



RATIONALE

We believe that a caring school promotes the welfare, health and safety and guidance of every child through the positive, safe and stimulating environment it provides. The school recognizes its statutory duty under Section 175 of the Education Act 2002, to ensure that arrangements are in place for safeguarding and promoting the welfare of children. School governors and the Senior Leadership Team are responsible for ensuring that the school has a Safeguarding Children Policy and procedures in place to deal with incidents, consistent with Local Safeguarding Children Board guidance, Safeguarding Children and Safer Recruitment in Education (SCSRE - 2006), Every Child Matters, Change for Children 2004 and What To Do If You're Worried A Child Is Being Abused (2006).

AIM

Our aim is to create a warm, supportive environment in which:

- i. Children feel safe and secure.
- ii. A member of staff has been designated specifically to follow the Local Safeguarding Children Board guidance.
- iii. The children are supported in working towards the 5 outcomes of Every Child Matters and in particular 'Stay Safe'.
- iv. Each member of staff is aware of the need to safeguard children and understand their responsibilities in identifying and reporting possible cases of abuse.
- v. Staff are knowledgeable and take part in in-service training courses which lead to a greater understanding of the signs and symptoms of child abuse.
- vi. Child protection is encouraged through PSHCE.
- vii. Parents are informed of our policy.
- viii. Liaison with other agencies involved with the protection of children is actively sought.

PROCEDURES FOR ENSURING OUR CHILDREN STAY SAFE

- All staff who have access to children are checked in line with government guidelines. There is always a member of staff who has undertaken training in safer recruitment in line with the Bichard Recommendations and as part of the recruiting process. (See Safer Recruiting Policy).
- We will have at least one trained designated member of staff, who undertakes refresher training every two years. (An additional designated member of staff will be trained to ensure that there is additional cover).

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- All staff are trained and understand the child protection procedures and all cases of child abuse or suspected child abuse are reported immediately to a designated teacher/member of staff, who has responsibility for referring safeguarding concerns to the MAAG or Social Care as appropriate and all suspected child abuse cases to Child Care Duty Desk, Social Care. In the absence of a designated member of staff, all staff members will know the reporting procedures.
- All staff undertake refresher training every three years. (In line with SCSRE 2006).
- All new members of staff including supply staff will be given a copy of our safeguarding children procedures as part of their induction.
- Parents and carers are informed of the existence of our policy and of the responsibilities of staff members with regard to child protection procedures.
- Effective working relationships with other agencies are developed and promoted, especially the police and social services.
- Good record keeping systems are in place and a systematic means of monitoring children known or thought to be at risk of harm is provided – Appendix A and B
- Through our links to other policies, for example sex and relationships/anti-bullying we will help to develop self-esteem and self-assertiveness in our pupils.
- Our procedures will be reviewed and updated yearly.

RESPONSIBILITIES

The designated member of staff is responsible for:

- Carrying out child protection procedures in accordance with the Bedfordshire Local Safeguarding Children Board, Safeguarding Inter-Agency Procedures (2008) and SCSRE (2006).
- Keeping written records of concerns about a child even if there is no need to make immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- Monitoring the attendance of any pupil currently on the child protection register and referring concerns when appropriate to the Education Welfare Service in the first instance.
- Ensuring that all school staff teaching and support staff are trained and receive refresher training every three years.

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- Ensuring that appropriate guidance and support is available on the Learning Platform and is accessible to all staff.
- Passing on any child protection records/concerns to the receiving school when a child leaves.

The Governing Body is responsible for:

- Nominating a governor to have responsibility for child protection who receives training.
- Ensuring that there is a member of the SLT to act as Designated member of staff (and that there is another member of staff to act as a second designated member of staff).
- Making sure that both Designated teachers and other members of staff receive appropriate training at statutory intervals.
- Ensuring child protection is a regular item on the agenda for Governors' meetings.
- Ensuring that the school has appropriate policies and procedures in place, in line with statutory requirements and that they are reviewed annually.
- Remedying any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention, without delay.
- Ensuring that the school has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with guidance from the local authority and locally agreed interagency protocols. In addition – making sure that a member of the governing body (usually the chair) is nominated to be responsible for liaising with the local authority and /or partner agencies, as appropriate in the event of allegations of abuse being made against the headteacher.
- Ensuring that the school has a Safer Recruiting Policy and procedures in place that conform to statutory requirements.

CONFIDENTIALITY

- We recognise that all matters relating to child protection are confidential and staff are informed on a need to know basis.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise child confidentiality.

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SUPPORTING STAFF

- We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the designated teacher and to seek further support.

ALLEGATIONS AGAINST STAFF

- There may be times when a pupil makes an allegation against a member of staff. In such cases procedures will be carried out in accordance with the Local Safeguarding Children Board Manual of Child Protection Procedures.
- If such an allegation is made, the member of staff receiving the allegation will immediately inform the headteacher.
- The Headteacher, on all such occasions, will discuss the content of the allegation with the Principal Education Welfare Officer.
- If the allegation made to the member of staff concerns the head teacher, the chair of governors will immediately be informed. The Chair of Governors will then consult with the Principal Education Welfare Officer.

WHISTLEBLOWING

- We provide an environment in which children and adults feel confident to express concerns regarding the behaviour of a member of staff.

POLICIES/GUIDANCE

We work in accordance with the LA policy and guidance documents on:

Physical Intervention

Health & Safety

PSHCE

Behaviour and Attendance

Drug and Alcohol Education

Sex and Relationship Education

SEN

Anti-bullying

Children Missing Education

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BULLYING

- Our policy on Anti-bullying is set out in a separate policy document which acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

RACIST INCIDENTS

- All staff are made aware of this policy through the staff handbook. Parents are made aware of the existence of this policy document through our school prospectus.

SAFER RECRUITING POLICY

- Our Safer Recruiting Policy sets out the procedures the school carries out to ensure that the school recruits staff in line with statutory requirements.

PHYSICAL INTERVENTION POLICY

- The Firs Physical Intervention Policy provides guidance to staff in line with Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings 2005

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Appendix A

Concerns sheet	
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Date of incident:	
Name and age/year group of child/ren concerned	
Concern: describe as factually as possible. Include, specific times, exactly what was said and/or seen, details of those involved (including witnesses) and any behavioural or physical signs.	
Action taken	
Name of person recording concern	
Signature	
Date of report	
Name of person to whom this concern is being reported/referred	
Signature	
Date received	

