



Lonsdale School

Safeguarding Policy

This policy is applicable to both School and REP

This document is based upon the:-
HCC Child Protection & Statutory Review Service
Issue: September 2016

<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final.pdf>

Policy agreed by SLT
Review date:
Policy Owner: Anne Smart

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This policy has been developed as best practice to set out the safeguarding arrangements for all children and should be read in conjunction with the Lonsdale Child Protection policy and other safeguarding related policies (see section 3). The procedures within this policy apply to all staff, volunteers and Governors.

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1. INTRODUCTION

Safeguarding is 'everyone's responsibility'. This policy sets out our responsibilities under the Children Act 2004 to ensure children, young people and adults at risk are kept safe from harm.

Terminology:

Safeguarding and promoting the welfare of children refers to:

- **protecting children from maltreatment**
- **preventing impairment of children's health or development**
- **ensuring children are growing up in circumstances consistent with the provision of safe and effective care**

The aim of **safeguarding** is to enable children to have optimum life chances and to enter adulthood successfully.

What's the difference between Safeguarding and Child Protection?

Safeguarding is an 'umbrella' term that incorporates child protection. **Child Protection** is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm. All agencies and individuals should proactively **safeguard and promote** the welfare of children so that the need for action to protect children from harm is reduced.

2. PRINCIPLES AND AIMS

Our Principles:

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carry out school activities
- All children will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture
- All staff and volunteers have a professional role to identify and respond to the needs of children and report any concerns immediately

We aim:

- To provide all staff (employed, contracted and visiting) with the necessary information / training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
- To provide parents cares and children with information about the schools arrangements to keep children safe.
- To ensure safe and consistent best practice across the school
- To demonstrate the school's commitment with regard to safeguarding children

3. FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

<ul style="list-style-type: none"> • Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust, Hertfordshire Safeguarding Children Board Interagency Procedures Manual http://hertsscb.proceduresonline.com/chapters/p_manage_alleg.html
<ul style="list-style-type: none"> • Disqualification under the Childcare Act 2006 Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools, DfE (February 2015) www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006
<ul style="list-style-type: none"> • Education Act 2002 Section 175 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children. Section 157 and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.
<ul style="list-style-type: none"> • Guidance for Safer Working Practice, Safer Recruitment Consortium (September 2015)
<ul style="list-style-type: none"> • Information Sharing: Advice for practitioners, DfE (March 2015)
<ul style="list-style-type: none"> • Keeping Children Safe in Education, DfE (2016) https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
<ul style="list-style-type: none"> • Sexual Offences Act, HM Government (2003)
<ul style="list-style-type: none"> • Teachers' Standards 2012, DfE (2011) These standards set the minimum requirements for teachers' practice and conduct. Teachers, including Headteachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
<ul style="list-style-type: none"> • What to do if you're worried a child is being abused, DfE (March 2015) See Child Protection Policy (staff shared area)
<ul style="list-style-type: none"> • Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, DfE (2015)

RELEVANT ASSOCIATED POLICIES

In order to safeguard and promote the welfare of children, this policy should also be read in conjunction with other associated policies to ensure the safety and wellbeing of children.

- Anti-Bullying
- Attendance
- Behaviour
- Child Protection
- Code of Conduct
- Complaints
- Educational Visits
- GDPR Data Protection
- GDPR Data Security
- Harassment and Bullying
- Health & Safety
- Intimate Care

- On-line Safety
- Physical Intervention
- Recruitment (Safer)
- SEND
- Supporting Pupils with Medical Conditions
- Whistleblowing
- Lettings Policy

4. SAFEGUARDING THEMES

Anti Bullying

Lonsdale School recognises the right of our children and young people to develop with confidence in an environment that is safe and free from the emotional and physical distress that can be seen as a result of bullying. It is the responsibility of the Head of <insert name of school> to ensure that procedures are in place that will monitor and address anti-bullying issues

See also Anti Bullying Policy (staff shared area)

Attendance

In accordance with the School's Attendance Policy, absences are pursued and recorded. The school, in partnership with the appropriate agencies, takes action to address all unauthorised absences in order to safeguard the welfare of children and young people in our care. We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understand how important this practice is in safeguarding children and young people.

Child Protection

See Child Protection Policy (staff shared area) It is also available on the school website. The Full Governors Board are required to ensure the policy is reviewed annually.

All Child Protection concerns will be managed in accordance with the Hertfordshire Safeguarding Children Board Inter-Agency Child Protection Procedures. A copy of these procedures can be found at www.hertssafeguarding.org.uk.

Children's Services telephone number **03001234043 (including out of hours)**

Complaints

School has a Complaints Procedure available to parents, pupils and staff who wish to report concerns. This can be found on the school website.

All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures detailed in the Harassment & Bullying policy (staff shared area)

Confidentiality

Our GDPR Data Protection Policy is in the staff shared area and is published on the school website.

All staff understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information will be stored and handled in line with the Data Protection Act 1998. The DSL will normally obtain consent from the child/parent to share sensitive information with outside agencies. Where there is good reason to do so (e.g. to help to protect a child), the DSL may share information without consent and will record the reason for this. Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. The School will retain this information on the pupil file and transfer to the next school/archive the information in line with The Education (Pupil Information) (England) Regulations 2005 and The Information and Records Management Society. The school will only share information about children with adults who have parental responsibility for a pupil. Please see Hertfordshire's Pupil Safeguarding Records Guidance at www.thegrid.org.uk/info/welfare/child_protection/policy/local.shtml#pupilsafe for further information.

Curriculum

Pupils are taught to understand and manage risk through our PSHCE education and sex and relationships lessons and through all aspects of school life.

School is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children know that we have senior members of staff with responsibility for child protection and they are made aware of whom these persons are. We inform children of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Subjects such as Personal, Social and Health Education discuss relevant safeguarding issues with the children.

On-line Safety

We have an on-line safety policy which can be found in the staff shared area. Our policy outlines how we teach children to stay safe when using the internet in and out of school. This includes the risks of sharing content and images online including cyber bullying. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. School will ensure that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

Digital images:

The use of digital images in schools is a complex area. School has a clear and sufficiently detailed policy which covers the taking and use of digital images and takes steps to ensure that it is understood and enforced.

School recognises the importance of technology within the classroom. Such equipment facilitates opportunities for children across all age ranges to explore and learn in an explorative and creative way. Most technology items have an integral camera. Pupils may well be using the camera as part of their learning experience. However the use of iPad's and other tablet equipment can also present risks if children are left to use the equipment in an unsupervised environment. It is therefore understood that the school will ensure that usage of iPad's within school will be supervised by an adult at all times.

ICT Acceptable Use Agreements: for staff this includes a section on the use of digital images and clarification about the position regarding the use of personal mobile phones/cameras for taking pictures. Where volunteers are supporting school staff, they should abide by the same rules as school staff as far as is reasonable.

Health and Safety

School has a Health & Safety Policy that demonstrates the consideration we give to minimising any risk to the children when on the school premises and when undertaking activities out of school under the supervision of our staff. At all times there has to be appropriate staffing levels and when off-site, appropriate and agreed pupil / adult ratios are maintained. The lead adult always assesses visits/trips as to the level of risk and all trips are finally authorised by the Head.

School has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

A copy of the Health and Safety Policy is in the staff shared area.

Inclusion and Diversity

Some children may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Our school ethos promotes and accepts the differences between all children and adults. In practice this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both teachers and children. The aim is to create a classroom environment where all children can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way. In line with Keeping Children Safe in Education (DfE 2021¹), to ensure that all of our pupils receive equal protection, we will also give special consideration to

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

additionally vulnerable groups (as outlined in our Child Protection Policy). Special consideration is also given in the provision of safeguarding information and resources in accessible formats for children and adults with communication needs.

Managing Allegations Against Staff & Volunteers

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in Hertfordshire Safeguarding Children Board Inter-agency Procedures and Part 4 of 'Keeping Children Safe in Education', DfE (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The Hertfordshire LADO Service can be contacted on **0300 123 4043**.

Partnership with Other Services

School recognises that it is essential to establish positive and effective working relationships with other agencies that are partners of the Hertfordshire Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Partnership with Parents

Lonsdale is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

School shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. We will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with -

Anne Smart

Head of Support & Student Care

Designated Safeguarding Lead (DSL)

Safer Recruitment and Selection

Our recruitment process selects, screens, trains and supervises staff and volunteers. A copy of the Lonsdale Safer Recruitment Policy is in the staff shared area.

School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not

left. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer (LADO) and/or HR.

School also adheres to DfE guidance regarding persons who are disqualified under the Childcare Act 2006.

Safer Working Practice

All adults who come into contact with our pupils have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

The Teachers' Standards² and Support Staff National Occupational Standards³ are augmented by standards of personal and professional conduct e.g. ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability'.

All staff are given a copy of the Lonsdale code of conduct at induction. Staff and volunteers are expected to work in accordance with this guidance and are made aware that failure to do so could lead to disciplinary action.

Abuse of Position Of Trust

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behaviour is consensual.

Security

The security measures put into place have taken into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our children and staff. A security risk assessment will be completed and reviewed annually

Access to buildings

School will take all reasonable efforts to control access to the buildings and grounds of the school to prevent unauthorised access to children and ensure the personal safety of staff. The access control procedures for the buildings are detailed in the ENGIE security arrangements procedures.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665522/Teachers_standard_information.pdf

³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/239935/NOS-SUPPORT_for_supporting_teaching_learning.pdf

Visitors, contractors and maintenance personnel

The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

Where the Governing Board transfers control or otherwise allows the use of school premises to external bodies (such as sports clubs) or service providers during or out of school hours, we will ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in place to co-ordinate with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school. Visitors will be expected to sign in and out at reception and to display a visitors badge whilst in school. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

School will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.