

ECCLESFIELD SCHOOL SAFEGUARDING POLICY
SEPTEMBER 2018 V1



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 Richard Walkden - Designated Safeguarding Lead (DSL)

Email: rwalkden@eccoschool.com. Tel 0114 2461156 Ext 1114

The Designated Deputy Safeguarding Lead (DDSL) is Peter Booth (Safeguarding Officer) Email:

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 Mick Levery contact through the school.

All staff have a responsibility for Safeguarding, no matter what their role. The **DSL / DDSL** are the persons who will liaise directly with social care and the police for all such matters. If a member of staff deems it necessary to make a direct referral to social care or the police, they should also ensure that the **DSL / DDSL** are fully informed. Ecclesfield Secondary school's policy is clear in that school staff would be expected to inform the **DSL / DDSL** of all direct referrals.

This Safeguarding Policy should be read in conjunction with the Department of Education, Keeping Children Safe in Education Part One 2018, both of which are linked in the Ecclesfield Secondary School safeguarding section of the School's Web Site.

Each area of the school, entry points, corridors, class and other rooms including areas where on occasions parents and other public persons may have access will have the Safeguarding information visible, identifying the key safeguarding personnel.

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, ensuring, 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;
- We 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, able 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 Designated Deputy Safeguarding Lead (DDSL) are made aware of the situation immediately, or as soon as is practical to do so.** Any further action required, including the relevant or necessary sharing of such information is dealt with by the **DSL / DDSL**.
- We will 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.
- We will 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 take appropriate action 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), or adopted.
- Where students present with or are suffering anxiety around bereavement, this should be referred to the relevant member of pastoral staff in the first instance.

Terminology

Child: A child is anyone who has not yet reached their 18th 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 especially, when:

- Working alone with a child.
- Making physical interventions.
- Dealing with sensitive information.
- Giving and receiving gifts from children and parents.

It is advisable that school staff have no contact with any current and ex pupils, via mobile telephone (including texting) or any contact through Social media, public or private.

NOTE the age definition of 'child' according to the 'Children act 1989' is anyone who has not yet reached their 18th 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.

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 DDSL or the DSL.

Confidentiality and information sharing

Confidentiality is a key concern for young people. Every pupil has the right to be treated with respect and dignity. They have the right to privacy, a safe environment and where appropriate, should be consulted and given the opportunity to express their views about decisions which may affect their lives.

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, and information shared with other agencies where appropriate. This documentation will be stored securely. Pastoral Leaders will normally complete FCAF documentation.
- 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.**

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' will be 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.
- Ecclesfield School uses the MStore system, which is a secure electronic storage / archiving system.
- Ecclesfield school uses the Smoothwall IT filtering and firewall system. This is monitored daily, and produces alerts and reports. This protects all individuals within the school from external unsuitable material.

Please Note....

When dealing with Safeguarding or Child Protection Concern....

Do Not Ask a Student For a Written Statement, It Can Interfere With a Police or Social Care Investigation.

You can make notes, which the Police or Social Care may request from you.

The procedure followed in school relates to the **DSL / DDSL** having received a concern. If advice is to be sought from Social Care or the police, the **DSL / DDSL** will make immediate contact with those professionals.

Referrals to Social Care are made by the **DDSL**, contacting the relevant safeguarding/Social Care, duty advisers or the Police.

All staff in school should be aware that they can make individual referrals themselves. For the relevant contact details, please see the **DDSL** in school. Please always ensure that the **DSL** and **DDSL** are informed if you are making or have made a referral, which involves a student at this school.

Please ensure that you follow the guidelines in this policy, if Social Workers or the Police request information about, or, wish to see a student in school.

A regular review of 'resolved' and 'unresolved' cases will 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 2018.

Staff Training

All new staff receive initial induction training around Safeguarding and Child Protection

All staff have access to and **MUST** ensure that they are fully up to date with the DFE 'Safeguarding Children in Education' Part One document. This document needs to be read and understood by all staff in conjunction with the School's own Safeguarding Policy (this document).

The SSCB (Sheffield Safeguarding Children's Board) full Policy is also a very useful and fully informative document.

All three of these documents are included on Ecclesfield Secondary School's safeguarding Policy, which can be found on the school's website.

Ecclesfield Secondary School uses the Sheffield Safeguarding Children's Board (SSCB) as its tool for safeguarding training. Many and varied safeguarding training courses and refresher training courses are available through them.

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. Safe Recruitment and code of conduct for staff

- Confidentiality
- Behaviour and Discipline
- Health and Safety
- Physical restraint
- On Line Safety
- CSE (Child Sexual Exploitation)
- Prevent, Radicalisation/ Extremism
- FGM (Female Genital Mutilation)
- HBV – Honour Based Violence
- FM – Forced Marriage
- Peer Abuse
- Self Harm
- CME – Children missing from Education
- LGBT (Lesbian, Gay, Bisexual, Transgender)
- Induction Policy.
- Supervision Policy.

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, in its many forms, 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.

If a student with a self-harm concern approaches a member of staff in school, and the member of staff then feels that that student is engaging or suspected to be at risk of engaging in self-harm, then a red note of concern form should be completed and passed to the **DSL / DDSL**.

LGBT – Lesbian, Gay, Bi-Sexual Transgender

Where any information arises from students or parents of students that relates to Transgender, the school's **DSL & DDSL** will be made aware. This will lead to the best and most appropriate support for the student in accordance with current guidelines and best practice. At all times the well-being of the student will be uppermost.

FGM – Female Genital Mutilation

Should there be concerns or indications for any of our female students who are or maybe at risk of FGM, the school will take the appropriate action. The relevant authorities will be informed. As with all our Child Protection concerns, procedures will be followed accordingly.

HBV – Honour Based Violence

HBV is an abuse of human rights. Specific offences are committed. As with FGM (see above), should there be any concerns or indications for any of our students who are or maybe at risk of HBV or any other form of domestic violence, the school will take the appropriate action as required. As with all our Child Protection concerns, procedures will be followed accordingly.

FM – Forced Marriage

FM is a specific offence under Section 121 of the Anti-Social Behaviour, Crime and Policing Act 2014. Should there be any concerns or indications, arising, that indicate FM, the DSL/DDSL in school must be informed. The appropriate action will be taken and Safeguarding & Child Protection procedures followed accordingly.

Peer Abuse

Peer Abuse is behaviour by an individual or group, intending to physically, sexually or emotionally hurt others. This includes bullying, cyber bullying, gender based violence, sexual assaults and sexting. Always take the complaint seriously. Follow the guidelines and procedures for any Safeguarding or Child protection concern; report the concern to the school's **DSL / DDSL**.

CME - Children Missing from Education

There are standard practices and procedures in place in Education generally to support schools, staff and other authorities when children are missing from Education. At Ecclesfield Secondary School, we will follow these standard procedures accordingly. As with all concerns for young people, our safeguarding procedures to ensure the safety and well-being of our students will be uppermost.

Progress Leaders & Pastoral Leaders

Progress Leaders & Pastoral Leaders 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**. Lead professionals in school are aware of the internal support in school and external agencies/professional organisations they should refer to.

Education Welfare Officer (EWO) / Attendance Officer

Ecclesfield School has an 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.

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 2018) 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 unauthorised persons 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. The School's **DSL & DDSL** are two such members of staff.

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.