

What is Safeguarding?

- Child Protection
- Promoting the welfare and well-being of young people to the age of 19.
- Preventing young people from significant harm (including health and safety, strategies to address bullying, supporting the needs of children with medical conditions, providing first aid, school security, supporting pupils when involved with alcohol or substance misuse and other conditions).

Aims:

- To protect young people from maltreatment.
- To prevent impairment of young people's health or development.
- To ensure young people grow up with the provision of safe and effective care.
- To enable young people to have optimum life chances.

Who is this policy for?

This policy covers all adults, including volunteers, working in or for DfESC and this document has been written with reference to the DfESC 'Safeguarding Policy – An Overview, 2014.

Safer Recruitment Policy

Safer recruitment is the process that occurs to ensure we detect and reject those who may apply to work with children for sinister reasons. The policy covers paid and unpaid (volunteer) appointments, permanent or non-permanent. Recruiting managers have a responsibility to follow policy and the DBS Enhanced Disclosure with Barred List is part of this process. Supply teachers and supply teaching assistants must all go through the process.

Safe Working Practice

These key points ensure that all those working / volunteering within our school keep our children safe.

- Avoid conduct which may lead to questioning of motivations and intentions
- Work in an open and transparent way
- Work with a colleague in situations that could be open to question
- Discuss / take advice from Senior Leaders in the school over any incident which may give rise to concern
- Record all incidents and decisions made
- Apply the same standards regardless of diversity issues.
- Be aware of information-sharing / confidentiality issues
- Be aware that breaches in professional guidance/ the law could result in disciplinary / criminal action being taken against you (refer to Terms and Conditions of Service, States of Jersey Code of Conduct).
- Consider health and safety and the well-being of others.
- Ensure fitness to work to the best of their ability
- Do not enter into improper associations with a young person
- Do not commit acts against a young person which are illegal.
- Do not show undue favour/ disfavor towards a young person.
- Do not exert an undue influence with regard to personal attitudes, opinions or behaviour
- Do not behave in a discriminatory manner to make racist or sexual remarks
- Do not delegate duties or functions to an unqualified person.

This guidance is also related to posting or responding publicly on Facebook, Twitter or any other social media platform and if found should be reported to the Headteacher in the first instance, who will then request the support of the E-Safety Manager.

Access to Information About Safeguarding Young People

Any young person may talk to any member of staff / volunteer about safeguarding issues at any point in time.

They have a right to be listened to and heard. They should not be questioned in detail or asked to write an account for themselves.

The listener should reassure them and let them know that steps will be taken to protect them. Information should be recorded on a 'Concern Form' and reported immediately to the Designated Safeguarding Leads (currently the Headteacher and ENCO).

The young person should know that the information will remain confidential, but necessary information will be shared to protect them.

All young people, staff and volunteers should know the identity of the Designated Safeguarding Leads and Senior Staff in case of absence.

Partnerships with Parents

Parents/carers have a right to be worked with positively, openly and honestly and should be treated with respect, dignity and courtesy.

Parents also have rights to confidentiality and permission will be sought to share sensitive information or it is necessary to protect a young person.

All concerns are discussed with parents (unless there are exceptional circumstances that may increase the risk to the child or could be detrimental to a Police Investigation) relating to disclosures of a child protection nature.

Partnerships with Others

Positive and effective working relationships with other agencies are essential. The enquiry process through the Multi-Agency Safeguarding Hub (MASH) supports this.

Staff Training and Induction

All staff/volunteers should be introduced to Safeguarding Policies / Procedures before they commence their duties.

Designated Safeguarding Leaders must be appropriately trained and they must keep this training refreshed.

All staff working with young people must have completed the Foundation Level Training in Child Protection.

The school commits to reviewing the Child Protection Policy and holding updated training annually.

Child Protection

All staff and volunteers have a duty to act on Child Protection concerns and report these to senior staff and the Designated Safeguarding Leads. MASH can be contacted on 449213.

Bullying

Bullying in any form is wrong and will not be tolerated in our school. Children in our school have a right to feel safe, secure and valued. Bullying is harmful, repetitive, wilful and creates an imbalance of power. All allegations of bullying should be taken seriously and staff should listen and note down details of concerns. These should then be passed to the Senior Leadership Team for further investigation.

All staff have a responsibility to understand de-escalatory approaches to behaviour difficulties and be able to actively listen to children.

Photography

Always seek parental permission BEFORE photographs are taken. Pictures published on websites should not contain names. All pupils must be appropriately dressed. Always use library images when discussing controversial topics eg drugs, truanting, bullying etc. Images must not be provided to third parties for publication on websites.

Data Protection

Data Protection is an individual's fundamental right to privacy. All staff should receive annual training on Data Protection as a minimum.

- No personal information should be sent by email. (Use initials or password protect only)
- Parental responsibility must be established before personal data is shared with an adult/carer.
- Personal information should not be sent to unattended printers in common areas.
- The school has a fair processing statement which is available to parents stating how data is being processed.

Digital Safeguarding

Staff have a responsibility to understand the E-Safety Policies of the school and to act in accordance with this. All staff and pupils will be required to sign an Acceptable Use Policy and to re-sign if they transfer to another school. The school will hold copies and the HR Department will be sent the originals. The E-Safety Co-ordinator is currently the Headteacher and will be the primary contact with DfESC regarding any issues.

Attendance

Attendance must be carefully monitored and parents have a responsibility to contact the school at the earliest opportunity if their child is not attending for the day. All unexplained absences must be followed up before 0930am each day and reported to the EWOs if contact cannot be made. The School Secretaries hold responsibility for this. The school must refer all cases of concern to the Education Welfare Officer in light of the school's Attendance Policy.

Students / After School Activities

The school is responsible for checking that all safe recruitment procedures are in place for those who work on the site or who work with the young people of First Tower. Providers can only be engaged if they have effective procedures in place. Child Protection procedures apply to all students on work placements.

The School Environment

Hygiene, cleanliness and tidiness are the responsibility of all staff and should be given a high priority. Clutter and hazards should be removed to prevent accidents. Faults should be rectified without delay.

Health and Safety

Staff have a duty to be trained in and know the Health and Safety Policies of the school. All staff have a responsibility to respond to any Health and Safety concerns.

Information about Children

- The school needs to keep accurate emergency contact information and details of G.P.
- The school should know of and have copies of any relevant Court Orders /Injunctions etc
- The school should know whether a child is or has been subject to a Child Protection Plan / Care Plan

The school stores these details in a password protected database and these are managed according to the policy on retention of records produced by DfESC.

Looked After Children (LAC)

There are some children who are placed in foster care, a residential facility or with friends or relatives. These children require greater support to overcome the disadvantage caused by the disruption in their lives. The school has a designated LAC officer (currently the ENCO), who will support the creation of a Personal Education Plan and contribute to the 'Care Plan'

Allegations Against Staff

All staff have a duty of care to children and as a consequence all allegations regarding staff must be reported to the Headteacher (or Deputy Headteacher in her absence) and will be discussed with the Senior Educational Welfare Officer, where it is alleged that a member of staff has:

- Behaved in a way to harm a child
- Committed a criminal offence against or related to a child
- Behaved in a way that indicates unsuitability to work with children.

Promoting Safeguarding Through Teaching and Learning

The school has a duty to use the funding provided by ESC to reduce disaffection. All staff must follow the school's Behaviour Policy to support this.

The curriculum should be flexible, relevant and engaging and PSHE is a critical part of teaching children to recognize dangers and harmful situations and take preventative measures to keep themselves safe (anti-bullying, e-safety are key). All children should be included in the curriculum with appropriate steps taken to minimize the risks involved.

A culture of care should be created in school where pupils develop tolerance and respect for each other and accept each other's differences. There should be a strong focus on the development of social and emotional skills so that confidence and trust can be built and children can feel secure and well protected in our school.

(Please refer to the 'Safeguarding Policies- An Overview' (Copy in the Staffroom) and associated listed policies (available from the Headteacher) for more detailed information regarding any questions, procedures etc.)

Review: This Policy will be reviewed on an annual basis or in light of any significant changes.

October 2014.