

# Barnes Farm Junior School

## Safeguarding Policy



**Ratified by Governing Body : July 2017**

**Due for Review: July 2018**

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# Our Safeguarding Policy

At Barnes Farm Junior School, we believe that:

- All children and young people have a right to be safely cared for and parents and carers need to have confidence that the organisation to which they entrust their children and young people will provide safe care.
- Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles.

## 1. What does 'Safeguarding' mean?

Safeguarding legislation and government guidance says that safeguarding means:

- *Protecting children from maltreatment*
- *Preventing impairment of children's health or development*
- *Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and*
- *Taking action to enable all children to have the best outcomes*

(Reference: Working Together to Safeguard Children, 2013)

This safeguarding policy details the range of policies and procedures that we need in order to safeguard and promote the welfare of our children and young people.

Having a set of comprehensive policies and procedures in place will demonstrate that we aim to:

- safeguard and promote the welfare of children
- enable staff and volunteers to have a clear understanding of what to do if they have concerns about a child or young person
- manage how allegations against staff and volunteers will be dealt with

In developing our safeguarding policy and practice guidance we refer to:

- SET (Southend, Essex and Thurrock) child protection procedures (ESCB 2017)
- Keeping Children Safe in Education (DfE July 2015)
- Working Together to safeguard and promote the welfare of children (HM Government March 2015)
- What to do if you are worried that a child is being abused (DFES 2006)
- Effective Support for Children and Families in Essex (ESCB 2017)
- Inspecting Safeguarding in Maintained Schools and Academies (Ofsted August 2016)

- Information Sharing Advice for Safeguarding Practitioners (DfE March 2015)
- PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)

Key elements of our safeguarding policy:

- ✓ the welfare of the child is paramount
- ✓ all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- ✓ the policy is reviewed, approved and endorsed by the Governing Body on an annual basis
- ✓ the policy applies to all staff and volunteers at the school
- ✓ children, young people, parents and carers are informed of the policy and procedures as appropriate
- ✓ all concerns, and allegations of abuse will be taken seriously by Governors, staff and volunteers and responded to appropriately - this may require a referral to children's services and in emergencies, the Police
- ✓ gives a commitment to safer recruitment, selection and vetting
- ✓ the policy will form part of the induction process for new staff
- ✓ underpins our school values of 'Be positive, Be respectful and Be responsible'
- ✓ relates to other policies and procedures which promote children's and young people's safety and welfare e.g. health and safety, anti-bullying, e-safety, (including mobile technology and social media) and photography and child protection.

## 2. Child Protection

### Key Safeguarding Staff Members

<b>DESIGNATED SAFEGUARDING LEAD:</b>	<b>Mr Ross McTaggart</b> (Headteacher)  Last trained: 08/02/2016
<b>DEPUTY DESIGNATED SAFEGUARDING LEAD:</b>	<b>Mr Richard McIntosh</b> (Deputy Headteacher)  Last Trained: 12/01/2017
<b>OTHER TRAINED STAFF:</b>	<b>Mrs Jane Cole</b> Trained: 07/10/2016  <b>Mrs Lisa Cato</b> (Inclusion Lead)  Last trained: 10/07/2015
<b>DESIGNATED SAFEGUARDING GOVERNOR:</b>	<b>Mr Lindsay Whitehouse</b>  Last trained: 09/09/2015

Child Protection guidance is available for the following people:

- Staff refer to the latest Child Protection Policy (April 2016)
- Visitors/Volunteers/Parents refer to our Visitor Safeguarding Leaflet

This crucial policy also includes guidance on our ‘**Prevent**’ duty as outlined in the Counter Terrorism and Security Act (HMG, 2015). It also details our responsibilities to report instances of **FGM** (female genital mutilation) in accordance with the Serious Crime Act (HMG 2015).

*Both of these policies are available on our website*

### **Key Additional Contact Information**

<i>If you need to make a Child Protection referral directly</i>	<b>Family Operations Hub</b>	0345 603 7627
<i>Are you concerned about an adult working or volunteering with a child?</i>	<b>Local Authority Designated Officer</b>	03330 139 797
<i>Emergency situation</i>	<b>Police</b>	999
<i>Other sources of information</i>	<b>NSPCC (18+)</b>	0808 800 500
	<b>NSPCC Childline</b>	0800 1111

There is a main safeguarding folder situated in the staff room which holds paper copies of the main policies and concern forms needed.

All concerns should be recorded on the ‘pink’ paper provided. These should then be stored securely in the Headteacher’s office.

### **3. Information Sharing**

We are guided by the 7 Golden rules (as detailed in the DfE publication Information Sharing Advice for Safeguarding Practitioners March 2015) when deciding to share information. They are as follows:

1. Remember that the Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your

judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.

5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.

6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).

7. Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

#### **4. Code of Conduct for Staff and Volunteers**

We have a Code of Conduct policy which is reviewed, circulated and agreed annually by all our staff.

#### **5. Whistleblowing**

The Public Interest Disclosure Act 1998 (“the Act”) protects workers and employees from detrimental treatment or dismissal as a consequence of disclosing information about unlawful actions of their employer or information about the conduct or behaviour of employees, volunteers or others associated with the operation and organisation of the school. This is known as “whistleblowing”. The protection applies to employees, volunteers, agency and contract workers.

If an employee/worker makes a disclosure it must concern one of the 6 types of “qualifying disclosure” specified in the Act to be protected. These are where there has been or is likely to be:

- A breach of any legal obligation;
- a miscarriage of justice;
- a criminal offence;
- a danger to the Health and Safety of any individual;
- damage to the environment; and,
- deliberate concealment of information about any of the above

Our policy for this forms part of our Code of Conduct Policy and is circulated to staff annually.

Main contacts are as follows:

<i>Support Staff Line manager</i>	<i>Richard McIntosh (Deputy Headteacher)</i> <a href="mailto:rmcintosh@barnesfarm-jun.essex.sch.uk">rmcintosh@barnesfarm-jun.essex.sch.uk</a>
<i>Admin Staff Line Manager</i>	<i>Julie Enever (School Business Manager)</i> <a href="mailto:sbm@barnesfarm-jun.essex.sch.uk">sbm@barnesfarm-jun.essex.sch.uk</a>
<i>Headteacher</i>	<i>Ross McTaggart</i> <a href="mailto:head@barnesfarm-jun.essex.sch.uk">head@barnesfarm-jun.essex.sch.uk</a>
<i>Chair of Governors</i>	<i>Steve Andrews</i> <a href="mailto:Stephen.Andrews@essexcc.gov.uk">Stephen.Andrews@essexcc.gov.uk</a>

## **6. Complaints Procedures**

We have a policy for dealing with complaints. This is available from the main school office.

Pupils can share complaints through their class council, directly to a member of staff or via the 'Worry Box' (which is situated outside the Headteacher's office).

## **7. Behaviour for Learning and Anti-Bullying**

In order for pupils to feel safe, there need to be high standards of behaviour present in the school. At Barnes Farm we believe that responsible behaviour underpins and facilitates good progress and high standards of achievement. We believe that all staff, governors and parents are responsible for influencing the behaviour of our pupils. For this policy to be most effective it needs to be applied fairly and, if possible, consistently throughout the school and supported by parents and governors.

Please refer to our Behaviour for Learning Policy as well as our Anti-Bullying policy (available on the website) for more information in these areas.

## **8. Safer Recruitment, Selection and Vetting procedures**

Our Recruitment policy details our comprehensive approach to keeping children safe when inducting new staff into the school. This is available from the school office.

## **9. E-Safety**

ICT in the 21st Century is an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment. At Barnes Farm Junior School we understand the responsibility to educate our pupils on eSafety issues; 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, in and beyond the context of the classroom.

This important policy is available on the website along with other guidance for making safer choices when online.

#### **10. Educational Visits**

This important policy outlines our approach to keeping children safe when taking them outside of the school grounds. It is available from the main school office.

#### **11. Health, Safety and Wellbeing**

This over-arching policy is available from the main office. To achieve the best for our pupils we recognise that we must invest in the wellbeing of our employees and support them, both by:

- protecting their health and safety
- helping them to provide exciting teaching opportunities, in a safe environment, that will enable pupils to learn about risk and how to look after their own safety.

The Headteacher is the Health and Safety Manager as well as the Educational Visits Co-ordinator. Fire drills are undertaken on a termly basis to ensure both staff and pupils are familiar with evacuation procedures.

#### **12. Medicines**

This policy details how we will safeguard pupils and staff through the use of medicines. It is available from the main office and aims:

- To ensure the safe administration of medicines to children where necessary and to help to support attendance
- To ensure the on-going care and support of children with long term medical needs via a health care plan
- To explain the roles and responsibilities of school staff in relation to medicines
- To clarify the roles and responsibilities of parents in relation to children's attendance during and following illness
- To outline to parents and school staff the safe procedure for bringing medicines into school when necessary and their storage
- To outline the safe procedure for managing medicines on school trips