



# Whole School Policy for Safeguarding Children

## Purpose

The purpose of Clements C.P. School's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected. This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and responsibility when managing safeguarding concerns.

## Introduction

Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

Our policy applies to all Staff, Parents, Governors, volunteers, visitors and pupils.

## Procedures

When staff join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy and told who our Senior Safeguarding Person is. The induction programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and who to pass the information to. New staff who have not had any child protection training or staff who have had training more than two years ago will be advised how to access up to date education training. All regular visitors and volunteers to our school will be told where our policy is kept, they will be given a set of safeguarding procedures, they will be told who our Senior Designated and alternate staff members are and what the recording and reporting system is.

When new pupils join our school, all parents and carers will be informed that we have a safeguarding policy. This will be offered to parents should they request a copy. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services. All parents will receive the county council leaflet *Safeguarding Children in Education*.

## Training

Every member of staff, volunteers and members of the governing body will be expected to undertake training in school every two years; this may be more frequent if there are changes to legislation or to local requirements. Different areas of responsibility will require additional training. The people who are required to

undertake this are the Head Teacher, the Senior Designated Person and any alternate members of staff, the Chair of Governors and the governor with responsibility for child protection.

The Safeguarding Children's Board termly newsletter will be shared with staff. All up to date information from the safeguarding children website ([www.suffolkscb.org](http://www.suffolkscb.org)) will be shared with staff for information or implementation. Staff can find the most up to date safeguarding information on [www.teachernet.com](http://www.teachernet.com).

The Head Teacher and the Senior Designated Person will have up to date information and should be used as a first point of contact for concerns and queries regarding any safeguarding concern.

## **Child Protection Conferences**

From time to time staff members may be asked to attend a child protection conference on behalf of the school in respect of individual children. Usually the person attending from school will be the Headteacher or Senior Designated Person. In any case, the person attending will need to have as much relevant up to date information about the child as possible. This is more likely to be available from a class teacher, form tutor or subject teacher.

A child protection conference will be convened if a referral has been made and the following investigation findings have considered the child to be at risk of harm, or the child is already on the child protection register and a review conference is held to monitor the safety of the child and the required reduction in risk.

Staff may be required to attend child protection conferences or core group meetings to represent the school. For the most up to date information regarding child protection conferences staff will have access to *Working Together to Safeguard Children*.

All reports for child protection conference will be prepared in advance using the Education Report to Child Protection Conference form. The information contained in the report will be shared with parents at the conference and will include information relating to the child's physical, emotional and intellectual development. A risk assessment relating to the continuing risk of harm to the child will also be included.

Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is on the child protection register. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## Safe Staff

All staff will have access to and be expected to know our school's policy for safe restraint. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of personnel able to practice *School Safe* will be kept by the Headteacher.

If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

Sometimes allegations are made against adults who come into contact with children. We have a responsibility to ensure that the requirements of *Safeguarding Children in Education: Dealing with Allegations of Abuse Against Teachers and Other Staff* are adhered to.

There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in the Investigation, Referral and Support Coordinator guidance for *Safe Working Practice for the Protection of Children and Staff in Education Settings*. ([www.teachernet.com](http://www.teachernet.com))

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. At Clements CP School we adhere to the guidance laid down in the county council's guidance and will seek appropriate advice from our local Area Education Office. Neither the Headteacher nor any other member of school staff will investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Headteacher, this will be reported to the Chair of our governing body who will liaise with the Area School Support Officer.

From time to time staff may have to deal with children who have been sick or who have wet or soiled themselves. This may involve intimate handling and therefore should always be carried out away from the other children. There are procedures for dealing with such incidents and they accompany this policy. The Headteacher or teacher will ensure that parents of children in nappies understand that changing a child's nappy will involve intimate handling.

## **Our Ethos**

Our school will establish and maintain an ethos where our pupils feel secure, are encouraged to talk and are listened to. Children at our school will be able to talk freely to any member of staff or regular visitor to our school if they are worried or concerned about something.

All staff and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what their chosen adult will have to do with whatever they have been told.

Clements CP School will endeavour to provide activities and opportunities in the PHSE curriculum that will equip our children with the skills they need to stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

## **Records and Monitoring**

If we are concerned about the welfare or safety of any child all adults in school will record their concern on the agreed report form and give this to the senior designated person. Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the Senior Designated Person and information will only be shared within school on a need to know basis for the protection of the child.

Any safeguarding information will be kept in the file and will be added to. Copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will have a chronology and contents front cover.

Reports of a concern to the Senior Designated Person must be made in writing and signed and dated by the person with the concern. If a child leaves our school we will ensure that our Senior Designated Person makes contact with the Senior Designated Person at the following school and the file will be forwarded.

## **Roles and Responsibilities**

At Clements CP School the Headteacher is the Senior Designated Person. Through appropriate training, knowledge and experience our Senior Designated Person will liaise with Children's Services and other agencies where necessary, and make referrals to Children's Services.

Any concern for a child's safety or welfare will be recorded in writing and given to the Senior Designated Person. The Senior Designated Person at Clements CP School will represent our school at child protection conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

The Senior Designated Person will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have access to single agency training. Where appropriate the Senior Designated Person will also ensure level two joint agency training is applied for and attended by staff who are required to attend.

The governing body of Clements CP School will ensure that our safeguarding policy is in place and is reviewed annually. This policy will be referred to in our school prospectus. The content of our policy has been written following consultation with the Local Authority and the requirements of the Safeguarding Children's Board Policies and Procedures.

The governing body will receive a safeguarding report that will record training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify any individual pupil.

Should an allegation be made against the Headteacher of Clements CP School, the Chair of Governors will be responsible for liaising with the Local Authority.

At all times the Headteacher and governing body will ensure that safe recruitment practices are followed. At Clements CP School we require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake enhanced Criminal Records Bureau checks and use any other means of work ensuring we are recruiting and selecting the most suitable people to work with our children.

**Reviewed by the Governing Body on:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Next Review:** \_\_\_\_\_