

2023

# Safeguarding Policy



Implemented: September 2023

To be reviewed: October 2024

Review frequency: Annually

Consultation process:

DSL, Governors, SLT

Signed (HT)

(COG)

*“In everything we do today, we’re following Jesus and his way.”*

---

## **Safeguarding Policy**

---

### **1. Introduction**

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: Keeping Children Safe in Education 2022; Framework for the Assessment of Children in Need and their Families 2000; What to do if You are Worried a Child is Being Abused 2015. The guidance reflects 'Safeguarding Children and Safer Recruitment in Education' DfES 2012 (available through the Department for Education website).

The Governing Body takes seriously its responsibility under section 1751 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess and support those children who are suffering harm.

We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

## **2. Aims**

To support the child's development in ways that will foster security, confidence and independence.

To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.

To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.

To emphasise the need for good levels of communication between all members of staff.

To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.

To develop and promote effective working relationships with other agencies, especially the Police and Social Care.

To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications and a satisfactory List 99 or Enhanced DBS check (according to guidance) and a single central record is kept for audit

Safe School, Safe Staff, Safe Children

Wherever the word 'staff' is used, it covers ALL staff on site, including ancillary supply and self-employed staff, contractors, volunteers working with children and governors.

We will ensure that:

All members of the governing body understand and fulfil their responsibilities.

All staff working with children have current, up to date DBS checks and the school holds appropriate documentation with regard to proof of identity.

We have a Senior Designated Officer for Safeguarding, a Deputy Designated Officer and 4 other Designated Officers , all of whom have undertaken the Multi-Agency Safeguarding Children Training and who undertake to update their training at least every 2 years.

All members of staff are provided with child protection awareness at induction, including and the school safeguarding procedures so that they know who to discuss a concern with.

The Headteacher and all other staff and governors, have child protection awareness training, to be arranged by the senior designated officer every 3 years, to maintain their understanding of the signs, indicators of abuse and safeguarding procedures.

All members of staff, volunteers and governors know how to respond to a pupil who discloses abuse through the guidance in 'What to do if you are worried a child is being abused.'

All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Safeguarding Policy.

Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.

Community users organising activities for children are aware of the school's child protection guidelines and procedures.

That child protection type concerns or allegations against adults working in school are referred to the Local Authority Designated Officer for advice, and that any member of staff found not suitable to work with children will be notified to the Independent Safeguarding Authority for

consideration for barring, following resignation, dismissal, or when we cease to use their service in the case of a volunteer.

The school premises are maintained to a high standard of health and safety and that there are clear systems for reporting hazards.

There are clear policies that ensure children feel safe from emotional and physical harm, and that they have the opportunity to talk to an adult about any concerns or worries they might have.

At the start of each academic year, SLT and teachers will make children aware of what the school does to keep them safe and what they need to do if they have any worries or concerns.

Our procedures will be regularly reviewed and updated

The name of the Senior Designated Person for Safeguarding will be advertised on the school website.

Staff sign annual declarations to say that they understand the procedures in place and that they have read "Keeping Children Safe in Education 2022"

### **3. Responsibilities**

The Senior Designated Officer is responsible for:

Referring a child if there are concerns about possible abuse and acting as a focal point for staff to discuss concerns. Referrals should be made in writing using Enfield's Early Help Form, following a telephone call if appropriate.

Keeping written records of concerns about a child even if there is no need to make an immediate referral.

Ensuring that all such records are kept confidentially and securely, separate from pupil records. These are forwarded to the child's next school or college.

Liaising with other agencies and professionals.

Contacting the Local Authority Designated Officer for guidance in any case.

Ensuring that either they or the class teacher attends case conferences, core groups, or other multi-agency planning meetings, contributes to assessments, and provides a report which has been shared with the parents.

Ensuring that any pupil currently with a child protection plan who is absent without explanation for two days is referred to their key worker's Social Care Team.

Organising child protection induction, and update training every 3 years, for all school staff.

Meeting regularly with the Safeguarding governor and providing a termly report for the governing body, detailing any changes to the policy and procedures; training undertaken by the senior designated officer and by all staff and governors, number and type of incidents/referrals, and number of children with child protection plans (anonymised).

#### **4. Supporting Children**

We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth. We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. We recognise that there are factors at school that can impact on a child's well-being and that policies and procedures must be effective at ensuring all children's safety.

Our School will support all pupils by:

Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.

Promoting a caring, safe and positive environment within the school where children feel they have an adult they can talk to.

Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

Notifying Social Care as soon as there is a significant concern.

Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is sent on to the pupil's new school and ensuring the school medical records are forwarded as a matter of priority.

## **5. Confidentiality**

We recognise that all matters relating to safeguarding are confidential.

The Headteacher will disclose any information about a pupil to other members of staff on a need to know basis.

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 which might compromise the child's safety or wellbeing and explain to the child that they would pass on information if they felt the child was unsafe.

We will always undertake to share our intention to refer a child to Social Care with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Social Care on this point.

Guidance about sharing information can be found in the policy 'What to do if you are worried a child is being abused'

## **6. 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 Designated Officers and to seek further support as appropriate.



## Allegations against staff

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

All staff should be aware of the school's own Behaviour Policy.

Guidance about conduct and safe practice will be given at induction.

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

If such an allegation is made, or information is received, which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information will immediately inform the Headteacher.

The Headteacher on all such occasions will discuss the content of the allegation with the Duty Local Authority Designated Officer.

If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as above, without notifying the Headteacher first.

The school will follow the Enfield Local Authority procedures for managing allegations against staff.

Under no circumstances will we send a child home, pending such an investigation unless this advice is given exceptionally, as a result of an Allegations/Senior Strategy Meeting.

Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration and the Headteacher will seek the advice of the Local Authority Designated Officer and Personnel Officer in making this decision.

In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as above.

### 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 management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Local Authority Designated Officer following the School's Whistleblowing Policy.

### Positive Handling

Our policy on positive handling by staff is set out separately, and acknowledges that staff only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

Such events should be recorded and signed by a witness.

Staff who are likely to need to use physical intervention will be appropriately trained

We will understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

We recognise that touch is appropriate in the context of working with children, and all staff have been given guidance to ensure they are clear about their professional boundaries.

## **7. Bullying**

Our Policy on bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes cyber, racist, homophobic and gender related bullying.

## **8. Racist Incidents**

Our procedure on racist incidents is set out separately and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedure.

## **9. Prevention**

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

The school community will therefore:

Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

Include across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn to help both within and outside school.

## **10. Safer Recruitment**

Our school endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in Safeguarding Children and Safer Recruitment in Education (pp20-54) together with the local authority and the school's individual procedures.

Safer recruitment means that all applicants will:

- complete an application form
- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and qualifications
- be checked through the Criminal Records Bureau as appropriate to their role and be registered with the Independent Safeguarding Authority
- be interviewed.

All new members of staff will undergo an induction that includes familiarisation with the school's safeguarding and child protection policy and identification of their own safeguarding and child protection training needs.