

CAULDWELL LOWER SCHOOL

Safeguarding Policy

Principles

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to the guidance “Safeguarding Children and Safer Recruitment in Education DfES 2007”.

Cauldwell Lower School recognises that it has a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children and we will carry out this duty through our teaching and learning, pastoral care and extended school activities. All members of the school community (including volunteers and governors) will at all times establish and maintain a safe and stimulating environment where children feel secure, are encouraged to talk to adults they can trust and are listened to.

Through training, all staff (teaching and non-teaching) 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.

Staff recruitment

In line with the guidance “Safer Recruitment”, the Headteacher, Assistant Head and Vice 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 check prior to commencing work. All details of all appointments/checks are held in a central record.

Designated member of staff

The designated senior member of staff for safeguarding in this school is:

Erica Cromey-Hawke.

In their absence/to assist:

Judith Apps.

Our designated member of staff is fully trained and receives updated training every 2 years. All staff are responsible for filling in written concerns sheets which are collated onto chronology forms by the designated person who ensure these confidential records are kept securely. It is the responsibility of the designated member of staff 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.

Designated Governor

Our school has a designated safeguarding governor who 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 termly 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 Chair of 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.

Allegations against a member of staff

Where there is a concern that a member of staff may have behaved inappropriately the Headteacher will discuss the matter with the Allegations Manager as laid down in the Bedfordshire LSCB procedures and the Chair of Governors will be informed. However, where the allegation made concerns the Headteacher, the Chair of Governors will liaise with the Allegations Manager. The school will not attempt to investigate unless authorised to do so.

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.

Legislation relating to this policy

- Children Act 1989, 2004
- Education Act 1996, 2002 (Section 175)
- School Standards and Framework Act 1998
- Safeguarding Children and Safer Recruitment in Education
- Guidance DfES 2007

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

Signed:

Date:

Cauldwell Lower School

Policy Document

Safeguarding Policy



Persons involved in the development of the Policy

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|--------------------|-----------------------|
| Judith Apps | Head Teacher |
| Erica Cromey Hawke | Assistant Headteacher |
| Governing Body | |

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| Date of Commencement of the Policy | November 2009 |
| Date of Endorsement by the Governing Body | November 2009 |
| Date to be Reviewed | November 2010 |

