
The Hayfield School Statement: SAFEGUARDING CHILDREN

Reviewed: JUNE 2010

RATIONALE:

The Hayfield School recognizes the responsibility it has under Section 175 of the Education Act 2002, to have arrangements for safeguarding and promoting the welfare of children.

Through their day-to-day contact with pupils and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Children & Young People's Services (Doncaster)

PURPOSE:

The purpose of the policy is to ensure that:

- The welfare of the child is paramount.
- All children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection
- All staff have an equal responsibility to act on suspicion or disclosure that may suggest a child is at risk of harm.
- Pupils and staff involved in Safeguarding issues receive appropriate support.

The procedures contained in this policy apply to all staff, volunteers, sessional workers, agency staff or anyone working on behalf of The Hayfield School.

They are consistent with those of The Local Safeguarding Children's Board (Doncaster).

TERMINOLOGY:

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the improvement of health & development, ensuring that children given up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child Protection refer to the process undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of The Hayfield School in either a paid or voluntary capacity.

Child refers to all young people who have not yet reached the age of 18.

Parent refers to birth parents and other adults who are in a parenting role – step-parents, foster parents, carers and adoptive parents.

There are 4 main elements to the Policy:

1. **Prevention** – through the curriculum and pastoral support offered to pupils and through the creation and maintenance of a whole school protective ethos.
2. **Procedures** – for identifying and reporting cases, or suspected cases of abuse.
3. **Support to Pupils** – who may have been abused.
4. **Preventing unsuitable people working with children** – by following the guidance in 'safeguarding children and safer recruitment in Education together with the school's individual procedures.

1. **PREVENTION**

The school will establish an ethos where:

- 1.1 Children feel secure.
- 1.2 Ensure children know that there are adults in the school whom they can approach if worried or in difficulty.
- 1.3 Include in the curriculum opportunities for Personal, Social and Health Education to equip children with the skills needed to stay safe.
- 1.4 Include in the curriculum material which will help children develop realistic attitudes to their responsibilities in adult life.
- 1.5 It will work towards the 'Every Child Matters' agenda with reference to the 5 outcomes for children.

2. **PROCEDURES & RECORD-KEEPING**

The Hayfield School will follow safeguarding procedures as produced by the Doncaster Safeguarding Children's Board.

The Designated Senior Member of staff for Safeguarding (Child Protection) is: MAUREEN TAYLOR – ASSISTANT HEAD Contact Details : mta@thehayfieldschool.co.uk
The Deputy Designated person is: SHARON GIBSON – ASSISTANT HEAD Contact Details: sgi@thehayfieldschool.co.uk
The nominated Child Protection Governor is: ANGELA SCOTT Contact Details: asc@thehayfieldschool.co.uk
The Headteacher is: DR S PATEL Contact Details: spa@thehayfieldschool.co.uk

The school will:

- 2.1 Ensure it has a designated Senior member of staff who has undertaken appropriate Safeguarding (Child Protection) training (see above).
- 2.2 Ensure the training is updated every 2 years in accordance with government guidance "Safeguarding Children and Safer Recruitment in Education" Ref: 04217-2006BKT-EN
- 2.3 Ensure that designated staff will take advice from a Safeguarding (Child Protection) Specialist when managing complex cases.
- 2.4 The school will investigate any allegation involving actual or suspected abuse of a child as soon as possible.
- 2.5 Pass any observations leading to suspicion of abuse, or information received about abuse, immediately to the designated person (or deputy if unavailable).
- 2.6 In the case of serious injury or allegation the designated person will contact the Duty and Assessment Team of the Doncaster Safeguarding Children's Board.
- 2.7 In the case of poorly explained serious injuries or where behaviour or comment arouse suspicion the designated teacher will seek advice from the Education Welfare Department or Duty Social Worker.
- 2.8 Keep written, signed and dated records detailing any allegation and action taken as near to the time of disclosure as possible even when no investigation is undertaken.
- 2.9 Keep all records on file.
- 2.10 At no time promise confidentiality to a child.

Conversations with a child who discloses abuse should follow the basic principles

- listen rather than directly question
- never stop a child who is recalling significant events
- make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
- avoid coaching/prompting

Roles & Responsibilities

The school will ensure that every member of staff and person working on behalf of The Hayfield School:

- Knows the name of the designated person and his/her role and responsibility.
- Have an individual responsibility to refer Safeguarding (Child Protection) concerns.
- Will receive training at the point of induction so that they know:
 - their personal responsibility
 - DSCB procedures
 - the need to be vigilant in identifying cases of abuse
 - how to support and respond to a child who discloses significant harm
- Knows their duty concerning unsafe practices in regard to Children by a colleague.
- The designated person will disclose any information about a pupil to other members of staff on a need to know basis.
- The school will undertake appropriate discussion with parents prior to involvement with other agencies unless the circumstances preclude this.
- The school will ensure that parents have an understanding of their obligations re: Child Protection by intervention as and when appropriate.

Liaison with Other Agencies

The school will:-

- Work to develop effective links with relevant agencies in relation to Safeguarding (Child Protection).
- Send representatives (where possible) to case conferences, core groups and Child Protection review meetings.
- Notify any allocated Social Worker if:
 - a pupil subject to a Child Protection Plan is excluded (fixed term or permanent)
 - if there is an unexplained absence of a pupil on a CPP of more than 2 days or 1 day following a weekend, or as agreed as part of a CPP.

3. **SUPPORTING PUPILS AT RISK**

The school will endeavor to support vulnerable pupils through:

- 3.1 Its' ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- 3.2 Its' behaviour policy aimed at supporting vulnerable pupils in school. All staff will agree a consistent approach which focuses on the behaviour of the offence committed by the Child.
- 3.3 Liaison with other appropriate agencies which support the pupil.
- 3.4 Developing supportive relationships with parents/carers whenever it is in the pupils best interests to do so.
- 3.5 Recognition that children living in difficult home environments are vulnerable and in need of support and protection.
- 3.6 Monitoring pupil welfare, keeping accurate records and notifying appropriate agencies when and as necessary.

When a pupil on the child protection register transfers to another school, information will be transferred to the new school immediately.

Drug Use and Child Protection

The discovery that a young person is using illegal drugs or reported evidence of drug use is not enough in itself to initiate Child Protection procedures. The school will consider action in the following situations:

Where there is evidence or reasonable cause:

- to believe a pupil's drug abuse makes them vulnerable to abuse
- to believe the pupil's drug related behaviour is placing them at significant risk
- where the drug misuse is suspected of being prompted by parent/carer

The school will make further enquiries through appropriate agencies when it receives reliable information about drug/alcohol abuse by parents who are causing:

- problems in the home environment
- pupil is not being provided with acceptable levels of social and health care
- pupil is exposed to criminal behaviour

The school has a separate policy relating to drug misuse.

4. **PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN**

- 4.1 The school will operate safe recruitment practices including appropriate CRB and reference checks according to Department for Education procedures.
- 4.2 The school will consult with Local Authority Designated Officer, Safeguarding & Standards in the event of an allegation being made against a member of staff and adhere to relevant procedures in accordance with Government guidance.
- 4.3 The school will ensure any disciplinary proceedings against staff related to Child Protection matters are concluded in full in accordance with Government guidance "Safeguarding Children in Education". Dealing with allegations of Abuse Against Teachers and Other Staff".
- 4.4 The school will ensure that all staff and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with pupils and parents.

5. **Other Related Policies**

- 5.1 Anti-bullying
- 5.2 Racist incidents
- 5.3 Physical Intervention (to do)
- 5.4 Health & Safety
- 5.5 Safer Recruitment
- 5.6 Drug Misuse
- 5.7 E-safety

6. **Governing Body Responsibilities**

The governing body fully recognizes its responsibilities with regard to Safeguarding and promoting the welfare of children in accordance with Government guidance. "Safeguarding Children and Safer Recruitment in Education".

This states that the governing body should ensure that:

- 6.1 the school has child protection procedures in place.
- 6.2 the school operates safe recruitment procedures and appropriate checks are carried out on new staff and adults working on the school site.
- 6.3 the school has procedures for dealing with allegations of abuse against any member of staff or adult on site
- 6.4 the school has a member of the Leadership Team who is designated to take lead responsibility for dealing with Child Protection issues
- 6.5 the governing body should remedy any deficiencies or weaknesses with regard to Child Protection arrangements.
- 6.6 the governing body has a member nominated to be responsible for liaising with LA and/or partner agencies in the event of allegations of abuse against the Headteacher.
- 6.7 the governing body reviews its Safeguarding policy and procedures annually.