

## **SAFEGUARDING POLICY**

*Last update: November 2011*

Katharine Lady Berkeley's School fully recognises its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure effective arrangements within our school to identify, assess and support children who are suffering from harm.

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.

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

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

### **Roles and Responsibilities:**

- All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within Katharine Lady Berkeley's School and Gloucestershire who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.
- It is the role of the governing body and SMT to ensure that the designated child protection coordinator is properly supported to carry out this task and that they are given time to fulfil the duties that their role demands.
- SMT will ensure that designated child protection coordinators attend the required training and that they refresh their training every two years.
- All other staff and the nominated governor must be offered an appropriate level of training and must undergo refresher training every three years.
- It is the role of the designated child protection coordinator (Hannah Khan) to ensure that the child protection procedures are followed within the school, and to make appropriate, timely referrals to children's social care in accordance with the locally agreed procedures. Additionally, it is the role of the designated child protection coordinator to ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.
- The role of the nominated governor for child protection is to ensure that the school has an effective policy that locally agreed procedures are in place, and that the policy and structures supporting safeguarding children are reviewed annually. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.

- A statement in the school's prospectus will inform parents and carers about our school's duties and responsibilities under child protection procedures. Parents can obtain a copy of the school child protection policy on request.
- The governing body and SMT are responsible for ensuring that the school follows safe recruitment processes, including:
  - ensuring the Headteacher, other staff responsible for recruitment and one member of the governing body completes safer recruitment training
  - ensuring the upkeep of a single central record of all staff and regular volunteers in accordance with government guidance. The Single Central Record is maintained in accordance with current DfE and OFSTED guidance.

The designated child protection coordinator and the Headteacher provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and governors and other relevant issues.

### **Ethos**

Katharine Lady Berkeley's School recognises the importance of creating an ethos within school that will help children to feel safe and confident that they will be listened to. 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 pupil 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 social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

### **Safe Working Practice**

Katharine Lady Berkeley's School has developed a clear code of practice that staff understand and agree to. The code of practice offers guidance to staff on the way they should behave when working with children.

### **Child Protection procedures (see separate Child Protection Policy)**

The detailed procedures and advice for dealing with concerns over child protection are covered in the school's Child Protection Policy. We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the DfE to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role (Hannah Khan)
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff -including temporary and supply staff and volunteers- and governing body knows the name of the designated senior person responsible for child protection 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 designated senior person responsible for child protection.
- 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.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.

## **Safe recruitment**

- We will follow all guidance in Safeguarding Children and Safer Recruitment in Education (November 2006)
- We will ensure that at least one member of each recruitment panel has undertaken all appropriate recruitment training as required by the DfE.
- Our selection and recruitment policy includes all appropriate checks on staff and suitability including Criminal Records Bureau checks. Recruitment of volunteers will be equally rigorous.
- Any allegations against staff, volunteers, Governors, contractors that indicate that they may have:
  - behaved in a way that has harmed a child, or may have harmed a child;
  - possibly committed a criminal offence against or related to a child; or
  - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children
- will be reported immediately to the Headteacher or the most senior teacher if the Headteacher is not present. The Headteacher will inform the Local Authority Designated Officer in order to establish appropriate action).
- 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 name of any member of staff considered not suitable to work with children will be notified to the DfE with the advice and support of Human Resources and in accordance with the Independent Safeguarding Authority
- Our policy on Domestic Abuse is set out in the Local Authority separate Policy. It recognises that exposure to domestic violence can have a serious impact on a child's development and emotional well-being and acknowledges that staff themselves can be victims or perpetrators of domestic abuse

## **Confidentiality**

All staff are aware that they must not promise to keep 'secrets' with children and that if children disclose abuse this must be passed on to the designated child protection coordinator (Hannah Khan) as soon as possible and the child should be told who their disclosure will be shared with. Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only.

## **Record keeping**

Child protection records are kept centrally and securely by the designated child protection coordinator. Staff are aware that they must make a record of child protection issues and events as soon as possible and that these records must be signed and dated. Child protection records will not be made in the child's curriculum file. They are kept in a locked cupboard.

## **Working with other agencies**

We recognise the importance of multi-agency working and will ensure that staff are able to attend all relevant meetings including case conferences, core groups and strategy meetings. We understand that we continue to play a role after referral and need to develop strong links with partner agencies particularly social care.

## **Allegations against members of staff**

Katharine Lady Berkeley's School recognises that it is possible for staff and volunteers to behave in a manner that causes harm to children and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult.

## **The use of school premises by other organisations**

Where services or activities are provided separately by another body, using the school premises, the governing body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

### **Cross reference to other school policies**

Katharine Lady Berkeley's School recognises that a number of other policies and procedures developed and operated by school form part of the wider agenda of safeguarding and promoting children's welfare and this policy should be read in conjunction with the policies listed below:

- Child protection procedures
- Anti-bullying policy
- Health and Safety policy
- Single Equality Scheme (race, gender, disability, religion and belief, sexual orientation, age and vulnerable children)
- Recruitment policies for teaching and for associate staff
- Risk assessments policy and procedure for trips and visits
- Induction policy
- Whistleblowing policy
- Acceptable internet use and e-safety policy

These are all kept in the Safeguarding folder.

### **Monitoring**

The Leadership Team will carry out the Gloucestershire County Council Safeguarding Children Board audit each year, produce an action plan and annually report back to the Governors at the Healthy School Committee.

### **Policy review**

The governing body is responsible for ensuring the annual review of this policy and that the list of key contacts on the cover sheet is kept up to date. This will be informed by the school's annual audit of its statutory duties and associated responsibilities using the format provided by Gloucestershire Safeguarding Children Board. The outcomes of this audit will be reported to governors.

*Reviewed by Governors' Healthy School Committee: 24 November 2011*

*Approved by full Governing Body: 7 December 2011*

*Date of next full review: Autumn 2013*