

## **Safeguarding Children Policy**

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### **Introduction**

All those who come into contact with children and families in their everyday work, including practitioners who do not have a specific role in relation to safeguarding children, have a duty to safeguard and promote the welfare of children. We recognise that all staff have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern. All staff believe that our school should provide a safe and caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.

### **The aims of this policy are:**

- To support the child's development in ways that will foster security, confidence and resilience
- To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- To raise the awareness of all teaching and non teaching staff of the need to safeguard children and their responsibilities in identifying and reporting possible cases of abuse.
- To provide a means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children.
- To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils.
- To develop structured procedure within the school, which will be followed by all members of the school, in cases of suspected abuse.
- To develop effective working relationships with all other agencies, involved in safeguarding children.
- To ensure that all adults within our school, who have access to children, have been checked as to their suitability.

### **Procedures**

- Our school procedures for safeguarding children will be in line with the Milton Keynes Local Authority and Milton Keynes Area Child Protection Committee Child Protection Procedures, "Working together to safeguard and promote the welfare of children". We will ensure that:
  - Mrs May Sturge, member of the Senior Management Team, is the senior person with responsibility for child protection who has undertaken Basic Child Protection training. She has status and authority to take responsibility for Child Protection matters. She will undertake updated training every 2 years in child protection.
  - Mrs Karen Smith, Head of the Pre Preparatory Department, is the designated person with responsibility for safeguarding children in the EYFS and will act in Mrs Sturge's absence. She has received basic multi-agency training and has been briefed in this role. She will undertake updated training every 2 years in child protection.
  - All members of staff receive training every 3 years by the designated person, in order to develop their understanding of the signs and symptoms of abuse. This includes the Head and part-time and voluntary staff.

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### **Procedures**

- All members of staff and volunteers know how to respond to a pupil who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- All parents/carers are made aware of the school's responsibilities in regard to Safeguarding Children procedures through publication of the school's Safeguarding Policy.
- Our selection and recruitment policy includes all checks on staff suitability including criminal Records Bureau checks as recommended by the Local Authority and in accordance with current legislation.
- All adults new to the school will be given a copy of the school's policy and procedure, the name of the designated person and the booklet "What to do if You're worried a Child is Being Abused", and have these explained as part of their induction into the school.

### **Responsibilities**

- We understand that our responsibilities to safeguard children require that we all appropriately share any concerns that we may have about children.
- We have a designated member of the management team who is responsible for:
  - Referring a child by telephone if there are concerns about a child's welfare, possible abuse or neglect to the local children's services. A written record of the referral will be faxed/e-mailed to the Children's Services, (using the multi agency referral form section3), and a copy to the Local Authority Lead officer for Child Protection as soon as possible within the school day.
  - Ensuring that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral (Incident book located in the main office)
  - Ensure that all school staff are aware of the school's safeguarding Children policy and procedures, and know how to recognise and refer any concerns.
  - Ensure that all staff's knowledge and training is up to date, to enable them to fulfil their role.
- This policy will be reviewed and updated annually by the proprietor/headmistress and she will record the efficiency with which any related duties have been discharged.

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### **EYFS Information**

- The senior designated person with responsibility for child protection recognises that specific guidance for staff who teach in the EYFS is required.
- The designated person in the EYFS setting is Mrs Karen Smith, Head of the Pre-Preparatory Department.
- Ofsted will be informed of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.
- The information will be given to Ofsted as soon as is reasonably practicable, but at the latest within 14 days.

### **Supporting Children**

- We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self worth. As a school we may provide the only stability in the lives of children who have been abused or who are at risk of harm.

Our school will support pupils by:

- Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum
- Promoting a caring, safe and positive environment within the school
- Liaising and working together with all other support services and those Agencies involved in safeguarding children
- Notifying Children's services as soon as there is a significant concern.

### **Confidentiality**

- We recognise that all matters regarding Safe Guarding Children are Confidential
- The Head Teacher or designated person will disclose personal information about a pupil to other members of staff on a need to know basis only.
- However, all staff must be aware that they have professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well being or that of another.
- We will always undertake to share our intention to refer a child to Children's Services with their parents'/carers' permission unless to do so could put the child at greater risk of harm, or impede a criminal investigation.

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### **Supporting Staff**

- 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 person and to seek further support.

### **Allegations Against Staff**

- We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Head Teacher or the most senior teacher if the Head Teacher is not present.
- The Head Teacher on all such occasions will discuss the content of the allegation with the Local Authority Lead Officer for Safe Guarding Children, or, in his/her absence, Principal Education Welfare Officer.
- The school will follow the Local Authority procedures for managing allegations against staff.

### **Anti-Bullying**

- Our policy on the prevention and management of bullying is set out in a separate policy.

### **Racism**

- Our policy on racism is set out in a separate policy (*Equal Opportunities for Children*).

### **Prevention**

- The school plays a significant part in the prevention of harm to our pupils by providing
- Across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn to for help.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to.

### **Health & Safety**

- Our Health & Safety policy is set out in a separate policy.

*This policy will be reviewed and updated regularly. Any deficiencies or weaknesses in child protection arrangements will be remedied without delay.*