



Huxlow Science College

Due regard will be given to the Every Child Matters and Safeguarding agendas.

OUR VISION

"Safe, happy and successful students who go on to become safe, happy and successful adults"

OUR GOAL

"At Huxlow every individual is empowered to fulfil their potential"

Safeguarding children - the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Everyone who works with children has a responsibility to keep them safe.

Designated post holders

Name of Head teacher:	Steve Gordon
Name of Designated Safeguarding Lead:	Laura Gauvrit
Deputy Designated Senior Person (s) for Safeguarding:	Cath McManus
Name of Nominated Safeguarding Governor:	Michael Hodgson
Name of Children Looked After Teacher:	Cath McManus
Name of Children Looked After Governor:	Mike Fargher

Name of SENCO:

Cath McManus

Name of Governor for SEN Issues:

Michael Hodgson

Northamptonshire County Council Designated Officers:

Andy Smith 01604 362633

Jackie Shaw 01604 367862

POLICY

This policy is based upon the “Working Together to Safeguard Children” (March 2015) statutory guidance for inter-agency working. It focuses on core legal requirements and it makes clear what individuals and the College should do to keep children safe. In doing so, it seeks to emphasise that effective safeguarding systems are those where:

- the child’s needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates;
- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children’s social care;

Everyone who comes into contact with children has a role to play in identifying concerns, sharing information and taking prompt action.

This policy will outline the responsibilities of all members of the College community in identifying concerns, sharing information and taking prompt action. All safeguarding systems are child-centred. Anyone working with children should see and speak to the child; listen to what they say; take their views seriously; and work with them collaboratively when deciding how to support their needs.

The methods and procedures by which each group will exercise their responsibilities can be found in the relevant Appendices.

RESPONSIBILITIES

1. Responsibilities: Everyone

It is College policy that all members of the college community will:

- Promote the welfare of children and ensure they are protected from harm
- Ensure a culture of listening to children and taking into account their wishes, feelings, and wellbeing.
- Support the needs of the individual student – including supporting the Early Help process as required
- Have a clear understanding of the collective needs of students locally
- Have a known designated professional lead for safeguarding i.e. Headteacher, Assistant Headteacher and SENCO
- Will report any disclosure or concern for a student to the relevant person without delay

- Will ensure that safeguarding/ welfare forms are completed, as required, fully as possible and handed to a Designated Person without delay

2. Responsibilities: All Staff

It is College policy that the Staff will **also**:

- Attend a mandatory induction, which includes the familiarisation with child protection responsibilities and procedures to be followed if they have any concerns about a child's safety or welfare
- Undertake Child Protection training every 2 years
- Have regular reviews of their own practice to ensure they maintain and improve over time
- Be vigilant and act without delay, in line with safeguarding procedures, when they suspect a child is suffering, or is likely to suffer, harm

3. Responsibilities: Designated Persons

It is College policy that the Designated Persons will **also**:

- Ensure they undertake mandatory training every 2 years
- Contribute to the information provided for Child Protection conferences
- Meet with professionals within ten days of an initial Child Protection Conference
- Create an environment where staff feel able to raise concerns and feel supported in their safeguarding role
- Work together and with other agencies to take a coordinated approach to ensure effective safeguarding arrangements
- Support other professionals in their agencies to recognise the needs of children, including rescue from possible abuse or neglect
- Liaise regularly with the Designated Safeguarding Lead
- Identify any instance where there are grounds for concern that a child is suffering or likely to suffer significant harm either at College or at home
- Work with students, families, staff and other agencies to offer Early Help support where required
- Immediately refer any Level 4 concerns to Local Safeguarding Children's Board Northampton, Multi-Agency Service Hub (MASH)

4. Responsibilities: Designated Safeguarding Lead

It is College policy that the Designated Safeguarding Lead is a member of the Senior Leadership Team and will **also**:

- Take responsibility for the organisation's safeguarding arrangements
- Conduct a mandatory induction, which includes familiarisation with child protection responsibilities for safeguarding and promoting the welfare of children
- Have arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children's board (LSCB)
- Conduct regular audit or review of safeguarding practice in College
- Objectively analyse any cases so that lessons can be learnt and services improved Provide support in College for other Designated Persons, ensuring appropriate supervision for the Safeguarding Team and other staff as required
- Have a strategic oversight to manage the Early Help process for students and families across the College

- Have regard to the *Working Together to Safeguard Children* (March 2015) statutory guidance issued by the Government for the wider children's workforce
- Be responsible for referring cases of suspected abuse or neglect to the relevant statutory agencies
- Act as a source of support and expertise for College staff when discussing with the relevant agencies whether to make a referral
- Ensure that College safeguarding arrangements take into account the procedures and practice of the local authority
- Ensure the Local Authority is informed of any children who have been removed from the College roll

5. Responsibilities: Headteacher

It is College policy that the Headteacher will **also**:

- Ensure that an appropriate person is trained as the Designated Safeguarding Lead
- Give the Designated Safeguarding Lead sufficient time, funding, supervision and support to fulfill their child welfare and safeguarding responsibilities effectively
- Operate safer recruitment practices for individuals whom the College will permit to work regularly with children, including policies on when to obtain a criminal record check
- Ensure that recruitment panel members are appropriately trained
- Ensure that checks on the barred status of all new staff and criminal record check before commencing employment
- Create an environment where staff feel able to raise concerns and feel supported in their safeguarding role
- Ensure the functions of the College, and any services that are contracted out to others, have regard to the need to safeguard and promote the welfare of children
- Ensure clear policies for safeguarding in line with those from the LSCB for dealing with allegations against people who work with children
- Report any allegations immediately (or within one working day of all allegations) to the Designated Officer (DO)
- Make a referral to the Disclosure and Barring Service if an individual is removed from work because the person poses a risk of harm to children. It is an offence to fail to make a referral without good reason
- Ensure the single, central record is up-to-date with evidence that specified recruitment and vetting checks have been completed, particularly identity and qualification checks, list 99, vetting and barring and right to work in England checks.
- Ensure College practice is reviewed or audited regularly
- Ensure appropriate supervision for staff working with Child Protection cases
- Ensure the College has a Safeguarding policy which sets out procedures and responsibilities for keeping children safe, including reporting allegations
- Ensure that the child protection policy and procedures are made available on the College website and to pupils, students and parents on request
- Ensure the College has procedures in place for dealing with complaints about safeguarding arrangements which should be accessible to staff, pupils and parents

6. Responsibilities: Governors

It is College policy that Governors will **also**:

- Ensure the College has effective policies and procedures for safeguarding arrangements
- Monitor the College's compliance with policies and procedures

- Ensure that an appropriate senior member of staff is designated to take lead responsibility for dealing with child protection issues, providing support to other staff, liaising with the local authority and working with other agencies
- Nominate the Chair of Governors as the person responsible for liaising with the local authority and/ or partner agencies, as appropriate, in the event of allegations of abuse being made against the Headteacher
- Ensure the appointed Child Protection Governor has the appropriate training

Related Policies: Safer Recruitment Policy, Procedures for Dealing with Allegations against People who Work with Children, Whistle-blowing Policy, Equality in Employment Policy, Attendance Policy, Behaviour Policy, Antibullying Policy, E-Safety Policy, Drugs Policy, Anti-Harassment Policy, Complaints Procedures, Education of Pupils with Medical Needs Policy, Educational Visits Policy, Special Educational Needs Policy, Looked After Children Policy, Sex & Relationships Policy, Supporting Students with Medical Needs in School Policy, Public Equality Duty and all Health and Safety policies.

This policy is statutory and will be reviewed annually by the Welfare Governors Committee.

Signed
Chair, Welfare Committee

Date