



Safeguarding Policy

Court Lane Schools are committed to safeguarding and promoting the welfare of children. We recognise that being a young person makes them vulnerable. We aim to ensure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young people. Everyone within our schools who comes into contact with children and families has a role to play.

DEFINITIONS

Safeguarding and promoting the welfare of children is defined for the purpose of this policy as

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer significant harm.

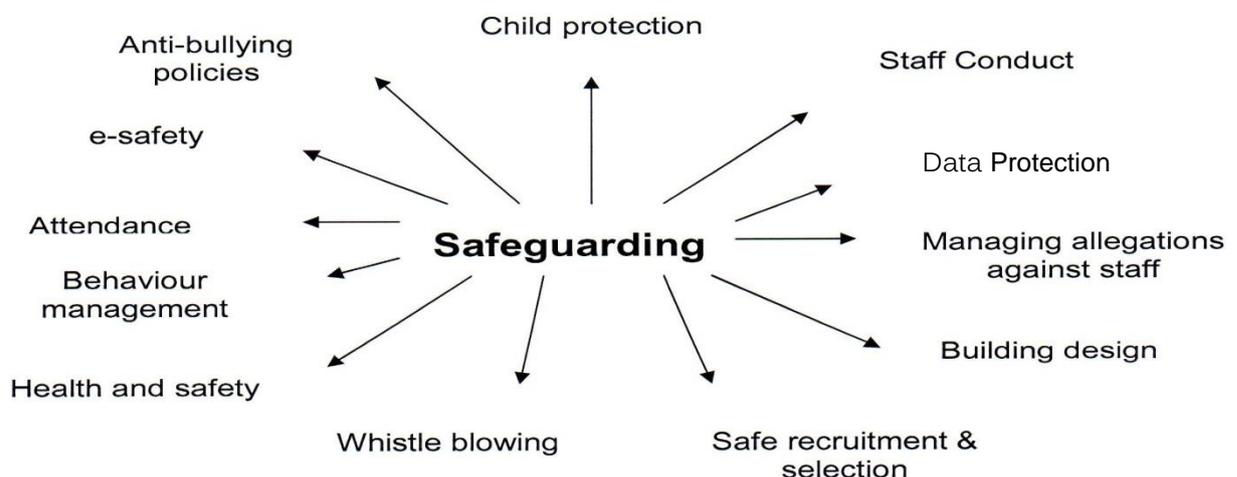
PURPOSE

Key Principles

Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- safeguarding is everyone’s responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

In order that organisations and practitioners collaborate effectively, it is vital that every individual working with children and families is aware of the role that they have to play and the role of other professionals. In addition, effective safeguarding requires clear local arrangements for collaboration between professionals and agencies. Lots of policies and procedures contribute to safeguarding.



To safeguard our children we will have:

- Clear priorities for safeguarding and promoting the welfare of children explicitly stated in school policies and documentation.
- A clear commitment by senior leaders to the importance of safeguarding and promoting children's welfare

| Role | Name | |
|--|---|--|
| Designated Safeguarding Lead: | Judith Ramshaw | Court Lane Infant & Junior Schools |
| Deputy Designated Safeguarding Lead(s): | Karen Geddes Johan Wessels Sue Wait | Court Lane Infant Court Lane Junior Court Lane Infant & Junior Schools |
| Named Safeguarding Governors | Glynis Alexander Lynne Downer | Court Lane Infant Court Lane Junior |
| The Chief Executive Officer | Sue Samson | University of Chichester Academy Trust |
| Trust Safeguarding Lead | James Humphries | University of Chichester Academy Trust |

PROCESSES

1. Protecting Children from Unsuitable People

There are several aspects to this, including safe recruitment practices, procedures for dealing with allegations of abuse against staff, guidance about appropriate behaviour and reporting so that unsuitable people can be stopped from working with children in any setting.

2. Safer Recruitment and Selection

The schools pay full regard to DCSF guidance 'Safeguarding Children and Safer Recruitment in Education'. All appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including Governors and staff employed by contractors.

The Executive Head Teacher, Head of School, Business Manager, Bursar and a named governor have undertaken Safer Recruitment training and one of them is always involved in all staff and governor appointments and volunteer arrangements.

Safer recruitment means that all applicants will:

- complete an application form
- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and qualifications
- be checked through the Disclosure and Barring Service as appropriate to their role
- be interviewed

All adult helpers and placement volunteers will be checked through the Disclosure and Barring Service and inducted as appropriate to their role with clear guidance given about do's and don't's for working with children.

3. Safe Practice

- Our school and staff follow and comply with school agreed policies and procedures as well as those laid down by the University of Chichester Recruitment procedures. Safe working practice helps to ensure the safety of all pupils and staff. All staff and regular volunteers need to know that inappropriate behaviour with or towards children is unacceptable.
- All staff should read Part 1 of Keeping Children Safe in Education Sept 2018 and be alert to signs of abuse and know to whom they should report any concerns or suspicions. If staff members are uncertain they should always speak to the Designated Member of Staff for Child Protection. In exceptional circumstances, such as in emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to children's social care.

4. Safeguarding Information for pupils

We encourage our pupils to feel safe at school and know that adults will listen to them. Pupil voice is given a high priority and pupils are listened through a range of activities circle times, suggestions box, interviews, surveys and questionnaires.

5. Partnership with Parents

The schools share a purpose with parents to educate and keep children safe from harm and have their wellbeing promoted. We are committed to working with parents positively, openly and honestly. However, confidential or sensitive information will be shared in order to protect a child.

6. Partnership with others

Our schools recognise that it is essential to establish positive and effective working relationships with other local agencies.

7. School Training and Staff Induction

The school's DSL and CPD Manager are responsible for organising child protection training and ensuring that regular updates are systematically organised (see roles and responsibilities). The Head of School provides newly appointed staff with access to the Staff Induction Handbook and the school's policy for, and linked to, Child Protection.

8. Children Missing from Education

Where children on roll at the schools do not attend and all usual enquiries have been made, the case will be referred to the Local Authority Attendance Monitoring Service.

9. Physical Contact with Pupils/Restraint

It is not realistic to suggest that teachers should never touch pupils, and they, and other staff in schools, have the right to use reasonable force to control or restrain pupils in certain circumstances to prevent injury to anyone or damage to property. Staff have team teach training and only those with this are asked to prevent a pupil from harming themselves, others or property. Guidance about this can be found in the school policy and the DfE 'The Use of reasonable force' document for Ht and Governing Bodies.

10. Allegations against staff

The University of Chichester Academy Trust has procedures regarding allegations against school staff. However, there must be a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded accusations.

11. Pupil information

Our schools will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. The nature of this information is as follows:

- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child
- If the child is or has been on the Child Protection Register or subject to a care plan
- Name and contact detail of GP
- Any other factors which may impact on the safety and welfare of the child

12. Extended school and off-site arrangements

Where extended school activities are provided by and managed by the schools, our own safeguarding and child protection policy and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our children attend off-site activities, we will check that effective child protection arrangements are in place.

13. Photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children we will:

- seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications)
- seek parental consent
- use only the child's first name with an image
- ensure that children are appropriately dressed
- encourage children to tell us if they are worried about any photographs that are taken of them.

14. Acceptable use and e-Safety

Most of our children will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. The school's e-safety policy explains how we try to keep children safe in school. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

Chat rooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and children are not allowed to access these sites whilst in school. Some children will undoubtedly be 'chatting' on mobiles or social networking sites at home and we aim to warn them about the risks that using these facilities entails.

Roles and Responsibilities

Role & Responsibility of the Governing Body

- Accountable for the schools having policies
- Monitoring compliance
- Have a link governor to liaise between SLT and Governors
- Allegations against the Head teacher should be dealt with by the Chair of Governors or Vice-Chair if necessary
- Ensure the school has:
 - a Child Protection policy
 - operates safe recruitment
 - checks are carried out on staff and volunteers
 - allegation and early intervention procedures
 - there is a Designated staff member (DSL) and deputy
 - the DSL has child protection training every 2 years
 - all other staff who work with children have training on induction and a planned programme of annual reminders
 - remedies weaknesses or deficiencies in child protection arrangements
 - a member who liaises with the LA if allegations are made against the Head
 - a review of its policies and procedures annually

Role & Responsibility of the Designated Officer for Safeguarding Children (DSL) * (at Court Lane Infant & Junior School the DSL is the Executive Headteacher)

Raising Awareness

- To ensure the school's Child Protection Policy is updated and reviewed annually and work with the Governing Body regarding this.
- To ensure parents are aware of and have access to the school's Child Protection policy, so they are alerted to the fact that referrals may be made and the role of the school in this (see the school prospectus).
- Where pupils leave the schools, ensure that child protection records are copied for the new school as soon as possible but transferred separately from the pupil's main file.

Training / Management

- To recognise how to identify signs of abuse and when it is appropriate to make a referral.
- To ensure that each member of staff is aware of and has access to the school's Child Protection policy, especially new or part-time staff who may work in different educational establishments.
- To ensure that all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise.
- To keep appropriately detailed accurate written records of concerns/referrals and store securely and confidentially.
- To obtain access to resources and attend any relevant training or refresher training courses at least every two years.
- To have a working knowledge of how Area Child Protection Committees (ACPCs) operate, the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so.

In addition school staff should be aware of the specific safeguarding issues listed below. Schools should ensure that, where such risks may be more likely, that staff are guided on how to understand and act accordingly where there is concern about:

- child missing from education
- child missing from home or care
- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- preventing radicalisation
- sexting
- teenage relationship abuse
- trafficking
- self-harm

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Act as a source of support, advice and expertise within the school when deciding whether to make a referral by liaising with relevant agencies.
- Liaise with the Deputy Head teacher who is also DSL when HT not available to inform of any issues and ongoing investigations and ensure that there is always cover for this role.

Role of the Head of School

- To ensure that policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.
- To manage the efficient allocation of resources and time, to enable staff to discharge their responsibilities.
- To ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Role of admin staff

- To maintain the school's Single Central Register including ensuring all staff, governors and volunteers have the relevant checks eg. DBS, in place.
- To oversee attendance and alert senior leaders and/or the Education Welfare Service to absences or patterns of absence that cause concern, particularly with vulnerable children.
- To establish positive relationships with all parents and carers that will support the safeguarding and welfare of our pupils.
- To organise and manage staff /personnel documentation that relates to recruitment and safeguarding eg. proof of qualifications, references, police checks.

Other relevant documentation / information

University of Chichester Academy Trust guidance followed

E.g. Whistle-blowing policy

Staff discipline and grievance at work policy

PCC Safeguarding Children In Education website

PCSB and 4LCSB websites

Working Together to Safeguard Children (DfE July 2018)

Keeping Children safe in education (DfE Sept 2018)

Public Health England March 2015 Promoting children and young people's emotional health and wellbeing

Use of reasonable force guidance July 2013

What to do if you're worried a child is being abused (DfES March 2015)

Safeguarding Children and Safer Recruitment in Education (April 2012)

Mental Health and Behaviour in School (DfE March 2016)

The Prevent Duty (DfE July 2015)

Review: Annually

Created: Summer 2018, further review Jan 2019, review September 2019

Ratified: