



THE WESTWOOD SCHOOL

A TECHNOLOGY COLLEGE

Safeguarding Policy

Safeguarding Pupils The Westwood School

1. Rationale

- 1.1 Safeguarding is inclusive of the child protection agenda but much broader. The government has defined Safeguarding as, ***“The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.”*** (Safeguarding Children – The third joint inspectors report on arrangements to safeguard children. DCSF 2008)
- 1.2 The policy is an integral part of our school aims where the welfare of pupils is of paramount importance.
- 1.3 The policy is explicit in showing the school’s commitment to the development of good practice and sound procedures thus ensuring safeguarding pupils’ concerns and referrals are handled sensitively, professionally and in ways that support our pupils.
- 1.4 An effective whole school safeguarding pupils’ policy is essential in order to ensure the safety and well being of all our pupils.

2. Aims

- 2.1 To safeguard and promote pupils’ welfare, safety, health and guidance by fostering an open, honest, trusting, caring and supportive climate.
- 2.2 Through careful management to protect and prevent all pupils from significant harm and any subsequent referrals.
- 2.3 To ensure confidentiality with regards to all information obtained and records held.
- 2.4 To link with other school policies which promote and safeguard the welfare of our pupils.
- 2.5 To promote the prevention of abuse by helping pupils acquire relevant information, skills and attitudes to resist abuse in their own lives and prepare them for the responsibilities of adulthood.

3. Structure-Staff role

- 3.1 Designated person at The Westwood School for Safeguarding –

3.1.1 Nominated Person:-	Assistant Head, Steve Connor-Hemming
Nominated Deputy:-	Amanda Freemantle

- 3.1.2 Child Protection Link Teacher at The Westwood School – Jan Drewry
(see Child Protection Policy)
- 3.2 The specific responsibilities of the Designated Person for Safeguarding are:
- 3.2.1 To have a sound knowledge of and to follow Local Authority Safeguarding Children procedures (including Child Protection) for protection.
 - 3.2.2 To ensure that all staff report any safeguarding concerns about pupils to the Designated Person.
 - 3.2.3 To co-ordinate related consultation and action within the school.
 - 3.2.4 To make referrals and liaise as appropriate with the Referral and Assessment (RAS) Social Care team. In Child Protection cases documentation is completed by Jan Drewry (CPLT).
 - 3.2.5 To liaise with other agencies and co-ordinate the most appropriate school representative to attend Child Protection and/or Safeguarding Conferences/Core group meetings/Strategy meetings etc.
 - 3.2.6 To monitor transfer of pupils and maintain contact with other relevant schools where there is more than one child in the family. To contact appropriate agencies with concerns regarding missing pupils during the transfer from The Westwood School.
 - 3.2.7 To attend all relevant Local Authority training for safeguarding awareness, recognition and prevention.
 - 3.2.8 To ensure the implementation of the school's internal procedures based within the policy statement on safeguarding pupils for The Westwood School.
 - 3.2.9 To ensure that all staff have knowledge of safeguarding children procedures through school based in-service training.
 - 3.2.10 To be aware of all school excursions/residentials and ensure that party leaders understand their role and responsibility in connection with safeguarding pupils. (See Educational Visits Policy and Guidance)
 - 3.2.11 To ensure whole school policies for Anti-Bullying, Behaviour Management, Relationship and Sex Education, etc are in place.
 - 3.2.12 To ensure the Common Assessment Framework (CAF) is used as a tool to identify and respond to early safeguarding concerns.

- 3.2.13 To act as the CAF co-ordinator within The Westwood School and ensure relevant staff are trained as appropriate, including attending refresher training courses.

4. Process

- 4.1 All members of staff are made aware of this policy document and understand their responsibilities with regard to pupils' welfare.
- 4.2 Any member of staff, teaching or non-teaching, receiving information or has any safeguarding concerns will communicate this to the designated person.
- 4.3 Child Protection disclosures (child abuse, suspicion of significant harm) are reported directly to Jan Drewry (CPLT).
- 4.4 Concerns and suspicions must not be discussed with other members of staff.
- 4.5 It is NOT the responsibility of any other member of staff to make decisions as to the authenticity or relevance of information they have obtained. The Designated Person will in all instances, keep thorough and accurate notes, take advice or make referral to appropriate authorities.
- 4.6 The Link teacher for Child Protection is involved, as necessary, following the schools Child Protection Policy.

5. Professional Confidentiality

- 5.1 At all stages of the reporting and referral process it is vital that pupils fully understand the boundaries and expectations as regards confidentiality.
- 5.2 Information is shared on a need to know basis only ensuring clarity of purpose for sharing the information.

6. Record Keeping

- 6.1 All information concerning safeguarding children is kept securely by the Designated Person. It is dated, timed and contains factual information which does not include interpretation or recommendations.
- 6.2 Any third party information is clearly acknowledged.
- 6.3 All safeguarding children information is kept separate from any educational files (This does not include Child Protection information which is separate and is stored in a locked filing cabinet in the head teacher's office, as described in the Child Protection Policy).

7. Complaints against employees

- 7.1 A safeguarding children complaint involving a member of staff must be reported to the Head Teacher immediately.
- 7.2 If the complaint concerns the Head Teacher then the next most senior staff member must be approached.
- 7.3 The Head Teacher or Senior Member of Staff will consult the Local Authority Designated Safeguarding Officer, for advice and guidance.

8. Partnership with Parents

- 8.1 The school will work with parents to build on their understanding of the school's responsibility to ensure the welfare of all our pupils and recognise that this may require concerns to be shared with the social care department and/or other agencies for example, school nurse service.

9. Training

- 9.1 The designated person is updated on an annual basis.
- 9.2 All staff are regularly informed and reminded of their responsibilities relating to safeguarding children.
- 9.3 New staff are briefed as soon as they take up position within the school and be furnished with all relevant supporting documentation.
- 9.4 Training is delivered to all staff on an annual basis.

10. Support

- 10.1 The school recognises that the stress of safeguarding work is considerable. All members of staff who have handled suspicions/disclosures, attend Child Protection Conferences or Court, are supported within school, but also outside help is sought if it is felt appropriate.
- 10.2 While it is clear that pupils are expected to follow the school's high expectations for behaviour, staff take into account the potential distress a pupil may experience when faced with issues in their lives relating to safeguarding.
 - 10.2.1 The school also recognises that the pupils "in distress" might be less able to achieve their full potential in school.

11. Curriculum

- 11.1 Safeguarding is part of the curriculum and seeks to build pupil resilience and understanding of their rights and responsibilities. Schemes of Work

aimed to support the development of knowledge, skills and abilities that support pupils to foster their security, confidence and independence. This is seen central to the well-being of the individual and is intrinsic in all aspects of the curriculum.

- 11.2 The PSHCE curriculum includes materials and activities designed to build resilience so that pupils are less vulnerable to abuse. This does not imply that the responsibility for safeguarding lies with the pupil.

12. Monitoring and Review

- 12.1 This policy will be reviewed on a yearly basis.

12.1.1 Parents, governors, pupils, staff and trustees will all contribute to the reviewing process.

- 12.2 Regular consultation activities with pupils, parents and partner agencies support the monitoring process.

Further Information.

Documents for further reading in this area are available to all staff on the P-Pool or from the Designated Officer.

Acceptable use Policy for Mobile Phones/Devices

Anti-bullying

Behaviour

Behaviour Support and Physical Intervention

Child Protection

Drugs Education

Educational Visits Policy and Guidance

Equal Opportunities

Equality and Diversity

Fire Safety

First Aid

Health and Safety

ICT Acceptable Use Policy

Lone Working

Management of Personal Data

Race Equality

Recruitment and Selection Policy

Risk Management

School Safety

Security

Sex Education and Pupil Disclosure

Sexual Orientation

Substance Abuse

Sun Protection

Violence

Whistleblowing

