



Approved November 2011

## **SAFEGUARDING CHILDREN POLICY**

Braeside fully recognises its responsibilities for child protection.

Our policy applies to all staff, Directors, Governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children. (See safer recruitment policy)
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Local Safeguarding Children Board (Essex County Council) and take account of guidance issued by the Department for Children, Schools and Families to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.

- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

Braeside School Ltd has ensured ongoing training in child protection in the following way. Directors, Governors, all staff and associated workers employed by the Company in January 2011 undertook level 1 training at that time and this training is repeated at 3 yearly intervals. There are two Child Protection level 2 trained staff in the school and 2 Level 3 trained staff.

Junior School - Mrs M Cooper, Mrs A Silk (EYFS) both Level 2 trained  
 Senior School - Mrs C Platais, Mrs G Haddon both Level 3 trained

**Mrs C Platais** undertakes the role of whole school Child Protection Officer as part of her Senior Management role. Training of designated persons takes place on a 2 yearly basis.

In addition, Dr Moffat a member of our governing body has also undertaken level 2 Child Protection training. Child Protection is reviewed termly at our Governors Meetings.

Two members of staff, Mrs Haddon and Mrs Wise, plus directors of the company, Mr Smith and Mrs Naismith, have also attended Independent Safeguarding Authority training in respect of appointing members of staff. This training was endorsed by NCSL.

Allegations of abuse against any members of staff/volunteers or the Head will result in a referral to our local authority designated officer (LADO) for appropriate advice before any action is taken. Should there be a subsequent dismissal relating to child protection matters then that information will be passed directly to the Independent Safeguarding Board on the grounds of the person's unsuitability to work with children.

- Any allegations about staff should be reported to our designated child protection officer.
- Any allegations are made about the child protection officer they should be reported to the Head Teacher
- Any allegations about the Head Teacher should be reported to the Directors of Braeside School Limited
- Any allegations about Directors should be reported to the Head Teacher

In **all** cases a referral to the Local Area Designated Officer (LADO) will be made.

Braeside School will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures; as laid down by the Local Education Authority:

- One of the designated child protection officers will ensure that the child is safe and away from the person against whom the allegation is made.
- The person receiving the reports must contact the local authority designated officer (LADO – who is based at the Child Protection Unit) for advice on how to proceed. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate and following the advice from the LADO) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or social services.
- Regardless of whether a police and/or social services investigation follows, Braeside School will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the outcome of the investigation.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

Braeside School Limited takes its duty of care for children and staff very seriously and matters are reviewed regularly with any deficiencies or weaknesses in child protection arrangements remedied without delay.

Safeguarding is an agenda item at all Directors and Governing Body meetings and a review of the policy and procedures is undertaken on an annual basis.