



## Child Protection and Safeguarding Policy

This policy is in line with and has regard to the statutory guidance *Keeping Children Safe in Education (Sept 2016)* issued by the Department for Education. This policy should be read in conjunction with that guidance, the e-safety policy, the anti-bullying policy, the behaviour and attendance policy, the SEN policy, the medical needs policy, the equality statement and the staff code of conduct.

### Introduction

The Holt House and Carterknowle Schools Federation fully recognises its responsibilities for child protection and safeguarding. It has a child centred and co-ordinated approach to safeguarding. Our policy, which is reviewed and approved by the governing body annually, applies to all staff, governors and volunteers working in the schools. Everyone who comes into contact with children has a role to play in safeguarding them. All staff should consider, at all times, what is in the best interests of each and every child.

### Purpose of the policy

- To protect children from maltreatment.
- To prevent impairment of children's health or development.
- To ensure that children grow up in circumstances consistent with the provision of safe and effective care.
- To take action to enable all children to have the best outcomes.

### In order to do this the schools will:

- Establish a culture of vigilance and a safe environment in which children can learn and develop.
- Train all staff to have raised awareness of child protection and safeguarding issues.
- Equip children with the skills needed to keep them safe.
- Support vulnerable pupils in accordance with agreed plans.
- Implement our procedures for identifying and reporting concerns or suspected cases of abuse, reviewing these regularly in the light of experience.
- Ensure we practice safer recruitment by checking the suitability of prospective staff and volunteers to work with children.
- Have regard to our statutory duty to prevent extremism and radicalisation

### Role of Staff

We recognise that because of the day to day contact with children, school staff are well placed to observe children and identify any child protection or safeguarding concerns.

The staff will therefore:

- Establish and maintain environments where children feel secure, encouraged to talk and are listened to. This is done by being approachable, having good home/school links, senior leaders knowing all children well and the willingness to be available, or to stop and listen.
- Ensure children know that there are adults in the schools whom they can approach if they are worried. This is done through assembly, circle time, small group and 1:1 discussions.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse. Examples of this are road safety week, assemblies and internet safety day.

- Encourage children to report their worries and concerns. In addition to the ways already listed this is done by the school websites having child-friendly reporting forms.
- Protect children against unfair treatment under the Equalities Act 2010.

### **Procedures**

We will follow the procedures set out by the Sheffield Safeguarding Children Board available from both schools websites, as well as [www.safeguardingsheffieldchildren.org.uk](http://www.safeguardingsheffieldchildren.org.uk).

We will:

- Ensure we have a designated senior person (DSP) for child protection who has received appropriate training and support for this role. They will access safeguarding updates every year. Currently this is Helen Haynes, with Roberta Reilly and Gill Clark as deputy DSPs.
- Ensure we have a nominated governor responsible for child protection and ensure that they access appropriate safeguarding training. Currently this is Louise Green.
- The Chair of Governors will ensure that this policy is reviewed by the governing body annually and that a report is received on the schools' safeguarding and child protection involvement over the previous year. Currently this is Toby Fisher.
- Ensure every member of staff (including temporary staff, supply staff and volunteers) and the governing body knows the name of the designated senior person responsible for child protection and their role. The induction process includes this policy being made available to staff and any supply staff are reminded of their safeguarding responsibilities before starting work.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their 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 schools and staff for child protection, by providing information on its websites and setting out its obligations in the schools welcome information.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at case conferences and core groups and the provision of relevant reports.
- Maintain links with relevant agencies when children and families are seeking support and help under Common Assessment Framework (CAF) arrangements or under Children in Need planning.
- Keep written records of concerns about children, even where it is decided that there is no need to refer the matter immediately. These records will be kept separately and securely from the child's education record.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Follow the Sheffield procedures (Allegations of abuse against staff policy) where an allegation is made against a member of staff or volunteer. This will include seeking advice from the Local Authority Designated Officer (LADO) or the child protection manager (Education) or an HR officer. Where the allegation is against the Headteacher the chair of governors must be informed, who will seek advice from the same sources.
- Ensure that all staff have child protection training every three years with annual updates.
- Ensure safer recruitment practices are always followed. Any interview panel will have at least one member who has the certificate in Safer Recruitment. We will check on the identity of candidates, follow up references with referees and scrutinise applications for gaps in employment.

### **Support for Children**

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 schools 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 schools will endeavour to support the pupil through:

- The content of the curriculum. Some examples of this are PSHE and circle time, celebrating achievements in and out of school and ensuring secure small friendship groups for work and play.
- The federation ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued. This is promoted through comprehensive induction and transition programmes, good home-school links and good pastoral care.
- The federation behaviour policy which is aimed at supporting vulnerable pupils in the schools. The schools will ensure that the pupils know 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 children's social care, Child and Adolescent Mental Health Service, MAST and the educational psychology service.
- Ensuring that, where a pupil who is the subject of a child protection plan leaves one of the schools, their information is transferred to the new school immediately and that the child's social worker is informed. Child protection information will be transferred securely and separately from the child's education file.

### **Provision of a Safe Environment**

The schools will keep up to date the Single Central Record in line with DfE guidance, "Safeguarding Children and Safer Recruitment in Education" to ensure that identity checks have been carried out, that CRB checks have been completed as appropriate and the date recorded. Also that required qualifications for any post are recorded alongside professional registration details.

In creating a safe environment for children and young people the schools will have a well circulated anti-bullying policy, the impact of which is regularly reviewed and evaluated. The policy will make specific reference to the measures to be taken when instances of racist bullying, sexual bullying and cyber-bullying occur.

Processes for children and young people to report concerns or make complaints about others are understood by both children and staff. The means by which this should be done are well advertised and understood by all. In the federation this is achieved by information for parents and children, the school council and class activities such as circle time as well as good pastoral care for all children.

The use of physical intervention with young people needs to only happen when circumstances require it in order to prevent damage to the child or young person themselves, to other young people or to an adult. Additionally if the young person is disrupting the learning of others, this can also be a reason to intervene. In all cases the intervention must be reasonable and proportionate to the level of perceived risk, only last as long as is required to reduce the risk and minimise any possible harm to the child. In emergency situations any staff member present should act in the best interests of the child or children. Any use of physical intervention should be reported to the Headteacher without delay and the relevant report form completed.

Security within the schools is carefully managed and reviewed annually. All visitors to the schools must sign in, show any official identification if they have one and be accompanied by an adult at all times while on the premises. A lower level of supervision will be required where the schools are satisfied that the visitor has had the relevant checks carried out by their employer and that they are carrying an approved form of official identification ie. School nurse, speech therapist, etc. Health and Safety issues are central to the safety and welfare of both pupils and staff within the schools. The schools follow the LA and

government guidance on such matters and regularly reviews and updates its compliance in the light of inspection, experience and practice. An example of this is having a member of staff on duty in the mornings when the sites are open and unsecured.

This Child Protection and Safeguarding policy is on the schools websites and will be made available to parents on request.

This policy has been reviewed and approved by the governing body in line with their responsibilities under section 175 of the Education Act 2002.

Date .....Sept 2016.....

Review Date: ...Sept 2017.....