

SHEFFIELD FAMILY OF CATHOLIC SCHOOLS

SAFEGUARDING POLICY

Our Lady Umbrella Trust fully recognises its responsibilities for child protection and the need for procedures to ensure that the welfare of the child is paramount.

We believe that everyone is unique and of equal value. We believe that all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. No child or group of children will be treated any less favourably than others in being able to access services which meet their particular needs.

Our policy is reviewed, approved and endorsed annually (or when legislation changes) by:

- Our Lady Umbrella Trust, and then;
- The Governing Body of each Trust school.

Our policy applies to all governors, staff and volunteers working in the school.

Children and parents are informed of the policy and procedures through the Our Lady Umbrella Trust Policy Website, which can be accessed from each school website.

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 social care services, the independent Local Authority Designated Officer (LADO) for allegations against staff, governors and other volunteers, and in emergencies, the police.

1. There are five main policy areas:

- 1.1. Safe recruitment, selection and vetting;
- 1.2. Staff training and development;
- 1.3. Child protection procedures within school and across agencies;
- 1.4. Supporting identified pupils;
- 1.5. Creating a safe environment as part of the Every Child Matters Agenda.

The procedures adopted in school will follow the guidance set out in:

- Keeping Children Safe in Education (DfE 2015)
- Working Together to Safeguard Children (DfE 2015)
- What to do if you're worried a child is being abused (DfE 2015)
- Information sharing: advice for practitioners providing safeguarding services (DfE 2015)

- SSCB Child Protection and Safeguarding Procedures Manual
- Early Years Foundation Stage (DfE 2014)
- Disqualification under the Childcare Act (2006)
- The Prevent Duty as part of the government's anti-radicalisation strategy

2. SAFE RECRUITMENT

The schools will follow this procedure ensuring that staff are appropriately vetted including through the interview process, DBS (Disclosure and Barring Service) checks, induction and ongoing training. The Headteacher and other senior staff will be trained in this process.

3. STAFF TRAINING AND DEVELOPMENT

- 3.1. The school will ensure that a senior member of staff has responsibility for child protection. This person is the Designated Safeguarding Lead (DSL).
- 3.2. Deputy Designated Safeguarding Leads will typically serve as the first point of contact for students, parents and staff who have safeguarding concerns. They will liaise with the DSL in responding to safeguarding concerns and will act on behalf of the DSL should they not be available.
- 3.3. The DSL will ensure that all staff in whatever capacity receives appropriate child protection training to be alert to signs of abuse and how to alert the DSL. A training log will be updated annually.
- 3.4. The DSL will ensure that child protection responsibilities are made clear to staff inviting volunteers into school; or where children take part in an appropriate approved school visit.
- 3.5. Staff involved in child protection issues will receive appropriate support and guidance from the DSL or deputies.

4. CHILD PROTECTION PROCEDURES

- 4.1. The school will maintain a detailed log of child protection concerns. These will include all relevant information which will be signed, dated and kept locked. These records will be separate from the main school file. The only persons with access to this information will be the Headteacher, the DSL or deputy DSL. The maintenance of this log will apply even if there is no immediate need to refer a child to another agency.
- 4.2. The school will adopt the appropriate working practices to:
 - 4.2.1. Refer a child where necessary to the Access and Assessment Team (Social Services);
 - 4.2.2. Follow Local Authority procedures, such as the FCAF, as outlined in the Working Together Manual of Integrated Practice.

4.2.3. Provide written reports and attend Child in Need, Core Group Meetings and Child Protection Case Conferences as appropriate. The DSL will act as lead professional in a multi-agency team, if school instigates an enquiry or it is felt appropriate by other agencies.

4.2.4. Parents will be made aware of the school's responsibilities for child protection through the prospectus and website.

4.2.5. School will notify Social Services if a child on the Child Protection Register is absent for more than 2 days.

4.2.6. School will follow appropriate procedures where an allegation is made against a member of staff.

5. SUPPORTING PUPILS

We recognise that children who are abused or neglected may suffer from low self-esteem and be at risk of not making appropriate progress. Additional support may be necessary, particularly in supporting behaviour.

6. SUPPORT, IDENTIFICATION AND INTERVENTION WILL BE USED IN THE FOLLOWING WAY:

6.1. The content of the curriculum.

6.2. The school ethos and Gospel values especially reconciliation.

6.3. The use of the school's behaviour policy.

6.4. All information will be passed onto any other educational establishment should the child move.

7. GOVERNING BODY RESPONSIBILITIES

The governing body fully recognises its responsibilities in promoting and safeguarding the welfare of students.

It will:

7.1. Designate a governor for child protection who will oversee the school's child protection policy; and

7.2. Ensure an annual report is made to the Governing body advising them of any changes to procedure, and number of incidents/cases in the past year.

7.3. The DSL will provide if necessary a termly update on interagency practice.

7.4. Governors will take any action they feel appropriate based on the information they receive.

8. ASSOCIATED POLICIES AND PROCEDURES

Our school follows the Sheffield Safeguarding Children Board Child Protection and Safeguarding Procedures. These can be found at www.safeguardingsheffieldchildren.org.uk

8.1 SCHOOL POLICIES

The Safeguarding & Child Protection Policy is formulated to ensure that all members of the school community understand the need to keep children safe. It should be read in conjunction with:

- 8.1.1 The Child Protection Policy
- 8.1.2 The Whole School Antibullying Policy
- 8.1.3 The Health And Safety Policy
- 8.1.4 Safer Recruitment, Vetting And Barring Procedures
- 8.1.5 The policy for Looked After Children
- 8.1.6 The Trips And Visits Policy
- 8.1.7 The Risk Assessment Procedures For Adults Visiting The School Site.
- 8.1.8 The Code Of Conduct For Staff
- 8.1.9 The Procedures For Managing Allegations Against Members Of Staff
- 8.1.10 The Physical Intervention Policy
- 8.1.11 The Intimate Care Policy
- 8.1.12 The Drugs Policy
- 8.1.13 The Managing Children & Young People's Identified Health Needs Policy
- 8.1.14 The Internet Safety Policy
- 8.1.15 The SEND Policy
- 8.1.16 The Equality Duty
- 8.1.17 the Reasonable Adjustment Policy

9. THE SAFEGUARDING CHILDREN TEAM IN OUR SETTING

Our school website shows information on the following people, with their contact details:

- The Designated Safeguarding Lead
- The Designated Safeguarding Deputies
- The Safeguarding Children Team in our setting
- Safeguarding/Child Protection Governor

This information can also be found in the school office.

Review Date: March 2017

Next review: March 2018

Review Mechanism: Governors Curriculum and Welfare Committee