



# Chipping Sodbury School Safeguarding Policy

## PRINCIPLES

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State<sup>1</sup>.

This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse. We acknowledge our responsibilities to both protect children from maltreatment and prevent impairment. We will promote their welfare by creating opportunities for them to achieve their full potential in the areas identified within the every child matters agenda, thus giving them optimum life chances in adulthood.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. This includes any form of bullying (for example, racist).

We recognise that many of the risks to children in the 'real world' equally apply to 'virtual world' that children and young people may encounter when they use ICT in its various forms. We take seriously our responsibility to educate our children to help them to become safe and responsible users of new technologies, and allow them to be discriminating users of both the content they discover and the contacts they make online. Our aim is to teach them the appropriate behaviours and critical thinking skills to remain both safe and legal online, wherever and whenever they use technology.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents/carers and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Our school believes in the importance of early identification of issues for children and young people. We fully endorse the principles of multi-agency working and will engage with other professionals in line with current local procedures for any child in our school for whom we feel this is appropriate.

In our school, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in

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<sup>1</sup> Safeguarding Children and Safer Recruitment in Education – DfES 2007  
Chipping Sodbury School Safeguarding Policy 2017

accordance with the procedures of South Gloucestershire Safeguarding Children Board which are to be found at [www.swcpp.org.uk](http://www.swcpp.org.uk)

As a consequence, we

- assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process;
- accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities.
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Governing Body;
- will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for co-ordinating action within the school and liaising with other agencies;
- ensure (through the designated safeguarding lead – DSL) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by South Gloucestershire Safeguarding Children Board (SGSCB)
- will share our concerns with others who need to know, and assist in any referral process;
- will ensure that all members of staff and volunteers who have suspicions that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the designated member of staff, who will refer on to Children’s Social Care in accordance with the procedures issued by South Gloucestershire Safeguarding Children Board.
- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, or technology
- will ensure that all staff are aware of the child protection procedures established by South Gloucestershire Safeguarding Children Board and, where appropriate, the Local Authority, and act on any guidance or advice given by them;
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children,
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

## **DESIGNATED SAFEGUARDING LEAD (DSL)**

1. The designated senior members of staff (designated safeguarding lead) for child protection in this school is:

Dan Yeomans

2. In her absence, these matters will be dealt with by:

Hetty Blackmore or Tracey Ball (joint Deputy DSL). In addition, any of the House Co-ordinators can offer advice or support.

3. The DSL is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

#### 4. The school recognises that

- The designated staff must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a senior member of staff in the school.
- All members of staff (including volunteers) must be made aware of who these people are and what their role is.
- The DSL will act as a source of advice and coordinate action within the school over child protection cases
- The DSL will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- They should possess skills in recognising and dealing with child welfare concerns.
- Appropriate training and support should be given.
- A House Co-ordinator or DSL is the first person to whom members of staff report concerns.
- The DSL or a House Co-ordinator is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by SGSCB.
- The DSL will work with the Headteacher if an allegation is made against a member of staff.

To be effective they will:

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding referrals by liaising with Children's Social Care and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance issued by South Gloucestershire Safeguarding Children Board.
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, refer to the Business manager of SGSCB to investigate further.
- Ensure each member of staff and volunteers at the school, and regular visitors (such as Education Welfare Officers, careers advisors, trainee teachers and supply teachers) are aware of and can access readily, this policy.
- Liaise with the Headteacher (if not Headteacher) to inform him/her of any issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.
- Ensure parents/carers are aware of the child protection policy in order to alert them to the fact that the school may need to make referrals. Raising parents'/carers' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the DSL for child protection.
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.

The DSL also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case
- Have a working knowledge of how South Gloucestershire Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated teacher immediately.

## **DESIGNATED GOVERNOR**

The Designated Governor for Child Protection at this school is:

Dr Kate Mansfield
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Child protection is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the DSLs of staff for child protection are given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- The school is carrying out its duties to safeguard the welfare of children at the school;
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- They attend training Child Protection/Safeguarding training for Governors
- Child protection is integrated with induction procedures for all new members of staff and volunteers
- The school follows the procedures agreed by South Gloucestershire Safeguarding Children Board, and any supplementary guidance issued by the Local Authority
- Only persons suitable to work with children shall be employed in the school, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action

## **RECRUITMENT**

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in “Safeguarding Children and Safer Recruitment in Education”, in particular:

- Before appointing someone, the application will be supported by two references both of which confirm that there is no reason that the candidate should not work with young people. There may need to be follow up to a reference with a telephone call or personal contact during which we will discuss the applicant’s suitability to work with vulnerable children.
- Check that all adults with substantial access to children at this school have an enhanced Criminal Records Bureau check before starting work, and prior to confirmation of appointment.

We will ensure that at least one member of any interview panel has completed certified Safer Recruitment Training.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be<sup>2</sup>
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for.

All relevant information regarding personnel in the school will be recorded on the **Single Central Record** which is maintained and held by the Head's PA. This document incorporates the statutory requirements regarding the details to be retained in school.

## **VOLUNTEERS**

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent/carer, or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent/carer or other volunteer is to be in school regularly or over a longer period then a decision will be made as to whether a DBS check needs to be undertaken to ensure their suitability to work with children.

Any potential PGCE student who wishes to have a work experience placement at the school will be required to apply for DBS clearance at their own expense and will not be accepted in the school until that has been confirmed.

## **INDUCTION & TRAINING**

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the school (including volunteers) will receive basic child protection information and a copy of this policy within one week of starting their work at the school.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide this training through the designated person.

Staff will attend refresher training at least every three years, and the DSL every two years. Each member of staff will receive an annual up-date.

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<sup>2</sup> e.g., through birth certificate, passport, new style driving licence, etc...  
Chipping Sodbury School Safeguarding Policy 2017

## **DEALING WITH CONCERNS**

Members of staff and volunteers are not required by this school to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to Social Care.

To this end, volunteers and staff will follow the procedures below;

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or
- where a child or young person makes a direct allegation or implies that they have been abused,
- makes an allegation against a member of staff<sup>3</sup>

they must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the DSL or a House Co-ordinator (or Headteacher if an allegation about a member of staff) and agree action to take.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of South Gloucestershire Safeguarding Children Board.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

## **SAFEGUARDING IN SCHOOL**

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the school's policies or procedures on:

- Personal, Social and Health Education and Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate.
- Extremism and Radicalisation
- E-Safety
- First Aid
- Bullying; the school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualised behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home.
- Safer recruitment and code of conduct for staff.
- Racist incidents
- Confidentiality
- Behaviour and the school rules
- Health & Safety

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<sup>3</sup> Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

- Allegations against members of staff

All adults who work in the school are expected to wear their identity badges at all times. Visitors will be issued with a temporary badge on arrival at Reception. Visitors will be expected to declare their DBS status and provide evidence where relevant. Any adult who is not DBS checked will not be allowed to roam around the school unescorted by a member of staff.

Sixth Form students will carry an ID card to support registration and identify who is on the school site at any one time. Students who do not have their cards will need to be manually checked before allowing access to the school site.

## **YOUTH PRODUCED SEXUAL IMAGERY**

Creating and sharing sexual photos and videos of under 18s is illegal. The types of incidents addressed in this policy include:

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.

The sharing of sexual imagery of people under 18 by adults is child sexual abuse and the police will be informed. All incidents involving youth produced sexual imagery will be responded to in line with the child protection policy ie the DSL will be informed and parents/carers involved with the relevant follow up as appropriate. Any direct disclosure by a student will be taken very seriously. A student who discloses they are the subject of sexual imagery is likely to be embarrassed and worried about the consequences. Strategies to support the student will be put in place immediately through the House structure.

There is no intention to unnecessarily criminalise young people as a 'child' with a criminal record may face stigma and discrimination. However, the school will contact the police if it is deemed appropriate eg. there is a belief the student may be at risk of further exploitation. A device will be confiscated, turned off and locked away until the police can collect it if this is felt to be necessary. Adults should **not** view youth produced sexual imagery unless there is good and clear reason to do so and even then, this should not be done alone or without discussion with the DSL or Headteacher. The viewing of images can only be carried out with a DSL or the Headteacher. Imagery should never be viewed if the act of viewing will cause significant distress or harm to the student. Images must not be downloaded or printed – under any circumstances. Records must be kept regarding any viewing of images along with the reasons why it was deemed necessary.

Any student who puts pressure on another to share sexual imagery or participates in the distribution of such imagery will be subject to the school's disciplinary policy and procedures. This is peer on peer abuse and will be treated as such.

## **PHOTOGRAPHING CHILDREN**

We understand that parents/carers like to take photos of or video record their children in the school play, or at sports events, or school presentations. This is a normal part of family life, and we will not discourage parents/carers from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents/carers to use film or settings on their camera that do not require flash.

We will not allow others to photograph or film students during a school activity without the parent's/carer's permission.

We will not allow images of students to be used on school websites, publicity, or press releases, without express permission from the parent/carer, and if we do obtain such permission, we will not identify individual children by name.

The school cannot however be held accountable for photographs or video footage taken by parents/carers or members of the public at school functions.

## **CONFIDENTIALITY**

The school, and all members of staff at the school, will ensure that all data about students is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

## **CONDUCT OF STAFF**

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. All members of staff are expected to read and sign their understanding of the Staff Code of Conduct and the Keeping Children Safe in Education part 1 and annex A (Sept 2016).

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents/carers
- contacting children through private telephones (including texting), e-mail or social networking websites.
- disclosing personal details inappropriately
- meeting students outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and South Gloucestershire Safeguarding Board procedures, we will view this as misconduct, and take appropriate action

## **PHYSICAL CONTACT & RESTRAINT**

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger,

- To prevent damage to school property
- Where the member of staff has received suitable training

The Headteacher's PA will record notes regarding any incident of physical intervention with a student. These notes will be stored in the secure Child Protection file which is held by the Head's PA.

## **ALLEGATIONS AGAINST MEMBERS OF STAFF**

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children

the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by SGSCB.

The Headteacher, rather than the DSL will handle such allegations, unless the allegation is against the Headteacher, when the Chair of Governors will handle the school's response.

The Headteacher (or Chair of Governors) will gather information about the allegation, and report these without delay to the Local Authority.

## **BEFORE AND AFTER SCHOOL ACTIVITIES**

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies. (Refer to lettings/booking forms)

## **CONTRACTED SERVICES**

Where the Governing Body contracts its services to outside providers, including LA transport, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

## **WORK EXPERIENCE**

All companies and organisations who are used to host students on Work Experience placements will be checked by Trident to ensure they meet the requirements of safeguarding. Each will be expected to sign the Trident Child Protection Policy which outlines expectations associated with safeguarding. All students will be briefed about safeguarding issues before going on a placement and each will be issued with a contact number in case of any worries, queries or issues arising whilst on work experience.

**Approved Business Committee Feb 2017  
For Review Feb 2018**