

**ST GREGORY'S CATHOLIC MIDDLE SCHOOL
SAFEGUARDING CHILDREN POLICY**

Reviewed March 2011

1. RATIONALE

- We believe that it is always unacceptable for a child or young person to experience abuse of any kind. It is the responsibility of all adults within our school community to ensure the safety and protection of children and give them the best start in life.
- The governing body and senior managers accept the responsibility for safeguarding the welfare of all students by ensuring that a clear policy and procedures are in place to deal with any incidents.

These are consistent with:

- a. Local Safeguarding Children (LSCB) guidance
 - b. Every Child Matters
 - c. The Children Act 2004
 - d. Working Together To Safeguard Children (2006)
 - e. What to do if you are worried a child is being abused (December 2006)
 - f. The Children's Plan 2007
 - g. The Pupil Guarantee
- Above all we recognise that:
 - The welfare of our students is paramount
 - All students regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
 - Working in partnership with our students, their parents/carers and external agencies is essential in promoting their welfare.

2. AIMS: EVERY CHILD MATTERS/WORKING TOGETHER TO SAFEGUARD CHILDREN

The aims of this policy are:

- To create a warm, supportive environment in which we will support all our students to work towards the 5 outcomes of Every Child matters and in particular Stay Safe
- To ensure that all teaching and non-teaching members of staff are aware of the need to safeguard children and understand their responsibilities in identifying and reporting possible cases of abuse
- To promote the safeguarding of children and young people and encourage the prevention of child abuse through the curriculum, effective communication and proactive intervention with our partner agencies.

3. PROCEDURES:

- We have a trained designated member of staff for Safeguarding Children who undertakes refresher training every two years. This is currently **Miss A Smyth**. The Head Teacher will deputise in her absence
- All staff are familiar with Safeguarding Children procedures and all cases of child abuse or suspected child abuse are reported immediately to the designated teacher/member of staff who has responsibility for referring suspected child abuse cases to Social Care
- All staff that has access to students is checked in line with government guidelines. Procedures are in place for recording details of all staff and visitors to school. These are kept on the school's Single Central Record
- The Assistant Head teachers have had training in safer recruitment in line with the Bichard recommendations. We abide by the Protection of Children Act in respect of any person who is dismissed for reasons/concerns relating to safeguarding children. From September all staff leaving our school will be recorded on our SCR in accordance with national and local requirements

- All teaching and non-teaching staff are trained every three years in Safeguarding Children. There are reinforced at the start of each academic year
- All new staff to the school receive Safeguarding training through our induction programme
- All supply staff are given a copy of our Safeguarding procedures
- Effective working relationships with other agencies are developed and promoted; especially the Police, Connexions, Education Welfare, School Nurse, Youth Service and Social Care
- Referrals for support are made to partner agencies as appropriate, either by means of a direct referral **or** through the Common Assessment Framework (CAF)
- Students are encouraged to 'stay safe' via the assembly programme, PHSCE lessons and specific training sessions, such as Anti Bullying theatre presentations, CEOPS internet safety training
- Attendance, Children Missing Education, Health and Safety and Restraint policies are in place to ensure prevention and early intervention
- Clear record keeping practices are in place for any reported incident relating to safeguarding
- Our procedures will be reviewed and updated annually.

4. **RESPONSIBILITIES:**

The designated member of staff is responsible for:

- Carrying out safeguarding procedures in accordance with the Bedfordshire Local Safeguarding Children Board, Manual of Procedures and Safeguarding Children in Education 2004
- Keeping written records of concerns about a student 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 with a child protection plan and referring concerns when appropriate to the Education Welfare Service in the first instance. Where concerns remain the social worker for the family will be informed
- Ensuring that all school staff teaching and non-teaching are trained and receive refresher training every three years
- Ensuring that Safeguarding Children Procedures are displayed on the staff notice board
- Passing on any child protection records/concerns to the receiving school when a child leaves
- Requesting information from other schools when students join St Gregory's
- Keeps the Head Teacher updated on any safeguarding issues.

The Governing Body is responsible for:

- Nominating a governor to have responsibility for Safeguarding, who receives training, **Mary O'Sullivan** is currently the governor responsible for this
- Ensuing Safeguarding is a regular item on the agenda for Governors' meetings
- Reviewing the policies and procedures annually

- Remediating any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention, without delay
- Ensuring that the Chair liaises with the LA/partner agencies in the event of allegations of abuse being made against the Head Teacher
- Ensuring that safe recruitment is practised.

All members of staff are responsible for:

- Monitoring the day to day welfare of the students within their care
- Following Safeguarding Procedures set out by the school
- Referring concerns or disclosures to the designated teacher
- Recording information immediately after speaking to the student and passing written details to the designated teacher within 24 hours
- Encouraging students to treat each other with respect and understanding in order to create a safe, caring and supportive learning environment for all
- Attending all training as directed
- Ensure that they know, understand and practise procedures laid out in 'Safeguarding Guidance for Staff' and 'Safer Working Practices' issued by the Local Authority.

5. CONFIDENTIALITY:

- We recognise that all matters relating to safeguarding children are confidential and staff will be informed on a need to know basis
- Any information shared with external agencies is done under the guidance of the Local Safeguarding Children Board
- All staff must be aware that they cannot promise any student confidentiality.

6. INVOLVEMENT OF PARENTS/CARERS:

- A parent/carer will be asked to consent to a Child in Need referral or a CAF referral. Where there is a case of suspected child abuse the designated member of staff will liaise with Social Care and or the Police and appropriate action will be taken
- Parents/carers are informed of the Safeguarding Children policy and a copy of the full policy is available on request.

7. INVOLVEMENT OF OTHER AGENCIES:

- The designated teacher will inform other appropriate agencies of any case of suspected abuse, e.g. Police, Social Care Education Welfare Service
- A representative of the school will attend core group meetings and case conferences for any student of the school. In the rare event that this is not possible, a full written report will be provided.

8. 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.

9. **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 and DCSF guidance for dealing with allegations against staff (2005)
- If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head Teacher
- The Head Teacher on all such occasions will discuss the content of the allegation with the Chair of Governors and the Local Authority Designated Officer (LADO)
- If the allegation made to the member of staff concerns the Head Teacher, the designated teacher will immediately inform the Chair of Governors who will consult with the Local Authority Designated Officer (LADO).

10. **WHISTLEBLOWING:**

- We provide an environment in which children and adults feel confident to express concerns regarding the behaviour of other students or a member of staff. Students are told that they can speak to their form tutor, a member of the leadership team or any adult who they trust.

Members of staff are encouraged to inform the Head Teacher of any concerns. Where the concern relates to the Head Teacher, this should be passed on to the designated teacher who will inform the Chair of Governors.

11. **POLICIES/GUIDANCE:**

- We work in accordance with the LA policy and guidance documents on:
 - Physical Intervention
 - Health & Safety
 - PSHE
 - Behaviour and Attendance
 - Drug and Alcohol Education
 - Sex and Relationship Education in accordance with the Northampton Diocesan Guidance
 - SEN
 - Anti-bullying
 - Children Missing Education
 - Forced Marriages
 - Equality
 - Racism
 - First Aid

12. **TRIPS AND VISITS:**

- All trips and visits are risk assessed in line with the Local Authority's Educational Visits Policy.

13. **BULLYING:**

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

14. **RACIST, SEXIST AND HOMOPHOBIC INCIDENTS:**

- All staff are made aware of these policies through the staff handbook
- Parents, carers and students are made aware of these through our 'Getting Started' booklet
- All such incidents are thoroughly investigated and dealt with accordingly
- All incidents are reported to the LA on an annual basis.

THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE FOLLOWING POLICIES:

- Physical Intervention
- Health & Safety
- PSHE
- Behaviour Management
- Attendance
- Drug and Alcohol Education
- Sex and Relationship Education
- SEN
- Anti-Bullying
- Children Missing Education

Sign:

Date:

Ratified by Inclusion Committee May 2011