

## **CRANSLEY SCHOOL SAFEGUARDING POLICY**

### Introduction:

*‘Education staff have a crucial role to play in helping identify welfare concerns and indications of possible abuse or neglect at a very early stage’*

‘Working Together’ 2006

### Safeguarding and Promoting Welfare

Safeguarding is an umbrella term encompassing the whole well-being of a child and recognises the importance of the preventative agenda. Child protection is an important component of safeguarding.

### Definition

All adults working in education have a duty to safeguard and promote the welfare of children which is defined in the Children Act as :

- Protecting children from maltreatment
- Preventing impairment of children’s health and development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and
- Undertaking that role so as to have optimum life chances and to enter adulthood successfully.

‘Working Together’ 2006

Cransley School recognises that every member of its staff has a key role in prevention of harm, early identification, intervention and support for pupils at risk of significant harm and will endeavour to provide an environment where children are valued and know that their concerns are taken seriously, where young people are safe and feel safe.

The School and the Governing Body are committed to the welfare, protection and safekeeping of all its pupils. A climate of openness and communication exists in school which is, we believe, central to the effectiveness of this policy.

The Safeguarding Policy which is followed in Cransley School is in compliance with locally agreed inter agency procedure.

## Leadership and Management

Cransley School acknowledges that anxiety undermines good practice and has identified clear lines of accountability to ensure that staff dealing with child welfare concerns are supported and have access to appropriate training and advice. In this school any individual can contact the following if they have concerns about a young person.

**DESIGNATED PERSON:** The Headteacher (Mrs G. Gaunt)

**DESIGNATED PERSON FOR EYFS** The Headteacher (Mrs G. Gaunt)

And the Pastoral Coordinator (Miss C. Davies) will deputise in her absence.

The Safeguarding Governor is Mrs J. Jones.

## Training

Regular inset training relating to Safeguarding and Child Protection is given to all staff. The designated Safeguarding Lead attends regular updated training every 2 years as well as attending additional multi agency training in order to ensure that the school works well with partner agencies to safeguard children. The School is also a member of the local Independent Schools group set up in March 2010 to be chaired by Heidi Randle, the Independent Schools Representative on the LSCB. The aim of this schools group is to ensure that all Independent schools are fully involved and up to date in its practice.

The Governing Body will monitor annually both the Safeguarding Policy and the safeguarding procedures which are followed by the school.

## Listening to and Responding to Children

*'Every child should be listened to, no matter how difficult they are to talk to'*

### Laming Report 2009

Cransley School acknowledges that empowering young people to talk to adults that they trust and ensuring that these individuals respond appropriately is the most effective way of keeping children safe from abuse. The school has developed strategies to ensure that its pupils have a range of adults with whom to share their concerns. These include the use of a mentoring system, the School Council and the PHSE programme to encourage an atmosphere where children feel able to speak.

## Record Keeping Procedures:

(See Appendix 1)

Any member of staff who has a concern about a child's welfare must share this information with the Safeguarding Lead.

Staff must make a written record of their concerns, recording any allegations that the child makes in the child's own words if possible.

These records are stored securely in the Safeguarding File in the Headteacher's office and are shared with staff only on a 'need to know' basis.

The Child Protection record will be transferred to the Safeguarding lead of the admitting school if the child transfers/changes schools.

### Confidentiality

- We recognise that all matters relating to child protection are confidential.
- The Safeguarding lead will disclose any information about a pupil to other members of staff on a need to know basis only.
- All staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff are aware that they cannot make a promise to a child to keep secrets.

### Referral

The Designated Safeguarding lead will assess all information available to the school about a child and refer to the Social Care Access Team if appropriate and confirm this referral in writing by completing Safeguarding Children in Education Referral Form within 48 hours.

### CONTACT NUMBERS

Access East Tel No: 01625 374700

Access West Tel No: 01244 973400

Warrington Tel No:

### Support for Vulnerable Pupils

This school believes that it has an important role in mitigating against the harm that children can experience because of exposure to forms of abuse. Eg We include SEAL activities in our PHSE programme and pastoral time, as well as covering such issues regularly in assemblies. We also celebrate achievements of all kinds, not just academic prowess. All these programmes enable children to develop a feeling of self worth and self-confidence.

We are committed to working with other agencies to support our most vulnerable students. We recognise that we can do this in such ways as contributing to the CAF process, attending Child Care meetings and conferences etc

This school will regularly review the emotional well being of its pupils.

### E-Safety

We acknowledge that the new technologies, while enhancing learning opportunities can provide ways of exposing young people to potentially harmful material. Cransley School has an acceptable user policy and all staff must take such abuse seriously.

(see Appendix 2 for list of helpful web sites)

### Domestic Abuse

*'The effect of domestic violence on children is such that it must be considered as abuse'*

'Safeguarding Children and Safer Recruitment in Education 2007'

Cransley Staff must take any incidents of domestic abuse seriously and take a proactive role in ensuring the safety of those impacted including contributing to the MARAC process and referring pupils for extra support.

### Bullying

Cransley School recognises the serious effect that bullying can have on the health and welfare of pupils. Our Anti-Bullying Policy will be rigorously enforced and this policy must be read in conjunction with the Anti-Bullying Policy and the Behaviour Policy.

### Making Children Aware

As part of developing a healthy lifestyle children should be taught

- To recognise and manage risks in difficult situations and then decide how to behave appropriately
- To judge what kind of physical contact is acceptable and unacceptable
- To recognise when pressure from others –including people they know – threatens their personal safety and develop effective ways of resisting pressure, including knowing where and when to get help
- To use assertiveness techniques to resist unhelpful pressure.

Children should feel valued, respected and able to discuss any concerns they have with adults in the school environment. Helpful information including that provided by Children's Helplines such as NSPCC, Childline etc. is displayed to encourage pupils that it is all right to talk.

### Safer Recruitment and Retention

This school operates vetting and safe recruitment practices  
The Headteacher is accredited in Safer Recruitment and sits on every recruitment panel. All staff are given code of conduct and safeguarding information as part of their induction.

Procedures are in place to support all staff who have concerns about the conduct of any adults working in school, either in a professional role or in a voluntary capacity. The staff have clear guidelines in place as to what to do if they feel to 'whistle blow'.

In the event of an allegation about the behaviour of a teacher or other professional carer, this school will contact the appropriate authorities and follow their procedure.

This policy was reviewed October 2010.

## Appendix 1:

### **STAFF GUIDANCE**

#### **WHAT TO DO IF YOU ARE WORRIED THAT A CHILD IS SUBJECT TO ANY FORM OF ABUSE.**

##### Do you have concerns about a child's welfare?

- If so: make brief factual notes about your concerns.
- Discuss these concerns with the Safeguarding Lead who is the Headteacher or, in her absence, Miss Davies, Pastoral Coordinator.
- The Safeguarding Lead will then decide who is the most appropriate person to speak to the child (and parents/carers –see later note )
- The Safeguarding lead will seek to discuss any concerns with the family and , where possible, to seek their agreement to make referrals to the Local Authority Social Care Team.
- \*\*NB This will only be done where discussion and agreement seeking will NOT place a child at increased risk of significant harm eg NOT in cases where sexual abuse is suspected.\*\*

##### What happens then?

If, on discussion, there are felt no longer to be safeguarding concerns, no further Child Protection action will tbe taken but all documentation of discussions etc will be placed in the Child Protection File which is held in the Headteacher's office. A very brief note will be held in the child's file in the office. It may well be that the family and the child needs appropriate support that we can offer.

If, after discussion, there are still safeguarding concerns:

- The Headteacher or other as agreed will make a referral to the Local Authority Children's Social Care by phone. Staff need to know whether there is already a CAF or whether one is in preparation.

- This referral will be followed up in writing within 48 hours (see main policy)
- The Social Worker and the Manager should acknowledge receipt and explain their course of action within one working day. School staff to follow up if they do not.
- School staff will continue to support the child and attend multi-agency meetings as appropriate.
- Safeguarding Lead will ensure that all recording is securely kept for 6 years past the child's 18<sup>th</sup> birthday.
- Should a child move school, a copy of safeguarding material will be passed on to the new school as part of the transfer process.

If there are concerns that a member of staff (including Volunteers) has behaved in a way that has harmed or may harm a child.

Staff must report their concerns IMMEDIATELY to the Headteacher (or if the Headteacher is the subject of those concerns, to the Chairman of the Board of Governors) The Local Authority will be contacted to provide advice, support and to assist in investigating those concerns.

## **Appendix 2**

### **Useful numbers and websites**

(These numbers are also displayed in each staffroom and held by the Headteacher and Pastoral Coordinator)

SOCIAL ACCESS TEAM-EAST	01625 374700
SOCIAL ACCESS TEAM-WEST	01244 973 400
SAFEGUARDING CHILDREN IN EDUCATION TEAM	01244 977963
DOMESTIC ABUSE FAMILY SAFETY UNIT	01606 351375
POLICE REFERRAL UNIT	01244 614205
CHILDLINE	0800 1111
NATIONAL DOMESTIC VIOLENCE HELPLINE	0808 2000 247
NSPCC	0808 800 5000
GENERAL ADVICE	( Heidi Gardner 0151 3566877)
EATING DISORDERS YOUTHLINE	0845 6347650

### **WEBSITES**

E safety advice/issues	<a href="mailto:m.aspen@cheshirewest_and_chester.gov.uk">m.aspen@cheshirewest_and_chester.gov.uk</a>
Racist or hate sites	<a href="http://www.adl.org">www.adl.org</a>
Bullying	<a href="http://www.bullying.org">www.bullying.org</a>
Spoof sites	<a href="http://www.quick.org.uk">www.quick.org.uk</a>
Stay safe on line	<a href="http://www.chatdanger.com">www.chatdanger.com</a>

[www.kidsmart.org.uk](http://www.kidsmart.org.uk) - good resources