



Becton School
Together We Can

Safeguarding Policy

Reviewed September 2018

Rationale

As a Special School we fully recognise the responsibility we have to protect and support the students in our school, while at the same time needing to act in a professional manner in accordance with relevant statutory procedures. We understand that safeguarding covers all situations where a student might be at risk of harm to their safety, health or welfare. This includes the full range of possible scenarios including, for example, neglect, instances of bullying, or even physical or sexual abuse.

Objectives

The purpose of this policy is to:

- Establish a safe environment in which children can learn and develop
- Raise awareness of safeguarding issues with staff and equip children with the skills needed to keep themselves safe
- Ensure the safe recruitment and suitability of staff and volunteers who work with children
- Continue to develop and implement procedures for identifying and reporting cases, or suspected cases of abuse
- Support students who have been abused in accordance with their agreed child protection plan

Roles and Responsibilities

The Head Teacher and Leadership Team are responsible for the monitoring and review of this policy and for providing an annual report to the governing body who are responsible for ensuring the policy is implemented. This report to include:

- Any changes that have been made either to the policy or procedures
- Details of any Continuous Professional Development (CPD) related to Safeguarding for school staff
- The number of incidents involving Safeguarding issues in the school year
- Numbers of students on the Child Protection register
- Details of where Safeguarding issues have been addressed within the curriculum

Approach

The school shall:

- Follow the procedures set out by the Sheffield Safeguarding Board and take account of guidance issued by the Department for Education Sheffield Safeguarding Procedures
- Ensure safe recruitment practices are always followed
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated person(s) responsible for
- Safeguarding

Training

- Have an adequate number of designated persons for Safeguarding who have received appropriate training and support for this role
- Have a nominated governor responsible for Safeguarding
- Ensure that regular training and support for members of staff takes place and staff are made aware of any pertinent changes of policy and practice. Further essential guidance is available on the intranet and all staff must make themselves fully aware of these protocols
- All staff use the safeguarding online training tool to access information on all aspects of procedures and guidelines. This is updated with any changes to legislation when applicable
- Communication
- Ensure every member of staff, volunteer and governor knows the name of the designated senior persons responsible for Safeguarding and their role.
- Ensure that all staff wear identity badges at all times when in school
- Ensure visitors sign in and out at main reception

Curriculum

- Ensure that within the school curriculum there are proper opportunities for dealing with matters that pertain to students understanding of Safeguarding. It is important that students are aware of what they need to know and to do in order to keep themselves safe
- External Agencies
- Notify social services if there is an unexplained absence of more than two days of a pupil who is subject to a child protection plan
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences
- Managing Information
- Keep written records of concerns about children, even where there is no need to refer the matter immediately
- Ensure all records are kept securely; separate from the main pupil file, and in locked locations
- Ensure that for any pupil subject to a child protection plan who leaves, their information is transferred to the child protection officer of the new school immediately and that the child's social worker is informed

Dealing with Concerns

- If staff have any concerns about the health, welfare or safety of any student they speak immediately to one of the Designated safeguarding leads. These are James Gibson or Sarah Robinson. The Safeguarding Governor is Diane Joynson.
- If a child discloses information to you which you believe to be of a child protection nature you must not offer confidentiality but indicate that you may need to pass information on to ensure they get any help they may need.
- Do not question the student or begin any investigation of the issues they may have presented to

you, simply report your concerns directly and immediately to a CPLO and then subsequently record on the information in the medical notes, inform relevant members of the MultiDisciplinary team and sign with the date and time of disclosure/discussion if based in the hospital.

- The school has adopted the Sheffield Safeguarding Board's procedures in the event of an allegation being made against a member of staff or volunteer Allegations against Persons who work with Children (including Staff, Carers and Volunteers)

Required Outcomes

- All staff, governors and volunteers are aware of what the procedures are for dealing with Safeguarding issues
- Our strategies for managing Safeguarding issues are consistent and effective
- The school ethos promotes a positive, supportive and secure environment and gives students a sense of being valued
- Students know that there are adults in the school whom they can approach if they are worried or in difficulty
- Effective working relationships with parents and colleagues from other agencies have been established and are functioning effectively

Links to other policies

This policy should be considered in conjunction with the following other school policies;

- Behaviour Management Policy
- SEN Policy
- E-Safety Policy
- Anti-bullying Policy
- Disability Equality Scheme Policy

Monitoring and Evaluation

The effectiveness of this policy will be reviewed through the systematic process of whole school review and evaluation.

Review Procedures

The Governing Body will review this policy annually. (Next review date – September 2019)