

# **SAFEGUARDING: KEEPING CHILDREN SAFE IN EDUCATION POLICY**

## **1.0 Introduction**

iMap School fully recognises its responsibilities for the safeguarding for children. We recognise that the day to day contact with children makes school staff well placed to observe the outward signs of abuse.

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy.

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Ensuring that procedures set out by the Cheshire West and Chester Safeguarding Children's Board are followed by the designated teacher for child protection and where appropriate the designated governor for child protection. See CWAC Local Safeguarding Board for details.
- Raising awareness of child protection issues and implementing procedures for identifying and reporting cases, or suspected cases, of abuse. This includes staff training so that all understand their responsibilities.
- Supporting students who have been abused, in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn, develop and feel listened to.

### Principles of Child Protection

- The protection and welfare of the child must be the paramount consideration in all action.
- All professionals in contact with children should be aware of the possibility of abuse and neglect and need to maintain vigilance at all times.
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- Procedures must be followed to ensure prompt and effective help for families.
- Children must be listened to, taken seriously and their comments fully evaluated.
- All those involved in child protection cases, including children, families and individuals alleged to have been responsible for harm, must be treated with respect.
- Parents, carers and children must be kept fully informed and, where appropriate, involved in decision making.
- Child protection services should be available and accessible to all members of the community.

## **1. Safeguarding Children responsibilities and procedures:**

### **All staff:-**

- Have a responsibility to provide a safe environment in which children can learn;
- Have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm;
- Have a responsibility to take appropriate action, working with other services as needed;
- Have an awareness of the systems in place within the service which support safeguarding;
- Should be aware of and follow the principles of Child Protection, and receive appropriate training which is regularly updated;
- Should be aware of the signs of abuse and neglect;
- To report suspicions or student disclosures to the Designated Senior Safeguarding Person (DSSP) and follow the school procedure;
- In the unlikely absence of any DSSP feel that they can contact Children's Social Care services directly;
- To provide support to students as needed;
- To provide DSSP with relevant information in a detailed written format, as required;
- To comply with clear boundaries given by the DSSP;
- Have an understanding of the CSE (child sexual exploitation) and be aware of the indicators and warning signs and report appropriately.

### **Designated Senior Safeguarding Person:-**

- To provide support to students as needed;
- To collect and collate all reports and information;
- To keep all written records of concerns about children, even where there is no need to refer the matter immediately;
- To ensure all records are kept securely, separate from the main student file, and in a locked location;
- To keep a central record of all child protection matters and their current status;
- To discuss with a member of senior management in regards to future action;
- To act as the link between the school and outside agencies who have legal responsibilities;
- To ensure dissemination of necessary information to relevant staff;
- To provide support, advice, training and up to date information for staff as required or appropriate.

### **Principal:-**

- To authorise action to be taken by DSSP, if a different person.

### **Senior Management Team**

- To become involved in any allegations against the Principal;
- To meet with the lead DSSP on a frequent basis to consider safeguarding issues both national and school related;
- To liaise on behalf of and to the SMT about safeguarding concerns.

## **2. Safer Recruitment of Staff**

- iMap School complies with the safer recruitment of staff guidelines set out nationally;
- recruitment for positions is done with the use of a consistent application form and references;
- short listing for positions is done in a consistent manner and by at least two members of staff;
- all interviews take place with at least one panel member having undergone the safer recruitment training;
- a central register of all staff is kept, in line with the disclosure and barring legislation;
- all permanent members of staff have a full DBS check;
- All visitors to the school are chaperoned when children are on site.

## **3. Accusations against a member of staff**

Where accusations are made against a member of staff the LSCB guidelines are followed. If the accusation is against the Principal, the nominated member of SMT will lead all decision making. Accusations against a member of staff should be taken to the Principal or a member of SMT. All staff should be aware of and use the whistle blowing policy if they feel that it is appropriate.

## **4. Communication with students**

Communication between students and staff, by whatever method, should take place within clear and explicit boundaries. This includes offsite activities, and communication through technology such as mobile phones, social networking websites, blogs, cameras, videos and email. Staff should ensure that all communications are transparent and open to scrutiny.

Staff should:

- Only give their personal details such as postal address, personal email address or telephone number to students with prior written agreement from the Principal;
- Only make contact with students for a professional reason;
- Only make contact with a student via their mobile phone in a crisis situation or if a child is at risk of harm.

### **Social Contact with Students:**

Staff should not seek to have social contact with students or their families unless the reason for this contact has been agreed with the Principal.

Staff should:

- Ensure that any planned social contact with students in planned and procedures followed according to the Offsite Visits Policy;
- Only invite students into their homes if the reason for this has been agreed with the Principal and procedures followed according to the Offsite Visits Policy;
- Ensure that no alcohol, tobacco or drugs are consumed during offsite activities with students;
- Never use social networking sites to contact students.

**Links to other policies**

This policy was written in conjunction with the Keeping Children Safe in Education Policy April 2014 by the DfE.

This policy should be read in conjunction with all other iMap policies relating to the safeguarding of children. Staff should be aware of all school policies and consider this one in allegiance with them. Looking particularly at the eSafety policy, the Data Protection policy, the Whistleblowing policy, the Anti-Bullying policy, the Health and Safety Policy and the staff handbook.

**Document Review:**

<b>Date Written</b>	<b>Date of Next Review</b>	<b>Review by</b>
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**Document Control:**

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