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**THE WESTMINSTER SCHOOL**

**SAFEGUARDING POLICY**

Agreed by the Governing Body on 20 January 2010

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Head Teacher: D. Williams M.Ed., B.Ed., N.P.Q.H.

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Lead Teacher :

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Date of Review:

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## **The purpose of the Safeguarding Policy**

The school recognises that it has an explicit duty to safeguard and protect pupils from abuse as defined in the Children Act 2004 and Section 175 of the Education Act 2002. The overall intention and purpose behind the school's safeguarding policy is underpinned by the fundamental principle of the Children Act 1989:

**'the welfare of the child is the paramount concern'**

Everyone in our school shares an objective to help keep pupils safe by:

- Providing a safe environment for pupils to learn in.
- Promoting a school environment, in which every pupil feels valued and able to individually communicate their wishes and feelings successfully.
- Recognising and responding to pupils and young people in need of support and/or protection.

## **School Commitment**

- 1) Create and maintain an environment in which pupils and young people feel secure, are encouraged to talk and are listened to.
- 2) To include curriculum activities and opportunities to enable pupils the opportunity to attain skills and attitudes, to help them resist abuse in their own lives and to prepare for the responsibilities in their adult lives, including parenthood.
- 3) To communicate a clear model of management of suspected or disclosed abuse.

## **Roles and Responsibilities**

All adults working with or on behalf of pupils and young people have a responsibility to safeguard and promote the welfare of them.

All staff will be informed of their responsibilities in being alert to the signs of abuse and the procedures for referring concerns to the Designated Member of Staff for Safeguarding (Deputy Head Teacher).

The Designated Member of Staff for Safeguarding (Deputy Head Teacher) and nominated governor for safeguarding (Chair of Governors) will receive training at least every two years.

All new staff will receive induction training and all staff will have refresher training at least every three years.

Statistically pupils and young people with behavioural difficulties and disabilities are more vulnerable to abuse. Staff need to be particularly sensitive to signs of abuse in these pupils and young people.

Staff will be provided with relevant information on a need to know basis about individual pupils and young people to keep them vigilant to any specific needs.

We will support staff by providing an opportunity to talk through their anxieties with the Designated Member of Staff for Safeguarding (Deputy Head Teacher).

We will ensure that any absences, without satisfactory explanation, of a pupil are referred to their Education Welfare Officer and /or Social Worker (if the pupil/young person is subject to Child Protection Plan or a Looked After Child).

We will ensure that a named teacher is designated for Looked After Children (LAC) (Assistant Head Teacher (SENCO and Pastoral)) and that an up to date list of pupils and young people is regularly reviewed and updated.

The Governing Body of our school is responsible for ensuring the annual review of the safeguarding policy.

### **Governors**

The role of Governors will be to receive monitoring reports regularly by the Head Teacher/Designated Teacher for Safeguarding (Deputy Head Teacher)/ Assistant Head Teacher (Pastoral and SENCO), on the impact of the policy, its routines and procedures.

Once approved, this policy will be distributed to all staff.

### **Procedures**

Parents may access the school's safeguarding policy via the school prospectus/website. We will endeavour to discuss our concerns with parents and carers and seek their consent to refer concerns unless we feel that to do so would place a pupil at risk of, or cause further significant harm.

A flow chart of the Safeguarding procedure is displayed in the staff area.

Where it is believed that a pupil/young person is in need, is suffering from, or is at risk of significant harm, we will follow the procedures set out in the Local Safeguarding Children Board, further defined in the Local Authority Education Safeguarding Procedures.

Telephone referrals to Children's Social Care will be followed up in writing using the relevant form within 24 hours.

Written records of any concern regarding a pupil's/young person's safety will be kept in a file in a locked cabinet in the office of the Personal Assistant to the Head Teacher, accessible by the Head Teacher/Designated Member of Staff for Safeguarding (Deputy Head Teacher) only

The school recognises that it does not have the responsibility to investigate cases of suspected child abuse.

The school will co-operate with and share information with relevant external agencies in any enquiries regarding safeguarding matters, including representation at case conferences, core groups and multi-agency planning meetings. We will seek consent to share information from the parent or carer unless to do so would place a pupil or young person at risk of, or cause further significant harm or would compromise the Safeguarding process.

All staff will make it clear to any pupil or young person disclosing information that they cannot guarantee confidentiality, but they will only pass the information on to the people that can help them.

Information concerning pupils and young people at risk will be shared with all members of staff on a “need to know” basis. The Designated Member of Staff for Safeguarding (Deputy Head Teacher) will make a judgement in each individual case about who needs and has a right to access particular information.

### **Pupils Transferring Schools**

When a pupil or young person moves to a new school, we will ensure that the Local Authority Tracking System is used. Where Safeguarding Records are available, we will contact the Designated Member of Staff for Safeguarding in the receiving school.

### **Allegations Against Staff**

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

If a pupil or young person makes an allegation against a member of staff the Head Teacher should be immediately informed.

The Head Teacher/Senior Teacher will discuss the allegation with the Lead Officer for Child Protection for the Local Authority. They will follow procedures specified by the Local Safeguarding Children Board, further defined in the Local Authority Education Safeguarding Procedures.

If the allegation concerns the behaviour of the Head Teacher, the Lead Officer for Child Protection for the Local Authority should be informed immediately. They will liaise with the Chair of Governors and follow procedures specified by the Local Safeguarding Children Board.

# APPENDIX

## Relevant Documents

Local Authority Education Safeguarding Procedures.

Local Safeguarding Children Board Safeguarding Procedures

Safeguarding Children and Safer Recruitment in Education 2007

What to do if you're worried a child is being abused, DoH (2006)

Working Together to Safeguard Children, DoH (2006)

Framework for Tracking the Five Outcomes in Schools

School Policies:

- Safer Recruitment and Retention
- Whistle Blowing
- Administration Procedures - Visitors
- Health and Safety Policy (including First Aid, Incidents, Accidents and Medicines)
- Behaviour
- Bullying
- Physical Intervention
- Complaints

Individual Education Plans

Pastoral Support Plans

Individual Learning Plans

Care Plans

Pupil Special Educational Needs Statement (including data re Common Assessment Framework, Anti-Social Behaviour Orders) (SENCO links with outside agencies).