



Dudley House School

Safeguarding Policy

(To be read in conjunction with our policies on Anti-Bullying, Behaviour, Child Protection, E-Safety, Health, Safety and Welfare, Mobile Phones, Off-site Visits, Photographic & Video images, Preventing Extremism and Radicalisation, Safer recruitment, Social Media, Visitors and Whistle Blowing.)

1 Introduction

- 1.1 The welfare and safety of children who attend our school is of paramount concern. We will promote the health, well-being and safety of the pupils in all we do. Our children have the right to protection, regardless of age, gender, ability, race or social background. They have a right to be safe in our school. The school recognises and understands its statutory responsibilities to work together in partnership with other agencies to help children to grow up in a healthy and safe environment.
- 1.2 This policy draws on guidance for schools set out in: *The Children's Act 2004, Working Together to Safeguard Children DfE 2015; Keeping Children Safe in Education DfE 2016*. This policy contains a statement of school policy in relation to allegations of abuse against staff.
- 1.3 Definition of safeguarding:
All adults who work with children have a duty to promote the welfare of children and protect them from harm.

'Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing the impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.' *Working Together to Safeguard Children DFE 2015*

2 Aims and objectives

2.1 The aims and objectives of this policy are to:

- keep our children safe;
- ensure that all our staff promote an environment where children can learn in a safe, caring, stimulating and positive school;
- ensure that all pupils know they are valued and their concerns will be taken seriously and addressed by the adults who care for them; we want all children to feel safe and know what to do if they ever have concerns about any aspect of their physical or emotional safety;
- make clear the importance of children becoming confident and resilient, and being able to make decisions for themselves;
- promote the emotional intelligence of our pupils so that they are self-aware and can empathise with others;
- ensure that this school works effectively with a wide range of agencies involved in the promotion of the health, well-being and safety of children.

2.2 This policy sets out the roles and responsibilities of all adults who work or support our school and in so doing provides guidance on how we will make sure our school is a safe and caring place for all our pupils. It outlines the procedures to be taken if an incident of concern is identified with any child in our school. It will also set out how adults record and communicate concerns and how we will monitor incidents if and when they occur.

3 Staff responsibilities

- 3.1 It is the responsibility of the headteacher to ensure all of the following:
- that the governing body adopts appropriate policies and procedures to safeguard children in the school;
 - that these policies are implemented by all staff;
 - that sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
 - that all staff and adult helpers in the school are able to voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe.
- 3.2 The headteacher is the Designated Safeguarding Lead. She guided by two principles:
- in accordance with the Children Act, the welfare of the child is always paramount;
 - confidentiality should be respected whenever possible.
- 3.3 A key role of the designated safeguarding lead (DSL) is to be fully conversant with the procedures of the Local Safeguarding Children Board (LSCB), and to ensure that the school takes action to support any child who may be at risk. The DSL must also make sure that all staff, both teaching and non-teaching, are aware of their responsibilities in relation to child protection. The DSL will work closely with Children's Services, as well as the LCSB, when investigating any allegations of abuse. All parties involved will handle such investigations in a sensitive manner, remembering all the time that the interests of the child are of paramount importance.
- 3.4 All staff have a responsibility to report to the headteacher any concern they have about the safety of any child in their care.

4 Safeguarding Procedures (see Child Protection Policy)

- 4.1 Any action taken by the designated safeguarding person when dealing with an issue of child protection must be in accordance with the procedures outlined in the LSCB's "Managing Individual Cases where there are Concerns about a Child's Safety and Welfare" ([section 4 of LSCB Inter-Agency procedures](#))
- 4.2 All adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded.
- 4.3 We will maintain accurate written records of all matters of concern.
- 4.4 If teachers suspect that a child in their class may be a victim of abuse, they should not try to investigate, but should immediately inform the nominated designated safeguarding lead about their concerns. Abuse can be of a physical, sexual or emotional nature. It can also be the result of neglect. Staff must not keep to themselves any information about safeguarding which a child gives them; they are required by law to pass this information on.
- 4.5 If a child alleges abuse, the school will make a referral to Social Care via the Children's Services Customer Service Centre on 01522 782111.
- Concerns should be discussed with the family and where possible their agreement sought to make a referral to Social Care, unless such discussion and agreement seeking would place the child at increased risk of significant harm.

5 Confidentiality

- 5.1 We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only.
- 5.2 We comply with the requirements of the government with regard to confidentiality. The files we keep on children are available on request to those children's parents or carers. Information from third parties will not be disclosed without their prior consent. Access to these files may be withheld in certain prescribed cases where there are instances of actual or alleged abuse. Working notes are not subject to disclosure, but will be summarised and then kept on file. These guidelines are in line with the safeguards on disclosure of

information set out in the *Education (School Records) Regulations 1989* and subsequent guidance.

6 Physical restraint (see Behaviour and Discipline policy)

- 6.1 There may be times when adults, in the course of their school duties, have to intervene physically in order to restrain children and prevent them or others from coming to harm. Such intervention will always be the minimum necessary to resolve the situation. We follow the guidance given in '*Use of Reasonable Force*' (DfE 2013). The headteacher will require the adult(s) involved in any such incident to report the matter to her immediately, and to record it in the incident log.

7 Teaching and learning

- 7.1 Our teaching of personal, social and health education (PSHE), helps children develop appropriate attitudes towards others and to come to understand normal, appropriate expectations of social behaviour; we also aim to teach them how to recognise different types of risks in a range of situations, and how to behave in response to them.
- 7.2 We will teach in such a way as to encourage pupils to be able to voice their opinions and develop their own self confidence. We aim to build strong and caring relationships with all our pupils. In so doing we hope to provide our pupils with the skills necessary to be able to bring to the attention of any adult working in the school any matters of concern they may have. We will always take seriously any safeguarding issues drawn to our attention by any pupil.
- 7.3 We will make sure that all school activities are carried out safely. Whenever appropriate, teachers will make risk assessments before activities go ahead (see *Health, Safety and Welfare, Risk Assessment and Off-sites Visits policies*).
- 7.4 Teachers will make sure pupils are given clear safety instructions whenever they are engaged in activities that have potential risks, such as using an oven or handling science equipment.

8 E-safety (see E-Safety policy)

- 8.1 We regularly use the Internet in school because it has many educational benefits and supports pupils' learning. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use a filtered service and selected links. Children are taught how to stay safe online. Parents and carers are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

9 Mobile phones (see Mobile Phone Policy)

- 9.1 Children are not allowed to bring into school mobile phones or any other electronic form of communication.
- 9.2 Staff may be in possession of a mobile phone but it must be switched off (or left on silent) at all times when working with children. Staff should not make or receive calls or text messages during the working school day and are not permitted to take photographs or videos of children with mobile phones or personal iPads / tablets.
- 9.3 Staff will take a mobile phone on all school trips so that school may contact them or they can contact the emergency services or school if needed.

10 Photographic and video images (see Photographic and Video Images policy)

- 10.1 Photographs and video images that include children are taken for a wide range of educational purposes on school cameras and iPads as long as parental consent has been given. All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in.

- 10.2 We allow video and photographic recordings of school performances, as long as the parents or guardians of the children involved have given their consent.
- 10.3 Parents and friends will be reminded that images and recordings of pupils in school events and performances must be used responsibly for their own personal use and should not be uploaded onto any social media sites etc.

11 Social Networking Sites (see Social Networking policy)

- 11.1 Staff are not permitted to post anything about the children attending the school, past or present, their families or any other member of staff on social media sites not approved for school use.
- 11.2 Staff are not permitted to post any photographs from the school or any photographs that identify the school, children or staff regardless of where the photographs were taken on social media sites not approved for school use.
- 11.3 Photographs of staff may only be posted with their consent.
- 11.4 Any member of staff that posts comments that breach confidentiality or are deemed to be of a detrimental nature to the school, staff or children will be subject to the schools disciplinary procedure.
- 11.5 All staff will maintain professionalism whilst using social networking sites.
- 11.6 Any member of staff, who becomes aware of any social networking activity that would be deemed inappropriate or detrimental, will make the headteacher or chair of governors aware under the guidelines of the Whistle blowing policy.

12 Extremism and Radicalisation (see Preventing Extremism and Radicalisation Policy)

- 12.1 Dudley House School seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.
- 12.2 Staff teach pupils a broad and balanced curriculum, underpinned by both the school and fundamental British values, that prepares them for life in modern Britain.
- 12.3 The school adheres to the [Prevent Duty Guidance for England and Wales](#) July 2015.

13 Staff recruitment (see Safer Recruitment policy)

- 13.1 We will do all we can to ensure that all those working with children in our school are suitable people. This involves scrutinizing applicants, verifying their identity and qualifications, obtaining references, checking medical fitness, checking whether they are prohibited from teaching, and obtaining an enhanced Disclosure and Barring Service (DBS) and barred list check. We follow the government guidance set out in *Keeping Children Safe in Education (September 2016)*.
- 13.2 We ensure that at least one member of every staff recruitment panel, whether members of staff or the governing body, has received recent safer recruitment training.

14 Staff training / continuing professional development

- 14.1 The nominated designated safeguarding lead has regular training and development opportunities so their skill and competence level remains high. They also attend inter-agency training so that our school maintains effective working relationships with other agencies.
- 14.2 All adults in the school receive regular training to raise their awareness of safeguarding issues, and to improve their knowledge of safeguarding procedures that have been agreed by the local Safeguarding Board.

15 Allegations against staff

- 15.1 If an allegation of child abuse is made against a member of the school staff (or volunteer), Child Protection procedures must be followed. The Headteacher must be notified or, where the allegation is against the Headteacher, the Chair of Governors must be informed. **All allegations of alleged or suspected abuse against a person who works with children must be reported to Paul Fisher, Local Authority Designated Officer (LADO).**
- 15.2 This applies even where the nature of the alleged assault would not normally meet the threshold applied to children in their own families. For example, a report of a child being smacked by a parent, with no injury caused, would be unlikely to require any response by Police or Social Care. However, a similar report of a child being smacked by a teacher should be responded to because of:
- the vulnerability of children away from home;
 - the higher standards of conduct demanded by law and regulation of those caring for other people's children;
 - the position of trust enjoyed by such people.
- 15.3 Full details of how to respond to an allegation made against a member of staff can be found in the Local Safeguarding Children Board (LSCB) Procedures and in 'Keeping Children Safe in Education, Part 4,' published by the DfE September 2016
It is not the responsibility of the school to investigate allegations made against staff unless advised to do so by the LADO. All allegations against members of staff or volunteers in school should be reported to the Local Authority Designated Officer (LADO)

Local Authority Designated Officers (Allegations)	Paul Fisher	01522 554674
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16 The leadership and management of safeguarding

- 16.1 All members of staff have a part to play in ensuring that our pupils are safe and that their wellbeing is supported. The overall responsibility for safeguarding issues lies with the headteacher as the school's designated safeguarding lead and in her absence the deputy DSL.
- 16.2 The designated safeguarding lead will have responsibility for maintaining accurate records of all incidents and liaising with external agencies. They will also oversee the training programme for all staff and ensure that staff are kept up to date with all relevant safeguarding policy matters.
- 16.3 The headteacher will retain responsibility for all matters of staff recruitment and related safeguarding issues (see above).
- 16.4 The governing body will oversee the safeguarding policy and will have a nominated governor responsible for working with the headteacher and nominated designated safeguarding lead on related matters.

17 Monitoring and review

- 17.1 The governing body will ensure that the school has a senior member of staff designated to take lead responsibility for dealing with safeguarding issues. Governors will regularly monitor and review any incidents recorded, or reported through the Headteacher's reports.
- 17.2 The school will refer to the most up to date versions of government guidance where those listed in this policy have been superseded.
- 17.3 This policy is reviewed annually by the governing body.

Signed:

Date: February 2017

Contact List

Lincolnshire Customer Service Centre, Children's Services for reporting concerns and Early Help Team for Advice		01522 782111 & 01522 782333 (out of hours)
Safeguarding Children Officer (Education Settings) for Safeguarding advice	Ruth Fox	01522 554695
Support Assistant (Education Settings) for Safeguarding training bookings	Mercedes Obora	01522 554687
Local Authority Designated Officers (Allegations against staff)	Paul Fisher	01522 554674
Police (Emergency) Police (Non-emergency)		999 101
Lincolnshire Police Public Protection Unit, Central Referral Unit		01522 947590