



Whole School Policy for Safeguarding Children

PURPOSE

The purpose of Twineham's Safeguarding Policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This policy will give clear direction to staff, governors, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

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 Twineham. The elements of our policy are: prevention, protection and support.

Our policy applies to all pupils, staff, parents, governors, volunteers and visitors. The trained Designated Member of Staff for safeguarding at Twineham is the Headteacher and in her absence the Senior Teacher.

AIMS

Our aims are to:

- Create an environment in our setting which is safe and secure for all children;
- Encourage children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- Enable children to have the self-confidence and vocabulary to resist inappropriate approaches;
- Encourage children to develop a sense of autonomy and independence;
- Work with parents to build their understanding of and commitment to the welfare of all our children.
- Recognise when children may be suffering harm and take appropriate action, including referrals to Children's Services when necessary.
- Promote safe practice and to challenge poor or unsafe practice.
- Develop and promote effective working relationships with other agencies involved with safeguarding, for the children's benefit.

In order to fulfil these aims:

- Our staff have received training in safeguarding children and receive updated training every three years as a minimum;
- We follow the guidelines laid down by West Sussex Safeguarding Children Board Child Protection Procedures;
- All members of staff know the school's procedures for recording and reporting incidents;
- In consultation with parents/carers we are able to refer children for additional help through the Common Assessment Framework (CAF);
- We notify the registration authority (OFSTED) of any incident or accident which affects the well-being of children;
- We follow West Sussex guidelines for contacting the LA Assessment and Referral Team and the Education Welfare Service on safeguarding issues;

Updated October 2014

KEY PRINCIPLES

- We believe that all children have a right to be protected from harm and/or abuse
- We recognise that abuse occurs in all cultures, religions and social classes and that staff need to be sensitive to the many differing factors which need to be taken into account depending on the child's cultural and social background.
- We recognise that because day to day contact with children school staff are extremely well placed to observe outward signs of abuse.
- We recognise that a child who is abused or witnesses abuse or violence may find it difficult to develop and maintain a sense of self-worth, they may feel helpless and humiliated and may feel self blame.
- We recognise that the school may provide the only stability in the lives of children who have been abused or 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 as normal to that which is overtly aggressive, disturbed or withdrawn.
- We know that it is important that children feel secure, are encouraged to talk and are sensitively listened to, and that children know that there are adults in school whom they can approach if they are worried or unhappy.
- We adhere to the principles of working in partnerships with those who hold parental responsibility for each child.
- The prime concern at all times must be the welfare and safety of the child. Where there is a conflict between the needs of the child and the parent/carer, the interest of the child must be paramount.

PROCEDURES

At Twineham we have our Safeguarding file where all policies that relate to procedures and practices to keep everyone safe in the school are kept. This file is found in the School Office and the Headteacher's Office.

- All regular visitors and volunteers to our school will be shown the Safeguarding file to read through, they will be told who our Designated Member of Staff for Safeguarding (DMS) is and what the recording system is.
- When new staff, volunteers or regular visitors 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 DMS for safeguarding is. They will be aware of recording format, and how to complete it from reading the safeguarding file.
- Every new member of staff will have an induction period that will include essential safeguarding information. This process will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff of their responsibility to safeguard all children at our school and the remit of the role to the DMS. New staff that have not had any child protection training or staff who have had training more than three years ago will be advised how the access up to date appropriate training. There is a powerpoint that is available for them to view.
- When new pupils join our school, all parents and carers will be informed of all Safeguarding Policies relating to Safeguarding and Child Protection duties the school has available upon request. 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.

TRAINING

- Every member of staff will undertake appropriate safeguarding training every three years. The DMS will also attend relevant LA multi agency training.
- Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. The named governor for safeguarding is Mr Robert Hirst. He has completed safeguarding training. Our Child Protection Governor is Deacon Stephen and he has been training in this area.

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. 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 or support staff member.
- An initial child protection conference will be convened if a referral has been made and following an investigation the findings have considered the child to have suffered significant harm or to be a risk of significant harm. If the child is already subject to a child protection plan review conferences are regularly held to monitor the safety of the child and the required reduction in risk.
- 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 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 subject to a child protection plan. 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 adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.
- Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for our children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made. Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We will take all

possible steps to safeguard our children and to ensure that the adults in our school are safe to work with our children. All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from West Sussex Local Authority Services and Personnel. 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 West Sussex Local Authority.

- All staff will have access to and be expected to know our school's policy for Use of Force to Control or Restrain Pupils Positive Handling. 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 Use of Force to Control or Restrain Pupils Positive Handling must be adhered to. A list of personnel able to practice *team teach* is available in the office. Training need to be renewed every 3 years.
- 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 at Twineham have a vision glass panel in them and can be left open.
- 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 of *Safe Working Practice for the Protection of Children and Staff in Education Settings*, (www.teachernet.com).
- At Twineham we will expect that at all times parents and visitors will behave and communicate in an appropriate manner. We expect all courtesy to be shown to the staff and children in the school. At no times would intimidating or threatening behaviour or swearing be tolerated on the school site.

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, through training or induction, will 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 we will not keep secrets. Every child will know what their chosen adult will have to do with whatever they have been told.
- At Twineham we will endeavour to provide activities and opportunities with the school's Collective Worship themes and in the PHSCE and SEAL 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.
- To communicate and work with parents in the promotion of safeguarding children eg online safety.

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 DMS. Any information recorded will be kept in the disclosures file, in a secure filing cabinet in the office and not with the child's academic file. These file will be the responsibility of the DMS 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 disclosures 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 the chronology and contents front cover.
- Reports of a concern to the DMS 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 the DMS makes contact with the DMS at the following school and the file will be forwarded. We will use the safeguarding information sheet to ensure the receiving school had the most relevant and up to date information about the child.

ROLES AND RESPONSIBILITIES

- At Twineham the Headteacher is responsible for identifying senior staff to act as DMS. We will liaise with the 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 DMS. The DMS at Twineham 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 DMS will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have access to appropriate training.
- The Resources Committee of the Governing Body of Twineham 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, 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 at Twineham 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.
- We will ensure that our Headteacher and at least one Governor has completed appropriate safer recruitment training.
- Currently Mr Hirst and Deacon Stephen have successfully completed the Safer Recruitment training along with the Headteacher. At Twineham 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 applications forms if we are unclear about them.
- We will undertake enhanced CRB checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

- We will use the recruitment and selection process to deter and reject unsuitable candidates and will adhere to the requirements of Safeguarding Children in Education and Safer Recruitment 2007.