

Cauldwell Lower School

Safeguarding and Child Protection Policy



Persons involved in the development of the Policy
Erica Cromey –Hawke; Assistant Headteacher, Designated Safeguarding officer

Judith Apps; Headteacher

Governing Body

Date of Commencement of the Policy	January 2012
Date of Endorsement by the Governing Body	January 2012
Date to be Reviewed	January 2013

Rationale:

At Cauldwell Lower school we recognise:

- Our statutory duty under section 175 of the Education act 2002 to ensure that arrangements are in place for safeguarding and promoting the welfare of children.
- Our duty under the Children Act 2004 to work together with other organisations and partners in order to achieve this, and
- Our Common Law duty to protect and keep children safe whilst in our care.

We fully acknowledge our responsibilities for child protection and recognise that through our day to day contact with children, school staff are well placed to identify signs of risk and harm.

We recognise that for children high self esteem, confidence, risk awareness and good lines of communication help to reduce risks.

We recognise that for some children school may be the only stable, secure and consistent environment in their lives.

We will make all parents/carers aware of the role and responsibilities of the school with regard to safeguarding and promoting welfare and of the existence of this and other related policies (listed later) through our school website.

Aim

We aim to provide a safe, secure, inclusive and consistent environment for all children regardless of age, race, religion/belief, disability, gender, one in which they feel safe, supported, valued, respected and listened to.

We will do this by:

- Establishing an environment in which children are and feel safe and can learn, develop and have a voice.
- Adopting safe recruitment practices to check the suitability of both staff and regular volunteers and visitors to the school. We will also ensure that procedures are in place to prevent the unsupervised access to children of adults who have not undergone such a checking process.
- Raising the awareness of children and equipping them with the skills and knowledge needed to keep safe.
- Having in place procedures for the identification and reporting of cases where harm or risk of harm to a child is suspected and ensuring that all staff are aware of such procedures.
- Supporting children who have suffered abuse or neglect or who are otherwise vulnerable (e.g children living away from home), where appropriate, in accordance with their agreed child protection/care plan.
- Having measures in place to facilitate and promote the safe use of technology (in line with the local authority guidance on e-safeguarding).
- Monitoring and reviewing our safeguarding and child protection practices and procedures regularly.

Roles and responsibilities

We recognise that all staff, regardless of their role have a duty to safeguard children and promote their welfare. Our policy applies to the whole school community: all teaching and non teaching staff, governors, volunteers and visitors working in the school. The Governors and the

designated safeguarding officer will have particular responsibility for safeguarding and child protection within the school.

The designated safeguarding officer in this school is:

Erica Cromey-Hawke (Assistant headteacher, SENco)

In her absence/to assist:

Judith Apps (Headteacher)

As a School We will:

Establish an environment in which children are and feel safe and can learn, develop and have a voice by:

- Providing a Designated Safeguarding officer, Family Support worker and Behaviour specialist who are all known to parents/carers and children.
- Providing quality first teaching knowing the children in our care really well and catering for their individual needs.
- Providing Senior peers as playground buddies.
- Having an active and effective student council.
- Ensuring that our buildings and site are secure and visitors to the school are properly checked and supervised.
- Ensuring that we have up to date policies in place for health and safety, PSHE (including Sex and Relationships Education), Behaviour (including Bullying, Racist and other discriminatory incidents and Physical Intervention) and Attendance, Race Equality, Bullying including internet/mobile, Intimate/personal care, Physical intervention, Whistle blowing, E safety in relation to the use of technology (including mobile phones and photographic equipment). Ensuring that these policies and procedures are fully understood and adhered to by all staff.
- Ensuring that all staff are risk aware and carry out risk assessments as appropriate to their individual role and responsibilities.
- Ensuring that all staff, governors and regular visitors and volunteers have been made aware of the DFE Guidance for safer working practice for adults who work with children and young people (2009) document. There are copies of the document in each key stage and in the staff room. All staff will sign to say they have read it.
- Following the LSCBs procedures (Managing allegations and concerns regarding staff, carers and volunteers working with children and young people 2011) for dealing with allegations and concerns about staff (paid or unpaid, temporary or permanent). Where such an allegation or concern arises, the Headteacher should be notified. She will notify the Local Authority Designated Officer (LADO). Where such an allegation is made against the Headteacher, the matter will be referred to the chair of Governors who will likewise notify the LADO.
- Having a Safer recruitment policy and making sure all staff are aware of it. In line with the guidance "Safer Recruitment", the Headteacher, Assistant Heads and Chair of Governors have completed Safer Recruitment training. All staff including volunteers who have access to children in our school have been carefully selected and screened and all have had an enhanced Criminal Records Bureau (CRB) check prior to commencing work. All details of all appointments/checks are held in a central record in the school office.
- Including opportunities through the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Ensure all children are aware of the adults in the school they can approach if they are worried.

- Displaying appropriate safeguarding materials and information for both parents/carers and children.

Procedures for the identification and reporting of cases where harm or risk of harm to a child is suspected

Our designated safeguarding officer is fully trained and receives updated training every two years. All staff are responsible for recording any concerns by completing by hand our school Record of concern form, (which is located in the Inclusion room) and handing it in person to the Designated safeguarding officer. They will then be followed up and dealt with appropriately by the designated safeguarding officer, who will ensure these confidential records are kept securely. It is the responsibility of the designated officer to have discussions with Social Care when concerns arise regarding the safety of a pupil in this school. All such pupils are closely monitored, including attendance, and where extra concerns arise these are passed on to the appropriate agencies. Advice and support are offered to other members of staff dealing with a pupil for whom there are concerns.

Through training, all staff (teaching and non-teaching) will be made aware of all their responsibilities concerning safeguarding and child protection. They will be able to recognise the signs of abuse and understand their responsibilities when a child may be at risk of harm. Training of all staff (except the designated person) will be updated every three years.

The school will ensure that it provides written referrals on the correct form (CAF) and recognises the importance of attendance at all meetings called when there is a concern regarding the safeguarding of a pupil.

All children who are deemed children in need or looked after children will have their own lever arched file and a chronology sheet regularly updated. The designated safeguarding officer or the family support worker will attend all relevant meetings.

Designated Governor

Our school designated safeguarding governor, Jane Knapp, will act as the link person between the governing body and the designated officer. The governor will review safeguarding procedures/practices including access to training through meetings with the safeguarding officer. The governors will ensure that sufficient time is given to carry out the duties including accessing training. Where safeguarding concerns arise regarding a member of staff, the governor will liaise with the Governors.

Children with Statements of Special Educational Needs

We recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse. All staff that support these pupils will be extra aware of the need for vigilance for signs of abuse.

Parents

Cauldwell Lower School believes in working closely with parents and in most cases where we have a concern about a pupil, the parents will be informed. In our school prospectus we have set out our obligations regarding potential harm to pupils so parents can have an understanding of the responsibility placed on our school.

Policies

This policy should link to other school's policies on:

PSHE (including Sex and Relationships Education)
Health and Safety
Behaviour (including Physical Intervention) and Attendance
Race Equality
Bullying including internet/mobile

Confidentiality

Intimate/personal care
Physical intervention
Whistle blowing
E safety

Sources of Reference:

Attendance Guidance Manual (In particular, section 5, vulnerable groups)
<http://www.schools.bedfordshire.gov.uk/im/ims/Attendance/index.htm>

Child in need procedures manual (2008) <http://www.bedfordshirelscb.org.uk/publication.php>

Children Missing Education Procedures
<http://www.schools.bedfordshire.gov.uk/im/ims/Attendance/index.htm>

DCSF Guidance for safer working practice for adults who work with children and young people (2009)
<http://webarchive.nationalarchives.gov.uk/20100202100434/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311/>

E-Safeguarding: Creating Working Procedures in schools(2009)
<http://www.northerngrig.org/nen/esg>

Safeguarding Children and Safer Recruitment in Education
<http://education.gov.uk/publications/standard/publicationDetail/page1/DFES-04217>

Use of Force Guidance <http://publications.teachernet.gov.uk/eOrderingDownload/DCSF-00376-2010.pdf>

What to do if you're worried a child is being abused (2006)
<http://education.gov.uk/publications/standard/publicationDetail/page1/DFES-04320-2006>

Working Together to Safeguard Children (2010)
<http://publications.dcsf.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publication&productId=DCSF-00305-2010>

Manuals kept in school and adopted

Bedfordshire's Safer Working Practice for the protection of children and staff in education settings. June 2009

LSCB Working together to safeguard children March 2008

DCSF Guidance for safer working practice for adults who work with children and young people (2009)

Signed:

Date:

