



**ROSSETT SCHOOL**  
**A Specialist Mathematics & Computing College**

## **SAFEGUARDING CHILDREN POLICY (including child protection)**

### **1. Introduction**

Rossett School fully recognises its responsibilities for safeguarding children.

Our policy applies to all staff, governors and volunteers working in the school.

There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children;
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan;
- Establishing a safe environment in which children can learn and develop.

### **2. Procedures**

From October 12 2009, we will follow the procedures set out by the Independent Safeguarding Authority (ISA) - previously Local Safeguarding Children Board (LSCB) and take account of guidance issued by the Department for Children, Schools and Families (DCSF).

The school will:

- Ensure it has a Designated Senior Member of Staff (DSMS) who will undertake regular, appropriate training for this role;
- Ensure it has a member of staff who will act in the absence of the DSMS;
- Ensure it has a nominated governor responsible for safeguarding children;
- Ensure every member of staff (including temporary and supply staff and volunteers) and the governing body knows the name of the DSMS and their role;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSMS;
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus;
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at strategy meetings, initial case conferences, core group and child in need review meetings;

- Ensure that the duty of care towards its pupils and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice;
- Be aware of and follow procedures set out by Children's Services and the ISA where an allegation is made against a member of staff or volunteer;
- Ensure safer recruitment practices are always followed.

Our procedures will be reviewed annually and up-dated in accordance with current legislation.

When staff join our school they will be informed of the safeguarding children arrangements in place. They will be given a copy of this policy and told who the DSMS is and who acts in their absence.

The induction programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child.

All volunteers and regular visitors to our school will be told where our policy is kept and given the name of the DSMS.

### **3. Responsibilities**

The Governing Body will nominate a member to be responsible for Safeguarding Children and liaise with the DSMS in matters relating to Safeguarding. It will ensure that Safeguarding Policies and procedures are in place, available to parents and reviewed annually.

The Headteacher will ensure that the Safeguarding Policies and procedures are fully implemented and followed by all staff and that sufficient resources are allocated to enable the DSMS and other staff to discharge their responsibilities with regard to Safeguarding.

The DSMS will co-ordinate action on safeguarding and promoting the welfare of children within the school ensuring that all staff, volunteers and visitors to the school know who the DSMS is and who acts in his/her absence, they are aware of their responsibilities in being alert to the signs of abuse and of their responsibility to report and record any concerns.

### **4. Managing a Disclosure**

Teachers and other staff in schools are in a unique position to observe children's behaviour over time and often develop close and trusting relationships with pupils. If a child discloses directly to a member of staff, the following procedures will be followed:

- Listen carefully to what is said.
- Ask only open questions such as:  
 'How did that happen?'  
 'What was happening at the time?'  
 'Anything else you want to tell me?'
- Do not ask questions which may be considered to suggest what might have happened, or who has perpetrated the abuse, e.g. 'Did your Dad hit you?'
- Do not force the child to repeat what he/she said in front of another person.

Following a disclosure, the member of staff should talk immediately to the DSMS and complete a written record.

### **5. Information Sharing & Confidentiality**

Rossett School has regard to "Information Sharing: Practitioner's guide" HM Government, 2008 [www.ecm.gov.uk/deliveringservices/informationsharing](http://www.ecm.gov.uk/deliveringservices/informationsharing)

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. "

We recognise that all matters relating to Child Protection are confidential.

The Headteacher or DSMS will disclose any information about a pupil to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff will be aware that they cannot promise a child to keep secrets. This will be made clear through child protection training.

## **6. Record Keeping**

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes as soon as possible (within the hour, if possible) writing down exactly what was said, using the child's own words as far as possible. All notes should be timed, dated and signed, with name printed alongside the signature. Concerns should be recorded using the school's safeguarding children recording system.

All records of a child protection nature should be passed to the DSMS including case conference minutes and written records of any concerns.

## **7. Supporting Children**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum;
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred;
- Liaison with other agencies that support the pupil such as Children's Services, Child and Adult Mental Health Service (CAMHS), education welfare service and educational psychology service and those agencies involved in the safeguarding of children;
- Notifying Children's Social Care immediately there is a significant concern.
- Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

### **Pupil Information**

In order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- Names ( including any previous names), address and date of birth of child
- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)

- If the child is or has a Child Protection Plan (formerly known as being on the Child Protection Register)
- Name and contact detail of key persons in other agencies, including GP
- Any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information to relevant agencies to ensure that the child's safety is paramount.

### **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 DSMS and to seek further support as appropriate.

### **9. Safer Recruitment and Selection of Staff**

The school has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs.

The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

Any interview panel will always have at least one person who has undertaken the safer recruitment training.

(See Annex 1)

### **10. 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 Headteacher.

The Headteacher on all such occasions will discuss the content of the allegation with the LA's Senior Adviser for Safeguarding Children in Education.

If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the LA's Senior Adviser for Safeguarding Children in Education.

The school will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the school.

### **11. Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

### **12. Complaints or Concerns expressed by Pupils, Parents, Staff or Volunteers**

We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare.

We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the school will take but also the length of time that will be required to resolve the complaint. The school will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint.

### **13. Prevention**

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are always listened to;
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;
- Include in the curriculum opportunities that equip children with the skills they need to recognise and stay safe from abuse.

### **14. Physical Intervention**

Our policy on positive handling is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury or damage to property.

We understand that physical intervention of a nature that causes injury or distress to a child may be considered under safeguarding children or disciplinary procedures.

### **15. Abuse of Trust**

We recognise that as adults working in the school, we are in a relationship of trust with the pupils in our care and acknowledge that it is a criminal offence to abuse that trust.

We acknowledge that the principle of equality embedded in the legislation of the Sexual Offenders Act 2003 applies irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust.

We recognise that the legislation is intended to protect young people in education who are over the age of consent but under 18 years of age.

### **16. Racist Incidents**

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under safeguarding children procedures.

### **17. Bullying**

Our policy on anti bullying is set out in and acknowledges that to allow or condone bullying may lead to consideration under safeguarding children procedures.

### **18. E-safety**

Our Acceptable Use policy recognises that internet safety is a whole school responsibility (staff, pupils, parents).

Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal.

We therefore recognise our responsibility to educate our pupils, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. This is done within our PSHEE programme.

### **19. Health & Safety**

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the safeguarding of our children both within the school environment and when away from the school when undertaking school trips and visits.

## **20. Partnership with Parents**

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see Section 3: 3 Action by Senior Designated Person)

We encourage parents to discuss any concerns they may have with Year team staff

We make parents aware of our policy via the school web site and parents are made aware that they can view this policy on request.

## **22. Partnerships with others**

The school recognises that it is essential to establish positive and effective working relationships with other agencies. We have positive relationships with a variety of other agencies such as Social Care, Barnardo's, Police, Health, CAMHS, Young Carers.

## **23. School Training and Staff Induction**

The school's senior member of staff with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (that is provided by, or to standards agreed by, the NYSCB) and refresher training at 2 yearly intervals ([www.safeguardingchildren.co.uk/training-courses.html](http://www.safeguardingchildren.co.uk/training-courses.html)).

The Headteacher and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 3 yearly intervals.

## **24. Children Missing from Education**

The school follows the North Yorkshire LA procedures "Children Who May Be Missing/Lost From Education" Contact: [cmecoordinator@northyorks.gov.uk](mailto:cmecoordinator@northyorks.gov.uk)

## **Other Relevant Policies**

The Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures.

The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance:

- Disciplinary Policy
- Complaints Procedure
- Behaviour Policy
- Anti-Bullying (including cyber bullying)
- Positive Handling
- Access & Inclusion
- Trips and visits
- Work experience and extended work placements
- First aid and the administration of medicines
- Health and Safety
- Sex and Relationships Education
- Site Security
- Equality, Diversity & Community Cohesion
- Acceptable Use Policy (e-safety)

The above list is not exhaustive but when undertaking development or planning of any kind the school will need to consider safeguarding matters.



## Appendix 1 (continued)

### Customer Service Contact numbers for referral to Social Care in neighbouring Local Authorities:

Redcar and Cleveland	01642 774774
Stockton on Tees	01642 528501
Darlington	01325 346200
Middlesbrough	01642 854591
Durham	0919 560 8000
Cumbria	01228 606060
Lancashire	0161 7780123
Bradford	01274 432918
Leeds	0113 2477400
East Yorkshire	01482 393939
Wakefield	01924 201688
Doncaster	01302 736000
York	01904 554141

### Contacts

#### Internal

[Mr Iain Scrimger \(Director of Inclusion and Access\)](#)

Designated Senior Member of Staff for Child Protection

[Mrs Sammy Ashman](#)

Person who acts in the absence of the Designated Senior Member of Staff

[Mr Gavin Davies \(Assistant Head Pupil Care\)](#)

[Mrs Pat Hunter \(Headteacher\)](#)

Other staff to be contacted in the event of a problem

[Mr John Hesketh](#)

Governor responsible for safeguarding children

## Appendix 2 Safer Recruitment and Selection

The school pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

Statutory changes, underpinned by regulations, are that:

- a CRB Enhanced Disclosure is obtained for **all** new paid appointments to the school's workforce,
- a CRB Enhanced Disclosure is obtained for volunteers further to a risk assessment considering the regularity, frequency, duration and nature of contact (see p.49 of above guidance)
- schools will ensure that any contracted staff are CRB checked where appropriate (see p.53 of above guidance)
- schools must keep a single central record detailing a range of checks carried out on their staff
- all new appointments to the school workforce who have lived outside the UK are subject to additional checks as appropriate
- schools must satisfy themselves that supply staff have undergone the necessary checks
- identity checks must be carried out on all appointments to the school workforce before the appointment is made

Pat Hunter (Headteacher) John Hesketh (School Governor) have undertaken the National College for School Leadership Safe Recruitment training ([www.ncsl.org.uk](http://www.ncsl.org.uk)). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

**Referral Form to Social Services - Personal Details (Page 1)**

Surname:		First Name:	Title:
Preferred Name/Mode of Address:			
D.O.B.:		M/F/Unborn	
<u>Permanent Address</u>		<u>Temporary Address</u>	
Tel:		Tel:	
School attended:		Name of School Contact:	
First Language:		Interpreter Required?	
Ethnic Origin:		Religion:	
If Refugee/Asylum Seeker:			
Nationality:		Status:	
Any Risk to Professionals?			
Does the Child have any Special Needs?			
<u>G.P. (Inc. Telephone Number)</u>			

**FAMILY/OTHER MEMBERS OF THE HOUSEHOLD**

Name	Address/Telephone	Age/DOB	Relationship	Parental Responsibility

**OTHER PROFESSIONALS INVOLVED**

Name	Address & Telephone Number	Role

**Referral Form to Social Services - Personal Details (Page 2)**

<b>Surname:</b>	First Name(s):
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Subject aware of Referral ?	Responsible Adult aware ?
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Referred By:
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Designation:	Date & Time:
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Address:
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Telephone Number
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<u>Reason for Referral:</u>
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<u>Current Issues:</u>
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(Continue on separate sheet if necessary)

Copy for:	Customer Relations Specialist Customer Services Team (Social Care) North Yorkshire County Council County Hall, East Block, Northallerton DL7 8AH Fax No. 01609 532009 Cru.customer.services@northyorks.gov.uk	Own Records Education staff, copy to Valerie Hutchinson, Child Protection Administrator, Learning, Youth & Skills, County Hall <a href="mailto:Valerie.hutchinson@northyorks.gov.uk">Valerie.hutchinson@northyorks.gov.uk</a>
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