



## SAFEGUARDING

APPROVED BY GOVERNORS	September 2018
TO BE REVIEWED BY	September 2021

## SAFEGUARDING POLICY

### **1. Scope**

This policy is written and approved by the governing board, but applies to all employees and governors of school.

It has been created using a model policy created by Herts for Learning and has therefore been produced in consultation with external advisors and the professional associations/trade unions.

### **2. Introduction**

This policy is based on Keeping Children Safe in Education 2018, which is statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014, and the Non-Maintained Special Schools (England) Regulations 2015.

Safeguarding and promoting the welfare of children refers to:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- the aim of safeguarding is to enable children to have optimum life chances and to enter adulthood successfully.

'Safeguarding' is an umbrella term that incorporates child protection. 'Child protection' is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm, and to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced. A separate child protection policy is approved by the governing board.

This safeguarding policy is published on the school website.

### **3. Our Principles**

The welfare of children, and their wishes and feelings are afforded consideration when developing and carry out activities across the school.

All children will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture

All employees have a professional role to identify and respond to the needs of children and report any concerns immediately. We also expect volunteers and visitors to the school, such as student teachers, to adhere to our safeguarding policy.

We aim:

- To provide everyone with the necessary information / training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children.
- To provide parents/carers and children with information about the organisation's arrangements to keep children safe.
- To ensure safe and consistent best practice across the organisation
- To demonstrate the organisation's commitment to safeguarding children

This policy has been devised in accordance with the following legislation and guidance:

Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust	Hertfordshire Children Board Safeguarding Interagency Procedures Manual	<a href="http://hertsscb.proceduresonline.com/chapters/p_manage_alleg.html">http://hertsscb.proceduresonline.com/chapters/p_manage_alleg.html</a>
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Disqualification under the Childcare Act 2006 : Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools	DfE (February 2015)	<a href="http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006">www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006</a>
Education Act 2002 <ul style="list-style-type: none"> <li>• Section 175 – requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children.</li> <li>• Section 157 and the Education (Independent Schools Standards) (England) Regulations 2003 - require proprietors of independent schools (including academies and technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.</li> </ul>		<a href="http://www.legislation.gov.uk/ukpga/2002/32/contents">http://www.legislation.gov.uk/ukpga/2002/32/contents</a>
Guidance for Safer Working Practice	Safer Recruitment Consortium (September 2015)	<a href="http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf">http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf</a>
Information Sharing: Advice for practitioners	DfE (March 2015)	<a href="https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice">https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice</a>
Keeping Children Safe in Education	DfE (2018)	<a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a>
Sexual Offences Act (2003)	HM Government	<a href="http://www.legislation.gov.uk/ukpga/2003/42/contents">http://www.legislation.gov.uk/ukpga/2003/42/contents</a>
Teachers' Standards 2012 <ul style="list-style-type: none"> <li>• These standards set the minimum requirements for teachers' practice and conduct. Teachers, including Headteachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.</li> </ul>	DfE (2011)	<a href="https://www.gov.uk/government/publications/teachers-standards">https://www.gov.uk/government/publications/teachers-standards</a>
What to do if you're worried a child is being abused	DfE (March 2015)	<a href="https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2">https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2</a>

#### 4. Relevant associated policies

To safeguard and promote the welfare of children, this policy should also be read in conjunction with other associated policies to ensure the safety and wellbeing of children.

- Anti-bullying
- Attendance
- Behaviour management
- Child protection
- Complaints procedure
- Data Protection Policy
- Off-site visits
- E-safety
- Preventing and dealing with racist incidents
- Health and safety
- Privacy notice
- Intimate care
- Supporting children with medical needs
- Physical intervention
- Safer recruitment
- Special educational needs
- Code of conduct
- Whistle-blowing
- Volunteers & visitors

## **5. Safeguarding themes**

### **Anti-Bullying:**

The Claxton Trust recognises the right of our children and young people to develop with confidence in an environment that is safe and free from the emotional and physical distress that can be a result of bullying. It is the responsibility of the governing board to ensure that procedures are in place that will monitor and address anti-bullying issues. There is a more detailed anti-bullying policy available on the school website and a hard copy is available from the school office.

### **Attendance:**

In accordance with the school's attendance policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences to safeguard the welfare of children and young people in its care. We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understand how important this practice is in safeguarding children and young people.

### **Child Protection:**

There is a detailed child protection policy operating in school. A copy will be provided to parents / carers on request and is available on the school website. It is the governing board's duty to ensure that this is reviewed annually and any deficiencies within the policy addressed immediately.

All child protection concerns will be managed in accordance with the Hertfordshire Safeguarding Children Board Inter-Agency Child Protection Procedures. A copy of these procedures can be found at [www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk). Children's Services telephone number 0300 123 4043 (including out of hours).

### **Complaints:**

The school has a complaints policy available to parents, pupils and staff who wish to report concerns. This can be found on the school website. All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or

volunteer will be dealt with under the specific procedures for managing allegations against staff, within the child protection policy or whistleblowing policy.

### **Confidentiality**

The school's privacy notice is available on the school's website. All staff understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information will be stored and handled in line with the Data Protection Act 1998 and the General Data Protection Regulations 2018. The designated senior lead (DSL) within the school will normally obtain consent from the child/parent to share sensitive information with outside agencies. Where there is good reason to do so (e.g. to help to protect a child), the DSL may share information without consent and will record the reason for this. Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. The school will retain this information on the pupil file and transfer to the next school/archive the information in line with its data protection policy. The school will only share information about children with adults who have parental responsibility for a pupil.

Data protection breaches will be reported to the schools Data Protection Officer and dealt with according to the school's procedures for GDPR.

### **Curriculum:**

Children are taught to understand and manage risk through school based policies on values education, sex and relationships education, drug education and eSafety and through other aspects of the curriculum.

The school is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children know that we have senior members of staff with responsibility for child protection and they are made aware of whom these persons are. We inform children of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Subjects, such as values education, discussing relevant safeguarding issues with the children. Please see the eSafety section of this policy for further details on this topic.

### **eSafety**

The school has an e-safety policy which can be found on the school website. The policy includes how we teach children to stay safe when using the internet in and out of school, including the risks of sharing content and images online and tackling bullying, including cyber bullying. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through the anti-bullying procedures.

The trust will ensure that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

The use of digital images in schools is a complex area. Each school has a clear and sufficiently detailed policy which covers the taking and use of digital images and video of children and takes steps to ensure that it is understood and enforced.

We recognise the importance and usefulness of including the children's use of technology within the classroom, such as an iPad. With this brings lots of opportunities for children across all age ranges to explore and learn in an explorative and creative way. The use of a technology item, such as an iPad is likely to have a camera and children will be using the camera as part of their learning experience. However, the use of iPads and other tablet equipment can also present risks if children are left to use the equipment in an unsupervised environment. It is therefore understood that the school will ensure that all usage of iPads within the school will be supervised by an adult.

Staff and children, and where applicable volunteers and visitors, sign an Acceptable Use Agreements for the use of ICT equipment. For staff, this includes a section on the use of digital images and clarification about the position regarding the use of personal mobile phones/cameras for taking pictures. Where volunteers are supporting school staff, they should abide by the same rules as school staff as far as is reasonable.

**Health and safety:**

The school has a corporate health and safety policy which describe procedures for health & safety management. These demonstrate the consideration we give to minimising any risk to the children when on school premises and when undertaking activities out of school under the supervision of our staff. For example, at all times, there must be appropriate staffing levels and when off-site, appropriate and agreed pupil / adult ratios are maintained. The lead adult always assesses visits/trips as to the level of risk and all trips are finally authorised by the headteacher.

The school has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

A copy of the health and safety policy is available on the school website.

**Inclusion and diversity:**

Some children may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Our ethos promotes and accepts the differences between all children and adults. In practice this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for everyone in the school. The aim is to create an environment where all children and adults can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

In line with Keeping Children Safe in Education (DfE, 2018), to ensure all our pupils receive equal protection, we give special consideration to additionally vulnerable groups (as outlined in our child protection policy), for example children with disabilities and special educational needs. Special consideration is also given in the provision of safeguarding information and resources in accessible formats for children and adults with communication needs.

**Managing allegations against staff and volunteers:**

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour and actions 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.

Our procedures in relation to the management of allegations are contained with the child protection policy and the school whistleblowing policy.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in Hertfordshire Safeguarding Children Board Inter-agency Procedures and Part 4 of 'Keeping Children Safe in Education', DfE (2018) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The Hertfordshire LADO Service can be contacted on 0300 123 4043. When recruiting staff, we follow all safer recruitment guidelines. These are fully outlined in our Safer Recruitment policy found on the school website.

**Partnership with other services:**

Everyone in the school recognises that it is essential to establish positive and effective working relationships with other agencies that are partners of the Hertfordshire Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

**Partnership with parents:**

Longmeadow Primary School are committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

We share a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. We will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. Where parents have information, which indicates that a child is at risk of harm, the designated safeguarding lead (DSL) will support them in making appropriate referrals to children services.

**Safer recruitment and selection:**

Our recruitment process selects, screens, trains and supervises staff and volunteers so that the appointment of unsuitable people can be deterred and rejected from working with children.

A copy of the school's safer recruitment policy is available on the school's website.

Our school has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of several listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. If these circumstances arise in relation to a member of staff in our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer (LADO).

We also adhere to the guidance issued by the Department for Education in 2015 regarding persons who are disqualified under the Childcare Act 2006.

**Safer working practice:**

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.

The Teachers' Standards (DfE 2012) are augmented by standards of personal and professional conduct e.g. ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability'.

All employees will be provided with a copy of the code of conduct at induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

All employees are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, our employees understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behaviour is consensual.

**Security:**

Security measures put into place must take into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our children and staff.

A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.

The school will take all reasonable efforts to control access to the buildings and grounds to prevent unauthorised access to children and ensure the personal safety of staff. For example: the access control procedures for the buildings are via the main school gates or the visitor's reception; doors are controlled by an entry phone system and key fobs; all other gates remain locked at all times.

The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

Where the governing board allows the use of premises to external bodies (such as sports clubs) or service providers during or out of operational hours, they will ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in place to co-ordinate on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers.

Appropriate checks will be undertaken in respect of visitors and volunteers coming onto school premises. Visitors will be expected to sign in and out via the school office Inventory system and display a visitor's badge at all times. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

Organisations will not accept the behaviour of any individual (parent or other) that threatens security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the site.