

If it is appropriate, a meeting can be arranged between the parents and 2 members of staff to discuss the issue.

It is extremely difficult to determine if abuse has occurred. Teachers should look carefully at the behaviour of their children and be alert for significant changes.

If the concern is still apparent or it is felt that action must be taken immediately then a referral is made to social care by the designated person. Parents can be informed of this decision, as long as it is not felt that the child and/of member of staff is being put at risk

### **Radicalisation**

School and staff are aware of the need to identify children at risk of radicalization and to take all possible steps to prevent this from happening. Appropriate staff will access training when it is made available.

### **Child Sexual Exploitation**

School and staff are further aware of the need to identify children and families at risk of sexual exploitation and to take all possible steps to prevent this from happening. Appropriate staff will access training when it is made available.

### **Curriculum**

Through P.S.H.E and Circle Time Teachers should ensure that children are able to distinguish between those actions towards them that are acceptable or unacceptable.

Areas of focus should include:-

- Bullying – (physical, verbal or emotional)
- Feelings
- Relationships etc.
- Equality and diversity

Children are taught about: Safeguarding, Safeguarding online, anti-bullying in termly theme weeks, delivered by school staff and external providers.

### **Visitors**

All visitors whether they hold DBS clearance or not must sign in/out at reception and wear the label provided to show that they are a visitor to the school.

Visitors without DBS clearance must not be left unaccompanied with children. Staff are encouraged to politely challenge any adult in the buildings who is not wearing a visitors label and escort them to the school office to enable correct procedures to be followed.

## **Confidentiality**

- Parents/Carers must be informed that any confidential information may be disclosed by school professionals to other relevant agencies and give their consent for this.
- Staff should not promise confidentiality of any disclosures from children.
- School staff should not discuss any part of the case with personnel who are not involved in the case conference procedures other than on a need to know basis.
- Staff will not be on collection/pick up lists for children in school (unless they are family members) to avoid conflicts of interest and confidentiality concerns.

## **Resources**

Staff will be given access to L.A Child Protection Procedures Handbooks and any relevant books and leaflets as well as regular training.

Parents/carers

- Access to all records relating to their children except in exceptional circumstances
- Provide school with relevant information about their child with regard to health, legal responsibility etc. ( see appendix form for emergency medical treatment )
- School must be notified if children are to be collected by someone other than the parent/carer
- Changes in circumstances including change of mobile numbers to be given to admin staff as appropriate
- Parents can request that prescribed medicines are given to their child by the trained member of the staff (see medical file in school office )
- **Staff Responsibilities**
- Maintain confidences
- Maintain flow of communication
- To follow procedures identified in staff handbook in the event of a child not been picked up at the appointed time.
- To follow the procedure for a child going missing (see policy)
- Ensure that children in Foundation Stage and KS1 do not leave the premises unsupervised. (may include child collection agreement )
- All staff to ensure the safety of children while they are in the school grounds. eg. All doors closed at the start of the school day.
- See educational visits policy for guidance.
- No medicines to be administered by staff other than the nominated person/s. (office staff)
- All staff to follow the procedures within the behaviour management policy.
- Parent helpers to be supervised at all times unless they have DBS clearance.
- All children must be supervised at all times.



### **Premises and security**

- Site Supervisor regularly carries out health and safety checks
- Checks school grounds are clear of dangerous items
- Visitors sign a log 'in and out' book as well as wearing a badges
- Termly checks of all equipment not covered by outside contractors
- Annual Health and safety check from the LA
- Daily system of school 'lock down' in place.
- Action plan and risk assessments in place.

Other measures in place to ensure that our school provides a secure environment in which children are kept safe.

- Current health and safety policy
- Termly fire drills (fire policy)
- Risk assessments
- First aid training (first aid policy)
- Effective first aid system in school
- Designated member of staff to administer medication
- Accurate attendance records
- Effective procedures for absences
- Behaviour policy and anti bullying policy
- Internet safety policy/e-security
- Acceptable use policy
- Equality and diversity

### **IT Security**

IT systems are reviewed annually with our IT support provider (Net3) to ensure effective filters for internet use are in place without over-blocking and that there are appropriate arrangements to monitor online. Outcomes of monitoring online are feedback to the Designated Safeguarding Lead when they arise.

### **REVIEW**

This policy will be reviewed annually or as and when new guidance on practice or procedures is produced by the Local Authority and/or DFE