

SAFEGUARDING POLICY

<i>Date written:</i>	<i>September 2013</i>
<i>Confirmed by Governors on:</i>	<i>December 2015</i> <i>Jo Birdsall</i>
<i>Due for reviewed:</i>	<i>April 2018</i>
<i>Reviewed:</i>	<i>March 2017</i>
<i>The person responsible for monitoring this policy statement and monitoring and evaluating its implementation is:</i>	<i>Bev Scott and Jackie Boniface - Safe Guarding leads.</i>

This policy contains information on what Greenbank School should and must do in order to keep children safe. This policy is read along with the statutory guidance documents 'Keeping Children Safe in Education' and 'Working together to safeguard children'.

Greenbank School will follow the procedures set out in the [Cheshire West and Chester Local Safeguarding Board \(LSCB\)](#) which is the key statutory mechanism for agreeing how relevant organisations co-operate to safeguard and promote the welfare of children and for ensuring the effectiveness of their practices.

At Greenbank School we have a duty of care to safeguard young people in our care, it is a legal obligation and rightly so. At Greenbank all staff take safeguarding very seriously and procedures are followed stringently.

The LSCB is responsible for :

- i) Setting practice standards and developing policies and procedures.
- ii) Monitoring performance against those standards.
- iii) Ensuring staff are appropriately trained.

Rationale

Greenbank School fully recognises the contribution it makes to safeguarding children and young people. The Governors, Headteacher and staff will carry out their responsibilities efficiently, effectively and diligently to ensure that the school is a safe learning environment for children.

Aims and Purposes

Greenbank School aims to ensure that all staff understand their roles and responsibilities in relation to safeguarding and promoting the welfare of children and young people. Greenbank school aims to put into place recruitment procedures that safeguard and promote the welfare of children.

Implementation

Greenbank School recognises the importance of sharing *appropriate* information with each other and all partner agencies to improve practice and outcomes for young children and young people. To ensure the school provides a safe learning environment for children, Greenbank will ensure that :

- All staff will as appropriate, be checked with the Disclosure and Barring Service (DBS).
- Once staff have been employed, Greenbank School will keep simple records that:
- Give the name of each staff member and confirmation of their identity as shown on identity badges.
- Confirm the authenticity of their qualifications.
- Show whether they have a criminal record, indicating when these details were last checked by whom; and
- Confirm that the local authority has carried out those checks and record the date, timing or reference of the check in an orderly and accessible way.

Promotion of Children's Welfare

Record Keeping

Any member of staff who has concerns about the welfare of a child must share this information, without delay with a Safeguarding Lead/Senior member of staff.

Safeguarding Leads

Mr Mike McCann - Headteacher

Mrs Bev. Scott- Deputy Headteacher

Mrs Jackie Boniface - Residential Manager

Mrs Jo Birdsall- Safeguarding Governor

- Staff must make an accurate record of their concerns using CPOMS, recording any allegations that the child makes in the child's own words.
- These records must be stored securely and the information shared with staff only on a "need to know basis".
- If a child leaves Greenbank then records must be transferred to the Safeguarding Lead of the new/next school.

Confidentiality

- We recognise that all matters relating to the child protection are confidential.
- The Head teacher or Safeguarding Lead 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 must be aware that they cannot make a promise to a child to keep secrets.

Referral

The designated safeguarding lead should assess all information available to the school about a child and refer to Social Care Access Team if appropriate and confirm this referral in writing by completing Safeguarding Child in Education Referral Form [within 48 hours].

This form can be found on the LSCB website scie@cheshirewestandchester.gov.uk or LSCB@cheshireeast.gov.uk and also in the Record Keeping and Referral Document.

The SCiE team (CWAC)

Jeanette Cain - SCiE Manager; Tel: 01244 976778

Kerry Gray - Chester & Chester Rural Area, SCiE Officer; Tel: 0151 356 6549

Vicky Thomason - Ellesmere Port & Neston Area, SCiE Officer; Tel: 0151 337 6329

Lauren McGuirk - Business Support; Tel: 0151 356 6843

Sian Jones - LSCB Business Manager. Tel: 0151 356 6835

Email: sian.jones@cheshirewestandchester.gov.uk

Noreen Gallagher - LSCB Administrator. Tel: 0151 356 6614

Email: noreen.gallagher@cheshirewestandchester.gov.uk

Contact Numbers

➤ Access East - 03001 235012 (0300 123 5022- out of hours)

➤ Access West - 01606 275099

Local Authority Designated Officer

Staff, Governors, Parents, Carers, pupils / students, may feel for whatever reason unable to share their concerns with the Head teacher [lead teacher for Safeguarding] or member of staff in school. They may feel they need to speak directly and confidentially to CWAC - LADO - Kathrine Appleton - telephone number 0151 337 6587. email : scie@cheshirewestandchester.gov.uk

Support for Vulnerable Pupils

This school believes that it has an important role to play in preventing harm. We are committed to working with agencies to support our most vulnerable students. We recognise we can contribute to this by contributing to the TAF process, attending Children Protection Conferences, Core Groups and Child Care meetings. The school will regularly review the emotional wellbeing of its pupils.

E-Safety

We acknowledge that new technologies while enhancing learning opportunities can provide ways of exposing young people to potentially harmful experiences. Greenbank has an acceptable Internet use policy and all staff must take such abuse seriously. Procedures are outlined in the Internet Use Policy.

Domestic Abuse

Statistics confirm the strong link between domestic abuse and child abuse. Our staff must take any incidents of domestic abuse seriously and take a proactive role in ensuring the safety of any pupils who may be at risk.

Operation Encompass

In conjunction with Cheshire Police, school is involved in a new initiative called Operation Encompass. The purpose of Operation Encompass is to safeguard and support children and young people who have been involved in, heard or witnessed a domestic abuse incident. Following such an incident, children will often arrive at school distressed, upset, worried and unprepared. Operation Encompass aims to ensure that appropriate school staff (called Key Adults) are made aware early enough to support child and young people in a way that means they feel safe and included.

At Greenbank School the Key Adult is Mr M.McCann (Head teacher)

This is a valuable initiative that means we can continue to support and help children and families within our school community when they need it the most.

You can find out more by visiting www.operationencompass.org or by contacting Mr McCann.

Child Sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been

sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact: it can also occur through the use of technology. It is important to recognise that some young people who are being sexually exploited may not exhibit any external signs of this abuse.

Female Genital Mutilation

Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. School staff have received information on this issue to ensure they are aware of the signs.

Peer on Peer

We recognise that children are capable of abusing their peers; children with intra-familial abuse in their histories, living with domestic abuse, LAC and children who have suffered bereavement, feature as those who may abuse or have been abused by their peers but this can happen to any child.

Peer on Peer abuse can occur when one of the young people is significantly more dominant than the other; one of the young people is significantly more vulnerable than the other e.g in terms of disability, confidence, and physical strength; there has been some use of threats, bribes or coercion to secure compliance and maintain secrecy

Types of peer-on-peer abuse can refer to cyber bullying, racist, sexting, grooming, bullying, homophobic, sexual exploitation or gender related issues. Any peer on peer allegations must be referred to the DSL immediately; we will ensure we follow the CWAC child protection procedures. We will work with the victim and the perpetrator to provide support and guidance.

Prevent

School has clear structures within existing safeguarding procedures to support PREVENT and promote understanding of how to keep students safe from relevant risks such as extremism, including when using the internet and social media.

Lone Working

Greenbank School is committed to the effective support and management of staff in order to provide a safe working environment. School recognises that the responsibility extends to all employees in ensuring the safety of both themselves and the service users with whom they are working with. A lone worker is any employee who works in isolation from their colleagues either inside or outside a building. This can include staff that are driving, visiting students in their homes and other premises or sites as part of their work. There is no general legal prohibition on working alone but the broad duties of the Management of Health and Safety at work regulations still apply. Where staff are completing lone working duties risk assessments and associated measures to control any identified risk are completed. Where staff are concerned about working alone with a student they should contact their line manager immediately, especially if such work forms a regular aspect of their duty. The full procedures relating to lone working have been shared with staff.

Safer Recruitment and Retention

- This school operates vetting and safe recruitment practices.
- Mr McCann - Headteacher, Mrs Chia - Deputy Headteacher, Mrs Boniface - Residential Manager and Mrs Hyde - Chair of Governors are accredited in Safer Recruitment and at least one member of the recruitment panel will have passed the required assessment. All staff will be given safeguarding and code of conduct information as part of their induction.
- Procedures are in place to support all staff that may have concerns about the conduct of adults working in school, either in a professional role or in a voluntary capacity.
- How is this achieved? Through whistle blowing or complaints procedure.

- Supervision and Appraisal Procedures in place.
- Open and Transparent Management.
- Whistle-blowing Policy in place.
- Integrity Code.
- Formal complaints procedure in place.

Allegations Against Professional Carers

In the event of an allegation about the behaviour of a Teacher or a professional Carer, Greenbank will contact the Personnel Department / Safeguarding Unit and follow the Local Authority Procedures.