

Safeguarding Children Policy

Commitment

At Hazel Grove High School we are committed to safeguarding and promoting the welfare of all children and young people, in line with the duty placed on us by section 175 of the Education Act 2002.

We strongly believe that all children and young people have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

Scope of our commitment

At our school safeguarding encompasses child protection, safer recruitment, managing allegations against member of staff as well our approach to the Child In Need process. It is also supported by our approach to behaviour management, our response to managing bullying, our care and control policies, our response to young people who are absent from school and our health and safety policy. These are documented in separate policies, which refer to our approach when dealing with negative impact of technology upon children's well being where this is relevant.

Throughout our work we have a clear commitment to supporting families. We aim to work well in partnership with parents/carers and any other appropriate agencies to promote the welfare of our young people.

Child Protection

Key staff

In our school the designated officers for child protection are Mrs A Sewart and Ms A Marley.

In his/her absence the role is fulfilled by Ms J M Nolan.

Both these post-holders have the status and authority within our management structure to carry out the duties of the role.

Our named Governor for child protection is Mr P Franklin.

All our staff are reminded annually who these key post-holders are. This is supported by a poster in school (Appendix 1)

Child Protection Procedures

At our school we follow the policies and procedures generated by Stockport's Local Safeguarding Children Board.

1. When staff receive a disclosure or notice something which leads them to suspect that abuse may have taken place the information is recorded on our 'Note Of Concern' (Appendix 2). If physical abuse is suspected a 'skin map' will be used to record the site and extent of any injury that has been noticed (Appendix 3). These are both passed in a sealed envelope to the HoY or designated officer as soon as possible. This record should include:

The date and time of the observation/disclosure

Full information including verbatim accounts when possible of the incident

Comments about the child's appearance, behaviour, emotional state and actions

When staff are receiving a disclosure from children they should follow the guidance issued by the LSCB (Appendix 4)

When technology is involved we retain all the evidence (e.g. screen shots/emails/text messages) and use it to support the 'note of concern'. However we do not search mobile phones or computers to gain further information.

2. Upon receiving the 'note of concern' the designated officer follows the procedures endorsed by Stockport's Local Children Safeguarding Board, which are described in the flow-chart that is displayed around school (Appendix 5). Action should be taken within the same working day and as early as possible.
3. Where abuse is suspected a referral will be made to Social Care under the guidance of the Designated Officer. A verbal referral will be supported by the completion of the Common Assessment Framework in line with local procedures (Appendix 6)

The content of the referral will be discussed with parents/carers where this is appropriate. Advice may be sought from Social Care concerning this aspect of information sharing. It is recognised that parents/carers are unlikely to be told that a referral is being made if sexual abuse or fabricated illness are suspected. Staff are aware that they must not discuss any issues with parents/carers unless they are told to do so by the designated officer.

NO ATTEMPT SHOULD BE MADE BY OUR STAFF TO CONDUCT AN INVESTIGATION INTO CASES OF SUSPECTED ABUSE.

Social Care and the police are responsible for undertaking investigations. Inappropriate actions by others may negate or contaminate evidence.

At our school it is expected that staff will co-operate with those investigating abuse following a referral. It will be the responsibility of those investigating the case to ensure that parents/carers are fully informed about the investigation. This is not the responsibility of our school.

Throughout this process the HoY or designated officer can seek advice from

Social Care (08456 44 313) - you may need to speak to the Senior Practitioner

The Senior Advisor for Safeguarding in Education (474 5974)

The Safeguarding Unit (474 5657)

Training and Support

- All members of staff are trained in child protection issues as part of their induction process
- All staff have access to Level 1 Basic Awareness training every 3 years. This is provided by Stockport's LSCB
- The Designated Officer in school has access to specific training every 2 years which is provided by Stockport's LSCB
- Support material and the LSCB policies and procedures are available on the Stockport's LSCB website (www.safeguardingchildreninstockport.org.uk)
- These materials are also available on the Stockport School, College and Community workforce website (www.scwd.stockport.gov.uk)
- The procedures relating to child protection are discussed with all staff annually
- A record of staff training is kept within school, which identifies who has attended the training and the content of the session
- A set of the most recent training materials are available for staff in school
- Our Nominated Governor receives termly updates about safeguarding through the Local Authority Governance Support Unit
- Training is also provided by the LSCB to support the governors in their role

Information for Parents/Carers

It is made very clear to all parents/carers that all our staff are legally obliged to follow up any concerns they may have around child protection. *A statement to this effect is included on the school website and from September 2010 this information will be in our home school agreement (Appendix 7). We also display our commitment to safeguarding in our entrance hall (Appendix 8).*

Confidentiality/Records

All child protection records are kept separately from other records in school and are stored in a locked cabinet. The Designated Officer has access to these. When necessary they may be shared with other relevant members of staff. However they must always be read in school and then placed immediately back in the locked cabinet.

When a young person leaves our school, their child protection records are sent to the receiving school separately from their other school records. Records are not sent unless it has been confirmed that the young person has taken up their new place. If this confirmation is not received we retain the file indefinitely. We would inform the Education Welfare Service, via a password protected e-mail, that the young person is no longer at our school, just as we would for all young people who either suggest they are moving or who are missing from school with no explanation for 5 days. This is in accordance with the 'Children Missing From Home and Education' Policy (LSCB, 2009).

Children In Need

The staff in our school is committed to multi-agency working to support a Child In Need.

Where it is deemed that young people require additional support, staff at our school will

- Discuss their concerns with parents/carers
- Complete or update a Common Assessment Framework
- Convene or take part in the Child in Need Process
- Call an Engagement Meeting if parents/carers are unwilling to engage with the process
- Monitor the young person's progress and raise the issue to the level of Child Protection if this is necessary

All our work at Team Around the Child (Child in Need) is conducted with the support and full knowledge of our parents/carers. Where it is appropriate we also involve the young person in discussions.

All the documents to support the Child In Need process are listed on the page entitled 'Common Processes' on the SMBC website.

(www.stockport.gov.uk/commonprocesses)

Training and support

Members of staff who are likely to complete the Common Assessment Framework and/or take on the role of Lead Practitioner are encouraged to take part in 2 days training that is provided by the LSCB multi-agency training pool. This training includes 3 courses which cover using CAF effectively, the role of the Lead Practitioner and effective use of Child In Need meetings.

The training can be booked through www.scwd.stockport.gov.uk

Materials to support the Child In Need process are located on the Common Processes page within the SMBC website (www.stockport.gov.uk/commonprocesses)

Safer Recruitment

At our school we are committed to the safer recruitment practices outlined in the Safeguarding Children and Safer Recruitment in Education (2007) booklet (appendix 10)

We ensure that all appointments in our school are made by a panel which comprises of at least one person who has completed the NCSL training package. The school holds a copy of the certificates of everyone who has been trained within their organisation.

Our safer recruitment practices include:

1. Ensuring that all our adverts include a statement which explains our commitment to safeguarding children
2. Displaying our commitment to safeguarding both visually in school and on our website
3. Ensuring that all our posts are detailed accurately through specific job descriptions and person specifications which state the contact that the post-holder will have with children
4. Discarding any applications that are made by any applicant who submit a CV instead of the required application form

5. Requesting references prior to interview, using a detailed reference request form
6. Scrutinising the application form and references, to identify any gaps in employment, or inconsistencies in the information presented. We use this information to formulate candidate specific questions that will be used during the interview.
7. Checking the validity of qualifications
8. Checking the identity of the individual concerned
9. Checking the eligibility of the candidate to work in the UK.
10. Asking specific questions during the interview that relate to safeguarding children. We expect candidates to discuss individual experiences rather than talking hypothetically
11. Collecting the information for a CRB check
12. Discussing any self-declared information with the candidate in a non-prejudicial way during the interview
13. Reserving the right to call candidates back for further questioning if anything emerges either through the CRB process or late references.
14. Reserving the right to dismiss a candidate if false information has been submitted during the recruitment process or if information comes to light that the candidate failed to disclose

In addition we:

- a) maintain our single central record for our own employees, volunteers and Governors.
- b) have additional statements attached to the 'single central record' which explain our approach to working with other groups of people who may come onto our premises.
- c) have a clear process of risk assessing any individuals who come onto our premises who do not require a CRB check.
- d) ensure that all visitors to our school are met at Reception and are given a visitors pass/badge. There may be some cases where this does not happen (eg: refuse collection) but these exceptions are listed in the arrangements stated above see (b)
- e) ensure that where appropriate (LA officers/contractors) visitors are asked to show their formal identity badges to link them to a known organisation. They are only admitted to complete known and verifiable duties.
- f) Our Governing Body reviews our Service Level Agreements annually to check the adequacy of the arrangements contractors put in place to ensure that their staff are 'suitable' for working in school.

Training and support

- Our Head Teacher and the Governing Body access safer recruitment courses provided by the Senior Advisor for Safeguarding in Education or by NCSL
- They also keep themselves abreast of developments via the LA training/briefing sessions and supporting documentation. This is provided by the Senior Advisor for Safeguarding in Education in conjunction with HR within SMBC.

Managing allegations against members of staff

All the staff in our school are aware that they have a duty to report any concerns they have about the conduct of another member of staff, volunteer or governor to the Head Teacher. If the concerns are about the Head Teacher they are aware that they report the matter to the Chair of Governors.

When an allegation has been made against a member of staff the Head Teacher will consider whether the allegation suggests that the individual has:

- Behaved in a way that has harmed, or may have harmed a young person
- Possibly committed a criminal offence against or related to a young person
- Behaved in a way that indicates that s/he is unsuitable to work with young people

If any of the above may have happened the Head Teacher must record the concerns, and contact the Local Area Designated Officer (LADO: 474 5657) to ask for advice about how to proceed. The LADO will advise the Head Teacher about whether to complete Form 1 (Appendix 10), or treat the matter internally via other policies (eg. disciplinary/capability). For additional information about the process we refer to the flowchart produced by the LSCB (www.safeguardingchildreninstockport.org.uk).

If the allegation was made against the Head Teacher the Chair of Governors should contact the Local Area Designated Officer immediately to ask for advice about how to proceed.

All staff are made aware of this policy at least annually.

KS4 Work Experience/Placements

Block Work Experience

The majority of our students undertake block work experience of no more than ten days which is organised by Education Business Solutions on behalf of the Stockport 14-19 Partnership. Education Business Solutions place students on work experience without a CRB check for students working at KS4 in accordance with the Safeguarding Children and Safer Recruitment in Education (2007) booklet (appendix 10). Initially we, and Education Business Solutions, consider carefully where to place a young person, considering any aspects of vulnerability that they may have. When parental consent has been obtained, and where learners may be working with other children or vulnerable adults (e.g. in a nursery or care home) Education Business Solutions passes the details of the learner to the LA 14-19 team who carry out a check with the Youth Offending Team to determine suitability for the placement, in accordance with our local procedures.

Education Business Solutions also ensure that the young people are made aware that they will need to verify their identity on arrival at their placement. Education Business Solutions also check the suitability of the placement by asking the employer to endorse the principles of child protection, making them aware where to refer the matter if they had concerns about a young person, and by making a decision about whether a CRB check is required about the employer. Education Business Solutions record their decision if they decide not to complete a CRB check about the employer. Education Business Solutions also complete all the necessary health and safety checks in accordance with the health and safety policy of Stockport LA.

Compass and Young Apprenticeship Provision

We contract Compass, an LA Service, to place students on work experience, extended work experience/placements or Young Apprenticeship Programmes. Compass places students without a CRB check for students working at KS4 in accordance with the Safeguarding Children and Safer Recruitment in Education (2007) booklet (appendix 10). Initially we, and Compass, consider carefully where to place a young person, considering any aspects of vulnerability that they may have. When parental consent has been obtained, and where learners may be working with other children or vulnerable adults (e.g. in a nursery or care home) Compass passes the details of the learner to the LA 14-19 team who carry out a check with the Youth Offending Team to determine suitability for the placement, in accordance with our local procedures. Where there is a requirement for a CRB check to be completed, Compass organises this through the LA Human Resources Team. Compass also ensures that the young people are made aware that they will need to verify their identity on arrival at their placement. Compass also check the suitability of the placement by asking the employer to endorse the principles of child protection, making them aware where to refer the matter if they had concerns about a young person, and by making a decision about whether a CRB check is required about the employer. Compass records their decision if they decide not to complete a CRB check about the employer. These matters are considered in greater detail when there is a long term placement (equivalent to more than 10/15 working days) in accordance with the Safeguarding Children and Safer Recruitment in Education (2007) booklet (appendix 10). Compass also complete all the necessary health and safety checks in accordance with the health and safety policy of Stockport LA.

School Organised Work Experience/Placements

When we are placing students on work placements/experience, we do so without a CRB check for students working at KS4 in accordance with the Safeguarding Children and Safer Recruitment in Education (2007) booklet (appendix 10). Initially we consider carefully where to place a young person, considering any aspects of vulnerability that they may have. When parental consent has been obtained and where learners may be working with other children or vulnerable adults (e.g. in a nursery or care home) we pass the details of the learner to the LA 14-19 team who carry out a check with the Youth Offending Team to determine suitability for the placement, in accordance with our local procedures. We also ensure that the young people are made aware that they will need to verify their identity on arrival at their placement. We also check the suitability of the placement by asking the employer to endorse the principles of child protection, making them aware where to refer the matter if they had concerns about a young person, and by making a decision about whether a CRB check is required about

the employer. We record our decision if we decide not to complete a CRB check about the employer. These matters are considered in greater detail when there is a long term placement (equivalent to more than 10/15 working days) in accordance with the Safeguarding Children and Safer Recruitment in Education (2007) booklet (Appendix 10) We also complete all the necessary health and safety checks in accordance with our health and safety policy.

Work Experience/Placements Organised by other providers

When we contract other providers to place students on work placements/experience, we ensure that the contract requires the provider to effectively carry out our procedures for Safeguarding and Health and Safety. We regular monitor the compliance by the provider with the contract we have established. The provider (Hazel Grove High School) will place students working at KS4 without a CRB check in accordance with Safeguarding Children and Safer Recruitment in Education (2007). We expect the provider to work with us to consider carefully where to place a young person, considering any aspects of vulnerability that they may have. When parental consent has been obtained and where learners may be working with other children or vulnerable adults (e.g. in a nursery or care home) we expect the provider to pass the details of the learner to the LA 14-19 team who carry out a check with the Youth Offending Team to determine suitability for the placement, in accordance with our local procedures. We expect the provider to ensure that the young people are made aware that they will need to verify their identity on arrival at their placement. The provider will check the suitability of the placement by asking the employer to endorse the principles of child protection, making them aware where to refer the matter if they had concerns about a young person, and by making a decision about whether a CRB check is required about the employer. These matters are considered in greater detail by the provider when there is a long term placement (equivalent to more than 10/15 working days) in accordance with the Safeguarding Children and Safer Recruitment in Education (2007) booklet (appendix 10). If the provider decides that a CRB check about the employer is not necessary they record their decision. We expect the provider to complete all the necessary health and safety checks in accordance with our health and safety policy.

The wider safeguarding agenda

This policy should also be read in conjunction with the following policies:

- Behaviour management
- Anti-bullying
- Intimate Care Policy
- Health and Safety
- Acceptable Use
- Attendance Policy
- Children Missing from Home and Education
- Policy and Procedures for Risk Assessments of KS4 pupils in workplace and other placements where they will or are likely to be in contact with children or vulnerable adults

The views of our young people

In our school the views of our young people are very important to us.

We make sure that our young people know that our staff are always prepared to listen to them. Young people are made aware that they can report any concerns verbally and/or through the

- HoY
- Form Tutors
- Class teacher or member of staff

They also complete an anonymous questionnaire annually that specifically asks them to report how safe they feel in our school.

We use the findings to inform our school development plan, curriculum developments and specific interventions for individual young people.

Reporting to the Governing Body

Our Governing Body oversees the Head Teachers' sound maintenance of all safeguarding procedures in line with this policy. The Head Teacher has the day-to-day responsibility for maintaining these procedures with the backing of the Governing Body.

Our Governing Body will advise the Head Teacher of its views on specific issues that will promote safeguarding in our school. This may for example be around promoting a parental understanding of the agenda.

Our Governing Body does not discuss any individual cases and never requests to see individual pupil records, although we do ask the Head Teacher to explain the effectiveness of their procedures.

Ratification

This policy was agreed and adopted by our Governing Body

Signed:

(Date)

Date for review: