

# SAFEGUARDING AND CHILD PROTECTION POLICY

MAY 2017



Date approved:

Signed:

(Headteacher)

Signed:

(Chair of Committee)

Chapelton Road, Ecclesfield, Sheffield, S35 9WD

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## Roles and responsibilities

### Key Personnel

**The Headteacher is Joel Wirth** Email: [jwirth@eccoschool.com](mailto:jwirth@eccoschool.com). Tel 0114 2461156 Ext 1114

**The Designated Safeguarding Lead (DSL)** (a member of the senior management) **is Richard Walkden** Email: [rwalkden@eccoschool.com](mailto:rwalkden@eccoschool.com) Tel 0114 2461156 Ext 1174

**The Deputy Designated Safeguarding Lead (DDSL) is Peter Booth** (Safeguarding Officer)  
Email: [pbooth@eccoschool.com](mailto:pbooth@eccoschool.com) Tel 0114 2461156 Ext 1196. Direct Dial 0114 2409598

**The nominated Child Protection Governor is Lesley Heeley** contact through the school.

**The Chair of Governors is Rob Walker** contact through the school.

All staff have a responsibility for Safeguarding no matter what their role.

This Safeguarding report should be read in conjunction with the Department of Education, Keeping Children Safe in Education Part One 2016 and The Sheffield Safeguarding Children Policy. Both of which are linked in the Ecclesfield Secondary School safeguarding section of the School's Web Site.

## Aims

To ensure that our students are effectively safeguarded from the potential risks of harm at Ecclesfield School and that the safety and well-being of children is of the highest priority in all aspects of the school's work.

To help school staff, students, parents and governors feel able to articulate any concerns in the knowledge that effective action will be taken as appropriate.

This 'Safeguarding' Policy is one of a number of school policies that outlines the school's responsibility to safeguard and promote the well-being of students, staff, governors, volunteers and anyone who comes into contact with the young people at Ecclesfield School.

In simple terms, it is our Policy here at Ecclesfield School to safeguard its students from physical, sexual and emotional harm and neglect. We will take all reasonable and practical steps to ensure that all young people who come into contact with our school, do so safely, that we care for them and thus enable them to enter adulthood happily and successfully.

## Principles

This school recognises its legal and moral duty to promote the well-being of children, protect them from harm and respond to any form of child abuse accordingly and appropriately.

We believe that every child, regardless of age, has at all times and in all situations, a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically affected or damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the students in our charge. We will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and any other activities involving our students.

In order to achieve this, all staff (including volunteers and governors) in this school and associated with this school in whatever capacity will at all times act proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm.

Ecclesfield School seeks to adopt an open and accepting attitude towards children as part of our responsibility for pastoral care. The school hopes that its students, staff, governors, parents and anyone else associated with the school directly or otherwise (including our neighbours and wider sections of the community), will feel free to talk about any concerns and will see the school as a safe place to do so. Furthermore, we hope the students in particular will see the school as a safe place if there are difficulties at home.

The fears and worries of our students will be taken seriously if they seek help from a member of staff. However, staff cannot promise 'secrecy' if concerns are such that a referral must be made to the Designated Safeguarding Lead or Deputy or where appropriate agencies may need to be made aware to safeguard the student's welfare.

At Ecclesfield School, if we have suspicions, cause for concern or direct information or evidence that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed or that they are being neglected, we will take appropriate action in accordance with the procedures issued by the Sheffield Children's Safeguarding Board.

As Such:

- We assert that all members of staff (including volunteers and Governors) in the school are and feel an integral part of the Child Safeguarding Process;
- Accept without question that safeguarding children in this school is a responsibility for all staff, including volunteers and the governing body.
- We will ensure through training and supervision that all staff, governors and volunteers in this school are aware of how to report concerns or suspicions, and who to report them to.

- The school has in place a Safeguarding Team / Staff with the knowledge and expertise in recognising and acting on child protection concerns. To give advice and to be responsible for coordinating action within the school and for liaising with other agencies, where appropriate. **It is essential that in all cases of Safeguarding / Child protection concerns involving Students at Ecclesfield School that the Designated Safeguarding Lead (DSL) and the deputy Designated Safeguarding Lead (DDSL) are made aware of the situation immediately, or as soon as is practical to do so.** Any further actions required including, the relevant or necessary sharing of such information is dealt with by the DSL / DDSL.
- Safeguard the welfare of students whilst in school, through positive measures to address bullying, especially where this is aggravated by sexual or racial or homophobic, factors, disability or special educational needs, cyber bullying or internet technologies.
- Ensure that all staff are aware of the Child Protection procedures established by the Sheffield Safeguarding Children's Board and where appropriate the local authority and or Central Government and act on any guidance or advice given by them.
- We will ensure through our recruitment and selection of paid employees and volunteers that all people who work in our school are suitable to work with children.
- We will act swiftly and robustly to make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child.
- We will support students who have been placed on or are subject to a Child Protection or Child In Need Plan. This includes those students who Looked After Children (LAC).
- Where students present with or are suffering anxiety around bereavement, this should be referred to the school counsellor in the first instance.

## Terminology

**Child:** A child is anyone who has not yet reached their 18<sup>th</sup> birthday and is entitled to services or protection under the Children Act 1989. At Ecclesfield School we are clear in our understanding that our Safeguarding and Child Protection applies to all young people who are students at the school.

**Safeguarding:** includes all that we do to ensure children are protected from abuse (in its many forms) and neglect.

**Child Protection:** This is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect.

Social services will normally take the lead once a child has been identified as being at risk. Legislation places responsibilities on school staff in the identification, prevention and management of child abuse and safeguarding children from harm.

**Abuse and Neglect:** Abuse and Neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act accordingly to prevent harm.

### At Ecclesfield School Every Child Matters.

Ecclesfield School meets the Governments Agenda in respect of the Every Child Matters outcomes. We believe that all of our students have a right to,

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a positive contribution

- Achieve economic Well-Being
- The Designated Persons will liaise and build good working relationships with other agencies.

## **Conduct of staff**

Ecclesfield School has a recently published 'staff' code of conduct, all members of staff should refer to this document.

All members of staff are required to work in a professional way with children at all times.

- Working alone with a child.
- Physical interventions.
- Dealing with sensitive information.
- Giving and receiving gifts from children and parents.
- It is advisable that school staff have no private contact with any current and ex pupils, via mobile telephone (including texting) or any contact public or private using Social Media.

**NOTE the age definition of 'child' according to the 'Children act 1989' is anyone who has not yet reached their 18<sup>th</sup> birthday.**

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and the Sheffield Safeguarding Children Board Procedures this could be viewed as misconduct and appropriate action taken.

## **Heads of House & Pastoral Managers**

Heads of House & Pastoral Managers work with the students on a daily basis.

If these members of staff, in the course of their work become aware of safeguarding concerns, they will as a duty of care, report these concerns to the **DSL** and **DDSL**.

## **School Counsellor**

Ecclesfield School employs a full time, school counsellor.

The School Counsellor works within the Ethical Framework of the British Association of Counsellors and Psychotherapists (a copy of which is available upon request), which includes the reporting of such matters that arise, with regard to Safeguarding Children and Young People. The school counsellor will, as a duty of care report such disclosures onwards to the DSL and DDSL in school. The school counsellor is best placed to deal with and support students who have suffered loss through bereavement.

## **Education Welfare Officer (EWO)**

Ecclesfield School employs a full time Education Welfare Officer (EWO).

If in the course of the EWO's work, including home visits they become aware of or are informed of safeguarding concerns, the EWO will report these concerns to the DSL / DDSL in school, for the appropriate action to be taken.

## **Police and Social Care Requests and involvement**

It is reasonable to expect, on occasions, requests from the Police or Social Care for information or details concerning current students, former students and their families. They may also request face to face conversations with students in school.

**On all such occasions, these requests should be directed to and dealt with by the DSL or the DDSL.**

## Confidentiality and information sharing

The school and all members of staff at the school will ensure that all data about students is handled accordingly within the requirements of the law and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must ensure that such information is shared ***ONLY* on a need to know basis.**

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child maybe suffering harm, or be at risk of harm, their duty is to forward this information without delay to the Designated member of staff (DSL / DDSL) for Child Protection.

- We will share information with other agencies following agreed procedures.
- We will co-operate with other agencies regarding safeguarding and child protection, including representation at case conferences.
- The completing of FCAF or other intervention paperwork will be completed jointly, discussed with students and their families, then share this information with other agencies to gain consent where appropriate. This documentation will be stored securely.
- The completion of reports / documentation directly associated with those students who are subject to Child Protection (CP) or Child in need (CIN) Plans and those students who are Looked After (LAC) is the responsibility of the school's **DSL and DDSL.**

## Safeguarding in School

As well as ensuring that we address Child Protection Concerns, we will also ensure that children who attend school are kept safe from harm whilst they are in our charge.

To this aim, this policy must be seen in light of the school's policies on:

- Bullying: the school will ensure that bullying is identified and dealt with so that any harm caused by other students can be minimised. Bullying can be in many forms, including, sexualised behaviour, or bullying that is homophobic in nature, racist, cyber bullying or where there appears to be links to domestic abuse in the family home.
- Safe Recruitment and code of conduct for staff
- Confidentiality
- Behaviour and Discipline
- Health and Safety
- Physical restraint
- E-Safety
- CSE (Child Sexual Exploitation)
- Prevent, Radicalisation/ Extremism
- FGM (Female Genital Mutilation)
- Self Harm
- LGBT (Lesbian, Gay, Bisexual, Transgender)
- Induction Policy.
- Supervision Policy.

## Dealing with Concerns

If someone believes that a child may be at risk of significant harm or is suffering they should follow school procedures.

- All 'causes for concern' must be reported immediately to the **DSL** or the **DDSL**, who will then decide and advise on the appropriate actions.
- Whatever the result, the incident will be logged by the DSL / DDSL. We make use of the CPOMS system of secure recording and a secure location for any hard copy material. This includes our use of the '**Red Note of Concern**'.

- A Note of Concern' being logged and updated with relevant details and any action taken. For this purpose the school (DSL & DDSL) makes use of the **CPOMS** system
- If appropriate, other professionals, including those external agencies pertinent will be made aware and informed accordingly.

A regular review of 'resolved' and 'unresolved' cases to be completed by the **DSL** and the **DDSL**. This gives the opportunity to monitor, review, evaluate and decide on agreed actions.

All further involvement and documentation must be stored in this file and nowhere else. Files will be stored securely.

All members of staff and other employees should be familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of the Sheffield Safeguarding Children Board and the DFE document, Keeping Children safe in Education Part 1 September 2016.

## **Transition – Safeguarding information**

The school's Safeguarding Officer **Mr P Booth (DDSL)** or **Mr R Walkden (DSL)** will hold confidential, face to face meetings at primary schools in order to receive any Safeguarding, Child Protection or LAC information.

This system also applies to any other student joining Ecclesfield School as a mid-term transferee.

Likewise, for any student leaving Ecclesfield School, either mid-term or at the end of year 11.

A procedure is in place to pass on Safeguarding and Child Protection information for students leaving Ecclesfield School at the end of year 11 and progressing into college etc.

Child protection & Safeguarding Documentation / records for those students who leave the school are stored, securely within **MSTORE** system.

## **Child Sexual Exploitation (CSE)**

Recently, the issue of Child Sexual Exploitation has been at the forefront of a number of published reports. CSE is also at the highest end of the agenda when it comes to Safeguarding and Child Protection.

The response to any concerns about CSE involving any student at Ecclesfield School is of paramount importance. The school's DSL and DDSL will lead in all cases of CSE where concerns are raised about a pupil or pupils. All staff should know and be clear on who the lead persons are in school to deal with matters of CSE.

All staff should be aware of the indicators of CSE. As in the case of any Safeguarding concern, reports and actions, all matters of CSE will be logged, documented and stored securely. This should be within the Safeguarding Office.

Please see the full CSE policy for further information.

## **Prevent – Radicalisation / Extremism**

The latest government legislation places mandatory requirements on schools and other education establishments to be proactive and have a policy to deal with the possibility of any student becoming radicalised into any extreme groups.

Ecclesfield School has an up to date policy, which should be read by all staff and governors at school. All staff should be clear on who to report such concerns to.

The school's **DSL** & **DDSL** have completed full training and are updated in respect of the Prevent Policy and any associated actions required. Please see the full 'Prevent' Policy for further information.



## Self-Harm

Where matters or concerns about an individual student arise, involving self-harm or the threat of self-harm. Staff should report these concerns to the **DSL / DDSL** in school  
The appropriate course of action will be discussed and a decision agreed. All cases of self-harm need to be recorded, as with all safeguarding or child protection matters.

## LGBT

We at Ecclesfield school consider ourselves fully inclusive. Where any information arises from students or parents of students that relates to Transgender, the school will refer the student to the **school counsellor** in the first instance. The school's DSL & DDSL will be made aware.

## Allegations against members of staff

If anyone makes an allegation that, a member of staff (including volunteers or Governors) may have

- Committed an offence against a child.
- Placed a child at risk of significant harm.
- Behaved in a way that questions their suitability to work with children.

The **Head Teacher**, not the designated member of staff (DSL / DDSL) will handle the allegation, this will be reported immediately to the Local Authority Designated Officer (LADO). The LADO will discuss the concerns, offer advice and guidance on how the situation is managed. Allegations made against the Head Teacher are dealt with in the first instance by the Chair of Governors.

## Recruitment

Ecclesfield school uses and follows the up to date guidance (Keeping Children Safe in Education 2014) in respect of the recruiting of staff and volunteers at the school, in particular the completion of all necessary checks prior to a person taking up a position in the school.

- Identity checks and character references to be sought.
- Academic qualifications, making sure they are genuine.
- Previous employment history to be examined, any gaps accounted for.
- DBS checks.

## Volunteers

- A 'working with volunteers' policy is in place.
- The school will provide safeguarding training to all new staff; this will enable them to fulfil their responsibilities in respect of child protection effectively.
- All adults are encouraged to attend safeguarding training. If staff cannot access face-to-face training then the school expects them to complete on-line training using the Sheffield Safeguarding Children's Board website.
- All NQT's are encouraged to have completed Safeguarding awareness training in the early stages of their placement.

## Photographing Children

- Ecclesfield school will not allow others to photograph or film children during a school activity without parental permission.
- We will not allow images of students to be used on School's website, publicity, or press releases without consent from parents.

## **Physical contact and restraint**

Members of staff may have to make physical interventions with children; this will only be carried out in line with the school policy. Certain members of staff will have completed relevant training in respect of 'Restraint' of pupils.

Wherever possible, trained members of staff should be utilised.

This does not preclude any other members of staff from intervening in given situations where necessary in order to restrain a pupil.

## **Before and After School Activities**

Where activities are taking place on school premises which are not directly connected with the school (e.g. sports clubs/ dance groups etc.) it will be the responsibility of Interserve to ensure the user groups have the appropriate Safeguarding and Child Protection procedures in place.

Where any before or after school activities take place which are directly connected to, or organised by Ecclesfield School (e.g. parents evenings/ concerts/ drama productions/sports activities etc.) on or off site we would refer directly to the school safeguarding policies.

## **School Trips**

Trip leaders, must provide to the school's DSL and DDSL with a list of all students who will be taking part in that trip as soon as names have been confirmed. This will allow any necessary discussion to take place.

## **Contracted Services**

Ecclesfield School will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that links are made with the outside agencies on such matters. Where any contracted services are arranged by Interserve, it will be for them to ensure that all contractors have the relevant Safeguarding authority when in school in the proximity of students.

## **Parents and Carers**

This policy will be available to download from the School website. Paper copies are available on request from the school office.