**Heathfield Schools’ Partnership**

**Safeguarding Policy**

Rationale

As members of Heathfield Schools’ Partnership, we are committed to working together to create an environment in which every child feels safe. All members of staff recognise their responsibility for protecting all children with whom they have contact, especially children who attend Heathfield Junior School and Heathfield Infant School and Nursery.

This Safeguarding Policy is part of the schools’ KEEPING CHILDREN SAFE agenda. It should be read in conjunction with other policies relating to the safety of children, including: the schools’ Positive Behaviour Management Policy, Anti-Bullying Policy, E-Safety Policy, First Aid Policy, Supporting Pupils at school with Medical Conditions, Health and Safety Policy, Attendance Policy (including Children Missing in Education) and Whistleblowing Policy. All adults regularly attending Heathfield Schools are expected to read, sign and adhere to the behaviours outlined in the schools’ Safe Working Practice Agreement. All members of staff are responsible for recognising and responding to possible cases of abuse or neglect in a swift and appropriate manner. **At all times, the safety and welfare of the child is paramount and should be the guiding factor in all decisions made.**

**The school operates under Keeping children safe in education: Statutory guidance for schools and colleges (September 2018). All members of staff are expected to read Part one: Safeguarding information for all staff and to adhere to this guidance, alongside Heathfield’s Safeguarding Policy.**

Aims of the policy:

* To ensure that all children are protected from physical, emotional or sexual abuse and from neglect
* To ensure that all members of staff are able to recognise the signs of suspected abuse, understand their own responsibility in safeguarding children and know how to act appropriately when concerns are raised
* To ensure that all staff understand the safeguarding issues which may affect children, including the four categories of abuse, including Peer on Peer Abuse, and FGM,CSE and Radicalisation
* To ensure that all staff are strongly committed to the wider safeguarding agenda in line with the DfE guidance in Working Together to Safeguard Children (2015) and Keeping Children Safe in Education (September 2018).

Definitions:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, by failing to act to prevent harm (definition taken from NSPCC website). Children are vulnerable to abuse within the home and outside of the home, by those known to them or, more rarely, by a stranger, by men and women as well as by their peer. All forms of abuse are taken seriously at Heathfield Schools.

Abuse is categorised as follows:

**Physical Abuse** – this is when a child is hurt or injured by another person. **Emotional Abuse** – this is when an adult denies a child love or affection, or repeatedly threatens or humiliates him.

**Neglect** – this is when a child’s basic need for love, food, warmth, safety, education or medical attention is not met.

**Sexual Abuse** – this can include inappropriate kissing and touching, as well as penetrative sex. It can also include encouraging or allowing a child to look at pornographic material.

**Child Sexual Exploitation (CSE)** – this involves exploitative situations, contexts and relationships where children and young people may receive gifts or attention as a result of engaging in sexual acts.

Peer on Peer Abuse: this refers to abuse from one child to another and can include physical abuse, sexual abuse (including sexting) and bullying (including cyber-bullying, racist and religious bullying, sexual, sexist and transphobic bullying, homophobic bullying and disablist bullying). NB Some incidents of bullying will be dealt with through the Anti-Bullying Policy however we will follow Safeguarding procedures (e.g. recording the incident as a safeguarding concern and informing Children’s Social Care) when this is appropriate.

**Female Genital Mutilation (FGM)** – this comprises all procedures involving partial or total removal of external female genitalia or other injury to the female genital organs. FGM is recognised as a form of child abuse and the school has a statutory duty to report known cases to the police.

**Radicalisation** – this refers to the process by which a child or young person comes to support terrorism and forms of extremism. Under the government’s PREVENT strategy, the school recognises its duty to prevent extremism, promote British Values and work in collaboration with other professionals when radicalisation is suspected.

Emotional abuse is likely to coexist with all other forms of abuse, but can exist alone.

NB Please see *Keeping Children Safe in Education: Information for all schools and college staff (Part One):* **Indicators of abuse and neglect** (page 13/14) for further details, examples and explanation.

Designated Safeguarding Leads (DSL)

The Designated Safeguarding Lead is **Helen Child**. **Nikki Allman** and **Nikki Dufosee** are the Deputy Safeguarding Leads. When the DSLs are unavailable, concerns should be taken to the Executive Head Teacher (Paul Clayton) or the Deputy Head Teachers of the Junior School (Christine Morgan and David Colenso). **However all staff are expected to follow procedures (as set out in this policy), and to use their initiative in an emergency.**

The DSLs are responsible for maintaining this Safeguarding Policy and are expected to:

* be available to all children, parents, staff and members of the public who wish to share a concern and to take these concerns seriously
* respond to any concerns in a timely and appropriate way
* work closely with other professionals, sharing and seeking information as appropriate
* keep up to date records relating to all children considered vulnerable or at risk of harm
* keep their own safeguarding training up to date, including attending training on FGM, CSE and Radicalisation.
* cascade training to all other staff to ensure that all staff are well informed about issues relating to safeguarding
* work closely with the office staff (Christine Bhika and Jo Reeves) and Safeguarding governors to ensure that the Single Central Record is kept up to date and that staff and volunteers are recruited in a safe manner.

Named Safeguarding Governors:

The Named Governors for Safeguarding are: **Jacqui Kelly and Martin Dean.**

It is the responsibility of these governors to ensure that the school adheres to the Safeguarding Policy and keeps it updated. The Named Governors are expected to meet with the Head Teacher and Designated Safeguarding Leads regularly (at least twice a year) to ensure that safeguarding procedures are robust. All governors are invited to take part in local safeguarding training, including training on Safer Recruitment.

Procedure for dealing with abuse, or suspected abuse within Heathfield Schools’ Partnership

If you have any reason to be concerned that a child may be being abused or at risk of harm, **you have a responsibility to act.**

If you suspect that a child is being abused, or if a child discloses to you that he is being abused, you should:

* listen carefully to the child without judging. Try not to ask leading questions or prompt the child, but give him time to explain what has happened.
* avoid giving false promises of confidentiality: explain to the child that you have a duty to help him and that this will mean telling someone else about what he has said.
* reassure the child that he has done the right thing by telling you and that he is not to blame.
* inform the designated person as soon as possible. Best practice is to pass the information on verbally, so that you know that the message has been heard and then follow up in writing.
* record what the child said as soon as possible: stick to the facts, date and sign your record and pass it urgently to the designated person. (In the majority of cases, the designated person will inform Children’s Social Care and take advice. If at all possible, this is to be done by telephone by 3 p.m. on a school day. The person making the phone call to Children’s Social Care is responsible for following the phone call up in writing with a fax or email.)
* continue to monitor the child after you have reported the suspected abuse.
* maintain confidentiality and professionalism – share information only with people who need to know (usually the Designated Safeguarding Leads, Social Worker).

**Remember: it is better to pass on information, however small it seems, as it may be a small part of a bigger picture of abuse.**

Behaviour of staff, including allegations against staff

All members of staff, volunteers and governors are required to read and sign our Safer Working Practice Agreement and Acceptable Use Agreement on a yearly basis. These documents cover expectations of staff in relation to their own conduct towards children and use of digital technology (see Appendix 2 Safer Working Agreement and Appendix 3 Acceptable Use Agreement).

The school follows the “Richmond Guidelines on Practice and Procedures regarding Education Staff and Child Protection” for any allegations of abuse made against staff. All concerns about members of staff are shared with the Head Teacher. If the concern is about the Head Teacher, staff members are expected to share concerns with the DSL or Chair of Governors. The school operates a whistleblowing policy and staff are expected to share any concerns about other members of staff or the running of the school with their line manager. All members of staff are in a position to escalate a concern if they feel they have not been taken seriously.

Safer Recruitment

Our commitment to safeguarding children runs throughout the recruitment process for new members of staff and volunteers: reference is made to safeguarding within all job adverts and is always discussed at interview. It is our policy to ensure that at least one member of the interview panel for any job has completed Safer Recruitment Training. Full checks are carried out on all prospective members of staff before they are appointed and references are actively sought. All governors and all volunteers who support in school regularly are expected to have DBS clearance and are entered onto the SCR of the school in which they volunteer. Short term volunteers (e.g. parents helping on a trip or students on work experience) are expected to remain in sight of a member of staff at all times.

Records

A record of all conversations and meetings relating to safeguarding must be kept. A hard copy of all notes is kept securely in the child’s blue Safeguarding folder, which is kept in the locked cupboard in the Head of Inclusion’s Office. Staff are expected to pass a concern on in writing (hard copy or secure email) to the Designated Safeguarding Lead(s) even if they have shared the concern verbally. Staff working within the Infant and Junior School offices are responsible for informing Nikki Allman, Office Manager – Inclusion and Safeguarding, of any children leaving the school so that appropriate records can be passed on.

Single Central Record (SCR)

A Single Central Record is held in both schools and is updated regularly, when new members of staff, governors and regular volunteers are appointed. It is the responsibility of Jo Reeves and Christine Bhika, with support from the Senior Strategy Team, to ensure that the SCR is kept up to date. The SCR is checked by a governor during the termly Safeguarding Weeks.

Support for Children who have been abused

All members of staff may be called upon to offer support to children who have been abused. We also have therapists on site who are available to work with children (and sometimes parents) within school and we have a small team of trained Emotional Literacy Support Assistants. Through the PSHE curriculum, regular Safeguarding Weeks and through assemblies, children are reminded of what to do if they are being hurt or abused and who they can talk to (including family members, school staff, Designated Safeguarding Leads, therapists, the NSPCC and Child-line). The school works closely with the NSPCC, following the NSPCC Schools’ Programme, to ensure that all children are aware of how to stay safe and who to talk to if they are unhappy.

For further information, please speak to the Designated Safeguarding Leads or look at one of the following websites:

[www.nspcc.org.uk](http://www.nspcc.org.uk) or [www.childline.org.uk](http://www.childline.org.uk)

If you are concerned about a child and are unable to work within normal school procedures (e.g. during school holidays) *you have a responsibility to contact the* ***Single Point of Access (SPA)*** *yourself*: 0208 5475008 or 020 8744 2442 (out of hours). You can also call the NSPCC (0808 800 5000) who will be able to advise.

Updated by Helen Child

Designated Safeguarding Lead February 2019

Due to be reviewed September 2019

*Appendix 1: Keeping Children Safe in Education Part One* (September 2018) (including *Indicators of abuse and neglect*)

*Appendix 2: Heathfield Safe Working Practice Agreement*

*Appendix 3: Acceptable Use Agreement*

*Appendix 4: Cause for Concern Form*