

Conyers School

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SAFEGUARDING POLICY

Updated: October 2019

Origin: Assistant Headteacher
Director of Care, Support & Guidance

Policy:

Delivery Mechanisms for Safeguarding

These mechanisms fall into four broad areas: -

1. Safer recruitment and the vetting of people who have contact with students.
2. Safeguarding students with reference to their well-being, health and safety.
3. Procedures for Child Protection including staff and governor training.
4. Procedures for managing safeguarding allegations about staff or volunteers.

Responsibility for ensuring effective safeguarding lies with the Headteacher and Governors. However, safeguarding students must be everybody's responsibility. Good safeguarding practice has to be built into routine procedures and practice throughout the school.

SAFEGUARDING CHILDREN STATEMENT FOR CONYERS SCHOOL

This school believes that children must be protected from harm at all times.

1. We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and also are empowered to tell us if they are suffering harm.
2. We want children who use or have contact with Conyers School to enjoy what we have to offer in safety.
3. We want parents and carers who use or attend Conyers School to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
4. We want organisations who work with or commission work from us, or who provide funding to us to have confidence and recognize that we are a safe school.
5. We will achieve this by having an effective safeguarding children procedure and follow national guidance (What to Do If You're Worried a Child Is Being Abused. - Keeping Children Safe In Education September 2019)
6. If we discover or suspect a child is suffering harm we will notify The Hartlepool and Stockton Children's Hub (Tel 01429 284284 or email childrenshub@hartlepool.gcsx.gov.uk).
7. This safeguarding children policy statement and our safeguarding children procedure apply to all staff, volunteers and users of Conyers School and anyone carrying out any work for us or using our facilities.
8. We will review our safeguarding children policy and procedures annually or when legislation changes to make sure they are still relevant and effective.

SAFEGUARDING CHILDREN POLICY FOR CONYERS SCHOOL

This School will:

1. Arrange to take all reasonable measures to ensure the risks of harm to children are minimised.
2. Arrange to take all appropriate actions to address concerns about the welfare of the child, or children, working to agreed local policies and procedures in full partnership with other local services.
3. Ensure Safe Recruitment and Employment practices are observed as we recognise this is an important part in safeguarding children.
4. Have a senior member of the organisation to take lead responsibility for dealing with safeguarding / child protection issues, providing advice and support to other staff, liaising with other staff, and working with other agencies, who will be known as the (Designated Safeguarding Lead). All staff will be made aware of this role:

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The Designated Safeguarding Lead for this school is Paul Plows. In his absence the Deputy Designated Safeguarding Lead is Helen Guy, Tel 01642 783253 or email conyers@conyers.org.uk

5. Listen to children, encourage them to respect and care for others and take action to stop any inappropriate abuse taking place.
6. Endeavour to create an open and accountable environment, permitting adults and young people to voice their concerns about inappropriate behaviour and misconduct while providing strong sanctions to deter abuse, victimisation and cover up of serious malpractice.
7. Ensure our policies and procedures apply to all staff (paid or unpaid), children, young people, parents and carers regardless of gender, ethnicity, disability, sexuality or religion.

The school is aware of the responsibilities, which its Management Committee / Trustees and Staff (paid and unpaid) have with regard to the protection of children from abuse and from inappropriate and inadequate care, and is committed to responding in all cases where there is concern.

The documents below provide the framework for the organisations responsibilities as part of a co-ordinated shared response to the health and well-being of children. All staff will be made aware of these documents and how they can access them.

- Keeping Children Safe in Education September 2019
- Working Together To Safeguard Children August 2019
- Framework For The Assessment of Children in Need and their families 2000
- What to do if you're worried A child is Being Abused (2019)
- LSCB Procedures
- Management of Allegations / Complaints Against Staff
- Staff Handbook
- Safer working practices for adults working directly with children, young people & vulnerable adults

Safer recruitment and the vetting of people who have contact with students

Checks are carried out using the Disclosure Barring Service [DBS].

A Single Central Record is in place. This lists all the identity checks carried out on all colleagues.

All teachers have been checked against List 99.

All staff employed since 2002, who have regular contact with children, have been DBS (enhanced) checked.

All staff employed since 2006, whether or not they have regular contact with children have been DBS checked.

Supply teachers are DBS checked.

Volunteers who are working in sole contact with students e.g. volunteers with the Duke of Edinburgh Award scheme have been DBS checked.

All teachers have Qualified Teacher Status [QTS] unless the market has been tested and no qualified teacher could be found e.g. Dance.

Permission to work in the UK is checked.

Safer Recruitment

The Headteacher and members of the Executive Team have completed-Safer Recruitment Training. Job descriptions and person specifications are written for all posts. Two written references are obtained before a new colleague is appointed. At least three people sit on every interview panel for teaching and for all support staff posts. The Director of Finance and Operations works with the Facilities and Catering Manager to appoint staff to the Facilities and Catering Teams.

Reference request forms have been amended to ensure that they follow the Department for Education [DfE] recommendations.

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SAFEGUARDING STUDENTS WITH REFERENCE TO THEIR WELL-BEING, HEALTH AND SAFETY

Safeguarding students is at the core of pastoral care. The year system ensures that all students are known as individuals by their Pastoral Manager as well as their Tutor. This means that there can be early identification of problems and support for students who are vulnerable or at risk.

The ethos which underpins pastoral care and the procedures in place to deliver this are described in the School Policies. The following policies also support the Safeguarding Policy:

- Aims and values
- Positive Behaviour Policy
- Control and Restraint Policy
- Anti-Bullying and E-Safety (Online Behaviour) Policies
- Special Educational Needs and Disability Support Policy (SEND)
- Attendance Policy
- Children / Young People In Our Care – CYPIOC (Looked After Children (LAC)) Policy
- Educational Visits (EVC) Policy
- School Risk Assessment / Health and Safety Policy
- Complaints Policy
- Grievance and Discipline Guidance

Special Educational Needs

A SEND Policy is in place. The SENCo monitors the well-being and progress of all students with; a Statement of Special Educational Needs or Education and Health Care Plan and-SEN Support. This is done via partnerships with parents and outside agencies e.g. Education Psychologist, Hearing Impaired Service, etc. The SENCo is also the named teacher with responsibility for Children / Young People In Our Care – CYPIOC (Looked After Children).

Personal, Social and Health Education [PSHE]

All students follow a programme of PSHE and Citizenship activities during tutorial time, delivered by tutors. They also attend five Focus Day events throughout the year. The PSHE programme includes modules on bullying, e-safety (online behaviour), sex education and relationships and staying safe.

Health and Safety

- The school has a comprehensive Health and Safety Policy.
- The Director of Finance and Operations chairs this meeting which takes place each term. Every subject area has a Health and Safety representative on this committee.
- The Facilities Manager works closely with the Health and Safety Unit of Stockton Borough Council.
- Risk Assessments for all areas of the school and all activities are in place.
- Visitors on site have their identity checked and sign in the Visitor's Record Sheet and wear a visitor's badge.
- The Facilities Manager checks all contractors who work on site.
- There is a comprehensive procedure for school visits. All proposals for school visits are checked and signed in by the Director of Finance and Operations and signed by the Headteacher. Also, the Director of Finance and Operations works closely with the Visits Co-ordinator of Stockton Borough Council.

E-safety (Online Behaviour)

The school has an E-safety (Online Behaviour) Policy. Students are allowed to use the internet in school as the appropriate checks, filtering and firewalls are in place. All staff, governors, parents, and students have to sign an e-safety (online behaviour) agreement before they can access the internet in school. Inappropriate use of the internet, email or messaging systems is dealt with in accordance with school behaviour procedures.

CHILD PROTECTION

The Director of Care, Support & Guidance (Assistant Headteacher) is the Designated Safeguarding Lead for Child Protection. The Designated Safeguarding Lead has undertaken the Integrated Services Training provided by the Local Authority on child protection issues. All concerns about any child protection issues

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are referred to the designated senior person who liaises with Social Services via The Hartlepool and Stockton Children's Hub (01429 284284 or email childrenshub@hartlepool.gcsx.gov.uk) as and when necessary. The Child Protection Policy describes responsibilities and procedures for dealing with child protection matters.

PROCEDURES FOR MANAGING SAFEGUARDING ALLEGATIONS ABOUT STAFF OR VOLUNTEERS (CODE OF PRACTICE FOR ALL STAFF WORKING IN AN EDUCATION SETTING)

The Staff Handbook includes advice about professional boundaries for all staff. This advice has been discussed with teaching and support staff. A copy of the advice can be found in the Staff Handbook (Page 12).

Any safeguarding allegations about staff or volunteers will be handled by the Headteacher or a Deputy Headteacher, in the Headteacher's absence. Procedures issued by Stockton Borough Council will be followed in the event of a child protection or disciplinary issue.

The Role of Governors

The Governing Body should ensure that:

- The school has a **child protection policy** and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and that the policy is made available to parents on request;
- The school operates **safe recruitment procedures** and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- 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 inter-agency procedures;
- A senior member of the school's leadership team is designated to take lead responsibility for dealing with **child protection issues**, providing advice and support to other staff, liaising with the local authority, and working with other agencies;
- In addition to basic **child protection training**, the Designated Safeguarding Lead undertakes training in inter-agency working that is provided by, or to standards agreed by, the Local Safeguarding Children Board [LSCB], and refresher training at two yearly intervals to keep their knowledge and skills up-to-date;
- The Headteacher, and all other staff who work with children, undertake appropriate **training** to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at three yearly intervals, and temporary staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities;
- A member of the Local 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;
- They review their policies and procedures annually.

How it will be monitored: Recording of incidents	By Whom: Director of Care, Support & Guidance (Assistant Headteacher) Pastoral Managers
Review Date: Annually, November	Review Assigned to: Headteacher Local Governing Body's Care, Support & Guidance Committee