

THE ELTON HIGH SCHOOL



SAFEGUARDING POLICY

Date Prepared	September 2018
Date agreed by Governors	October 2018
Date to be reviewed	September 2019
Person responsible	Kate Johnson

The safeguarding policy at The Elton High School applies to all adults, including volunteers, working on behalf on behalf of the School and is updated annually. This is supported by an annual audit of policy and practice with developments reported to the Governing Body termly. Our policy is consistent with the key themes within the latest editions of “Keeping Children Safe in Education” (September 2018) and “Working Together to Safeguarding Children (July 2018) and takes into account the latest safeguarding publications including Sexual violence and sexual harassment between children” May 2018.

At The Elton High School we share the commitment to help keep young people safe by:

- Providing a safe environment to learn and develop.
- Identifying children and families in need of support and early intervention.
- Identifying students who are or likely to be suffering significant harm and taking appropriate action to ensure their safety at home and in School.
- Working with other agencies to share information and promote the welfare of all young people.

The Elton High School is committed to Safeguarding and promoting the welfare of students and expects all staff and Governors to share that commitment.

We recognise that:

- Some students may be especially vulnerable.
- Students in receipt of abuse or neglect may find it difficult to develop a sense of self-worth and view the world in a positive way.
- Students can be victims and perpetrators of abuse.
- Students can abuse other students.
- Allegations can be made against staff.

Definition of Safeguarding

- Protecting students from maltreatment (see Annexe 1 - The key themes in “Keeping Children Safe in Education” - September 2018)
- Preventing the impairment of students’ health or development
- Ensuring students grow up in circumstances consistent with the provision of safe and effective care (including e safety awareness)
- Enabling students to have optimum life chances and to enter adulthood successfully
- Preventing students from becoming radicalised and at risk of extremism

Key members of staff

Role	Name	Contact details
Senior Designated Safeguarding Officer	Kate Johnson (Deputy Headteacher)	johnsonc@eltonhigh.bury.sch.uk
Deputy Designated Safeguarding Officer	Vicky Helme (Assistant Headteacher)	helmev@eltonhigh.bury.sch.uk
Headteacher	Jonathan Wilton	wiltonj@eltonhigh.bury.sch.uk
Named Safeguarding/Child Protection Governor	John Costello	eltonhigh@bury.gov.uk
Chair of Governors	Norman Rosindale	eltonhigh@bury.gov.uk

Key external contacts

Multi agency safeguarding hub	0161 253 5657 childwellbeing@bury.gcsx.gov.uk
Lead Safeguarding Officer for Schools Pauline Baker	0161 253 6972 p.baker@bury.gov.uk
Local Authority Designated Officer (LADO) Mark Gay	0161 253 5342 M.Gay@bury.gov.uk
Police	999/101
Channel/Prevent lead	Andy Webb Andrew.webb@gmp.police.uk
Early Help Team	0161 253 5200
Healthy Young Minds	0161 716 1100

Safe Practice

Our School complies with the current ‘Working Together To Safeguard Children’ and ‘Keeping Children Safe in Education’. Relevant and appropriate information is shared routinely with all staff and working practice ensures that all students are safe and that all staff are responsible for their own actions, avoiding any conduct that could lead to questioning intentions or motives (see Annexe 2 - . Guidance for Safer Working Practice for Adults working at The Elton High School).

We expect staff to work in an open and transparent way, informing the Leadership Team of any concerns. Furthermore we expect all staff to apply professional standards, be aware of information sharing, confidentiality and the law.

Information about Safeguarding for students

Safeguarding issues are addressed through the curriculum and students are taught to recognize when they are at risk and how they might access help when needed. The designated officers with responsibility for Safeguarding and Child Protection are known to all staff, governors, parents and students through a wide range of communications. The safeguarding team is displayed visually within the school building and reference to Safeguarding/Child Protection is made within relevant specific school policies which are available to all stakeholders via the website or by request to school.

Partnership with Parents

We acknowledge that school has a very important role to play in identifying students and families who may be in need to early intervention. As a school we aim to engage parents in the early help process by working in an honest and open partnership. We provide parents with support, advice and guidance to enable them to keep children safe at home. In exceptional circumstances where a student is at significant risk, we may need to have discussions with Social Care agencies or the Police without parental knowledge.

Partnership with Others

Positive working relationships are established with all agencies who are involved in protecting and safeguarding the children at The Elton High School. We are committed to sharing information with these agencies where children are at risk from harm.

Alternative Provision

Where our students are accessing education offsite, we are committed to ensuring that effective safeguarding arrangements are in place to ensure that students are protected from harm. The school will undertake checks to ensure that the provider is meeting the student’s needs.

Safer Recruitment and Selection

All members of the Senior Leadership Team and key governors have completed safer recruitment training. The processes in place for recruitment and selection are consistent with those set out in “Keeping Child Safe in Education” 2018 Part 3.

All appropriate measures are applied to adults who work in the School. This includes scrutinising job applications, verification of identity and qualifications, obtaining reference, including key Child Protection information and checking employment history and the applicant’s health and physical capacity for the job.

- Advertising and information provided from School in relation to staff appointments make safeguarding commitment and DBS checks clear.
- References are required from two objective professional sources for every appointment; no appointment is made without two references being provided. Reference content required to specifically address Child protection and safeguarding issues. The LA reference format is used; current Headteacher of present employer, his or her representative or University Tutor and second referee is required prior to appointment and work commencement.
- Enhanced DBS checks undertaken for all staff.
- Qualifications check completed for all staff.
- DBS checks for members of the Governing Body.
- Checks on identity and qualifications made on all staff, existing and newly appointed.
- Health checks completed by the LA on all new appointed staff.
- A single central record is maintained of recruitment checks on all staff and stringent vetting checks on others who have regular contact with children. The SCR is scrutinized by the Headteacher and Safeguarding Governor every term.
- Probationary period for all staff established and assessed.
- Employees who have worked outside the UK are subject to additional checks; currently no employee is in this category.
- Supply staff are also checked in accordance with the latest requirements in “Keeping Children Safe in Education” 2018.

Training in relation to safeguarding.

Governors receive an update each term which highlights the safeguarding training undertaken by all staff

- Members of the leadership team and key governors have completed Safer Recruitment training.
- Members of staff with specific responsibility for Safeguarding and Child Protection attend appropriate and relevant training on an annual basis.
- Safeguarding training is completed by all staff, including Support Staff on an annual basis.
- Summarised guidance on working safely with young people is provided for all staff and is part of the induction provision for new staff.

- Catering and cleaning staff have completed safeguarding training.
- Training opportunities that go beyond the basic, to build capacity in safeguarding are provided when appropriate.
- Governors receive annual training related to child protection and safeguarding.

Support, Advice and Guidance for Staff

Support and guidance is provided by Kate Johnson, Designated Safeguarding Officer or Vicky Helme Deputy Designated Safeguarding Officer. Staff are encouraged to use C POMS (online safeguarding reporting) to log any initial concerns. Significant incidents are reported more immediately through direct communication so that appropriate action can be taken and other agencies informed if necessary.

Bullying

All instances of bullying are reported to Learning Coordinators and are addressed through School Anti-Bullying strategies. A wide range of learning experiences are covered within the PSHE curriculum to tackle discrimination, raise awareness and also highlight the different bullying issues which can occur including peer on peer abuse.

E-Safety

E-Safety is promoted on a regular basis through curriculum experience, assemblies, staff training and School policy. School Policy for E-Safety is established and all staff are required to sign the School's 'Acceptable Use of ICT Statement'. The school also communicates e safety advice and guidance regularly to parents through meetings and the school newsletter.

Photographs and Images

Parental consent is sought for appropriate student images, including dress and identification.

Attendance

Rigorous daily attendance monitoring serves to identify and communicate to parents any unexplained student absences. This is part of our commitment to ensuring that children are not missing from education. To strengthen communication and also continue to develop our safeguarding practices further we now ask parents to provide us with three contacts for each child. When we are aware that children are missing from school or from home we carry out home visits and liaise with parents, police and/or social services as appropriate.

Confidentiality

The school has a confidentiality policy. All Child Protection documents are retained in a file separate from the child's main file. This is secure and accessible to the designated members of staff and Headteacher.

Student Information

Storage of student information is consistent with DFE guidance.

Roles and Responsibilities

The Governing Body will ensure that

- Safeguarding policy is consistent with National Guidance and is available for parents on request.
- Designated Senior Leader and Deputy Leader are in place for Safeguarding and Child Protection (and job descriptions make explicit reference to the DSL/DDSL role (see “Keeping Children in Education” 2018 Annexe B)
- Safer recruitment procedures are operated and appropriate checks are made on all adults
- DFE and LA Guidance is followed in dealing with allegations against staff or volunteers.
- School has a lead Governor and member of staff for Safeguarding and Child Protection.
- Appropriate training in Safeguarding is given to all staff, including training in E-Safety.
- Practice is reviewed regularly and revisited as appropriate

The Headteacher will ensure that

- Policies and procedures are followed
- Resources and time are made available for the Designated Officers.
- Staff training is completed.
- A routine structure is established for staff or students to raise Safeguarding issues. Safeguarding is the first item on all meetings of staff.
- Procedures for the management of allegations against staff are held in School.
- Appropriate routines are operated in communications with the LADO as required.

The Designated Lead Persons for Safeguarding and Child Protection will:

Referrals:

- Refer cases of suspected abuse to social care agencies and maintain appropriate records.
- Act as a source of support on related issues within School.
- Liaise with the Headteacher in cases identified.

Training:

- Recognise how to identify signs of abuse and know when to make a referral
- Be familiar with the LADO role and contribute to conferences as required
- Ensure all staff have access to related training, policies and procedures.
- Ensure all staff have related induction training.
- Keep detailed, accurate and secure records.

Raising Awareness:

- Ensure policy is updated regularly
- Ensure parents are made aware of policy and that referrals can be made.

All staff will fully comply with policy and alert the Designated Officer in the case of any concerns.

Taking action to ensure students are safe at home:

It is not the responsibility of a member of staff to investigate a disclosure. Colleagues in receipt of disclosure should listen, clarify information, make written records, show no signs of shock or judgemental response and report the disclosure to the Designated Person immediately.

ANNEXE 1 – The key themes in “Keeping Children Safe in Education” - September 2018

Keeping Children Safe in Education – September 2018

Emotional abuse	Children missing from education	“Honour based” violence
Physical abuse	Children missing from home	Female Genital Mutilation
Sexual abuse	Children with family members in prison	Forced Marriage
Neglect	Child exploitation inc sexual	Fabricated Illness
Domestic Violence	Trafficking	Mental health
Bullying inc. cyberbullying	Criminal exploitation	Homelessness
Children and the courts	Drugs	Sexting
Private fostering	Radicalisation	Hate Crime
Gangs and youth violence	Sexual violence (peer on peer)	Sexual harassment (peer on peer)

Guidance for Safer Working Practice for Adults working at The Elton High School

Introduction

Adults have a duty to report any child protection or welfare concerns they have. Any person in charge of or working with students in any capacity, is considered, both legally and morally, to owe them a duty of care.

Adults should:

- Understand what behaviours may call into question their suitability to work with young people.
- Always act and be seen to act in the interest of the student
- Avoid any conduct that would lead a reasonable person to question their motivation or intention.
- Take responsibilities for their own actions
- Maintain appropriate professional boundaries and avoid behaviour which may be misinterpreted.

Adults should not:

- Use their position to gain access to information for their own or others' advantage
- Use their position to intimidate, bully, humiliate, threaten or undermine students
- Use their status to form or promote relationships which are or may become sexual. Such behaviour is an offence, as is causing a child to engage in or watch sexual activity.

Propriety and Behaviour

Adults working with children have responsibility to maintain public confidence in their ability to safeguard the welfare of the child by adopting high standards of personal conduct. Behaviour compromising their position in the workplace or in places other than the work setting could be exemplified by misuse of drugs, alcohol or acts of violence.

Dress and Appearance

Adults should wear clothing that is:

- Appropriate to their role
- Not likely to be viewed as offensive, revealing or sexually provocative
- Not distracting or cause for embarrassment
- Not showing any political or contentious slogans
- Not discriminatory or culturally insensitive.

Infatuations

Any awareness of a developing infatuation should be reported to the Headteacher or SLT member at the earliest opportunity, the adult should always maintain proper professional boundaries.

Communications with Students

Communications by all means should take place within proper professional boundaries. Adults should ensure safe and responsible on-line behaviours, not sharing personal information other than that which might be appropriate to the professional role. Adults should:

- Not list students as approved contact on social networking sites
- Make sure that privacy settings are in place to prevent students from accessing staff personal accounts
- Never access the social networking sites of students
- Not give out personal/mobile contact numbers.
- Only make contact with students for professional purposes
- Not use the internet or text for personal messages to students

Social Contact

Adults should not seek to establish social contact with students for the purpose of securing a friendship or strengthening a relationship.

Sexual Contact

Adults should not:

- Have sexual relationships with students
- Have any form of contact which could be interpreted as sexually suggestive
- Make sexual remarks about a students
- Discuss their own sexual relationships with or in the presence of students.

Any form of sexual activity between an adult and a student may be regarded as a criminal offence and will always be a matter for disciplinary actions.

Physical Contact

Any physical contact with a student should only be in a way that is appropriate to a professional role, be of limited duration and appropriate to their age, gender and ethnicity. Staff should use their professional judgement at all times.

Activities That Require Physical Contact

Some activities (e.g. in Music or Physical Education) may require some physical contact with students – demonstrating technique, supporting posture, adjusting physical position. This should only take place when necessary and in a safe, open environment, easily observed by others and relevant to age and situation.

Behaviour Management

Adults should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments are not acceptable. Any use of physical intervention can only be justified in exceptional circumstances and should only be used as a last resort, wherever possible, to be avoided. It would only be necessary to prevent personal injury to the child, other children, an adult or to prevent serious damage to property in the most exceptional circumstances. The scale and nature of physical intervention must be

proportionate to the situation using the minimum force necessary. Any intervention must be deployed in line with recommended policy and practice. Adults should always seek to defuse situations.

Children/Young People in Distress

Where a student may be distressed, any comfort or re-assurance must maintain clear professional boundaries, be age-appropriate, respectful and not in any way that may be interpreted as indecent.

First Aid

Where a student requires regular medication during School hours, parental permission to self-administer should be sought. The extent and limitations of first aid need to be understood and staff should be clear about where an injury requires more experienced intervention.

One to One Situations

It is not realistic to advise that one to one situations should never take place. Reasonable and sensible precautions should be taken:

- Where lone working is integral to role, a risk assessment should be done.
- Avoid meeting a student in secluded areas.
- Consider carefully the needs and circumstances for one to one situations.

Home Visits

It may be necessary to make urgent or one off home visits – this must be in the context of a risk assessment. Where little information is available, visits should not be made alone. Adults should not be exposed to unacceptable risk and they have access to a mobile phone.

Transporting Students

In certain situations staff may agree to transport students. A designated member of staff should oversee responses to any difficulties that arise. Transport in private vehicles must be covered by business insurance use; ideally any transport should be undertaken in vehicles other than privates one. At least one adult acting as escort should accompany the driver. It is inappropriate to offer lifts to students outside normal working duties. In an emergency, where not to give a lift may place a student at risk, advice from a senior manager or parent should be sought.

Educational and After School Activities

Adults remain in a position of trust and need to ensure their behaviour remains within proper professional boundaries at all times. Attention should be paid to staff-student ratios and gender mix on trips/overnight stays. Risk assessment should be carried out where appropriate.

Photography and Videos

The taking or recording of images of students must show due regard to the law, reflecting the need to safeguard privacy, dignity, safety and the wellbeing of students. The purpose of

photography should be clear and justifiable. Consent from parents should be sought prior to images being taken or displayed, being clear about retention if intended, storage and access. If a photograph is used, avoid naming the student. Images that may cause distress should not be used. Mobile telephones or other devices should not be used to take images or the taking of any images 'in secret'.

Access to inappropriate images and Internet usage

Adults must not use equipment belonging to School to access adult pornography. Adults should ensure that students are not exposed to any inappropriate images or web links. Films or material shown to students must be age appropriate.

Curriculum

Many areas of the curriculum can raise subject matter which is sexually explicit or sensitive. Resource material used should not be open to misinterpretation and responses to student questions will require careful judgement. Recognition must be made of proper personal and professional boundaries.

Whistle Blowing

Whistle blowing mechanisms are in place so that adults can voice any concerns they have. Staff should also be aware of a responsibility to record and report any concerns about any matter pertaining to the welfare of an individual in the workplace. Further guidance can be provided by the Business Manager or Headteacher.