



Safeguarding Policy

Please read in conjunction with the Inclusion Policy, Child Protection Policy, First Aid Policy, Medical Treatment Policy, Educational Visits Policy, Crisis Management and Risk Policy and Health and Safety Policy.

There are five Named Persons for Child Protection in school which includes Executive Principal, Head of Academy, Assistant Principal, SEND Lead and Inclusion Lead. The SEND Lead is the Designated Safeguarding Lead and the Assistant Principal is the Deputy Designated Safeguarding Lead.

SCHOOL COMMITMENT

Whetley Academy views the safety and welfare of all its children as of paramount importance. It takes seriously its responsibility to safeguard and promote the welfare of the children in its care. The school recognises that effective child protection work requires sound procedures, good inter-agency co-operation and a workforce that is competent and confident in responding to child protection situations.

At Whetley Academy all children have the right to be safeguarded from harm or exploitation whatever their:-

- **Race, religion, first language or ethnicity**
- **Gender or sexuality**
- **Age**
- **Health or disability**
- **Political or immigration status**

We recognise our legal duty to safeguard all our children under Section 175 Education Act 2002, Children's Act 2004 & every Child Matters, Working Together to Safeguard Children 2012, Keeping Children Safe in Education Sept 2016 and Safeguarding Children and Safer Recruitment in Education. Our procedures are in accordance with the Local Safeguarding Children Board. The school has in place safeguarding and child protection policies that are agreed by the governors and known to all staff.

Aims and Objectives

- Protect children from maltreatment.
- Prevent the impairment of children's health or development.
- Ensure children are growing up in circumstances consistent with the provision of safe and effective care.
- Help children to have optimum life chances and to enter adulthood successfully.
- Endeavour to keep up-to date and accurate information about all children.
- Enable staff, volunteers and visitors to safeguard and promote the welfare of children.
- Promote a culture that makes this school a safer place to learn and play.
- Listen to and respect all children.
- Involve children in decisions which affect them.
- Share information about concerns with agencies who need to know, and involve children and their parents/carers appropriately using jargon free language.
- Recruit staff, volunteers and visitors safely, ensuring all necessary checks are made.
- Adopt a code of conduct for all staff, volunteers and visitors.
- Provide effective management through induction, support and training.
- Deal appropriately with allegations/concerns about staff, volunteers or visitors, in accordance with government guidelines.
- Respect confidentiality in line with the school's Confidentiality Policy.
- Confront bullying, racism, harassment and discrimination.
- Provide effective First Aid from qualified members of staff.
- Meet the needs of pupils with specific medical conditions, including any intimate care, is carried out following agreed guidance and policies.
- Discuss drug and substance misuse.
- Promote internet safety.
- Ensure that any use of physical intervention follows agreed guidance and policies.

Risk Assessments

Whetley Academy will ensure the protection of its pupils, staff, parents, volunteers/visitors by carrying out risk assessments for the workplace/school buildings and grounds, and for all external visits.

The risk assessments will:

- Identify the hazards.
- Decide who might be harmed and how.
- Evaluate the risks and decide on precautions.
- Record findings and implement them.
- Review the assessments and update as necessary.

Fire Safety

The school has an annual Fire Risk Assessment in place and half termly fire evacuation practices. The fire alarm is tested weekly. The school has full time staff that are trained Fire Marshals. All firefighting equipment is regularly tested.

Safer Recruitment and Selection

In line with statutory changes the following will apply for all paid staff and volunteers:

- An Enhanced DBS check is obtained for all staff and volunteers.
- The school is committed to keeping an up to date single central record detailing the checks carried out on staff.
- All new appointments who have lived outside the UK will be subject to additional checks as appropriate.
- Identity checks will be carried out on all appointments to school before they are employed.
- When recruiting new staff there is at least one member of staff who has received up to date safer recruitment training involved in the whole process. Currently four members of staff have up to date training; the Executive Principal, Head of Academy, Assistant Principal and Business Manager.

Safe Practice

Safe working practice ensures that pupils are safe and that all staff:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motives and intentions.
- Work in an open and transparent way.
- Work with other colleagues where possible in situations open to question.
- Discuss and/or take advice from school management over any incident which may give rise to concern.
- Record any incidents or decisions made.
- Apply the same professional standards regardless of gender, religion, ethnicity, ability or sexuality.
- Be aware of the confidentiality policy.
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Safeguarding Information for Pupils

The pupils in our school are aware of a number of staff who they can trust and talk to. Their first point of contact is their class teacher. There are photo poster around school informing children of key adults they can talk to if they have a concern or problem. We also display the NSPCC helpline number around school. Whetley Academy is committed to ensuring that pupils are aware of behaviour towards them that is not

acceptable and how they can keep themselves safe. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. Whetley Academy has a child friendly safeguarding policy which is discussed appropriately in class. We have a planned whole school programme to teach children how to stay safe and healthy including online safety and keeping our bodies safe.

Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child. Whetley Academy will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. Parents can access this policy via the school website or request a copy via the main office.

Partnership with Others

Whetley Academy recognises that it is essential to establish positive and effective working relationships with other agencies. (LA, Social Care, Barnardo's, Police, Health, District Council, NSPCC) There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Children Missing from Education

Where children on roll at Whetley Academy do not turn up, and the school has made enquiries through home/school liaison officers, we will refer the case to the Education Social Work Service. If the allocated worker can not locate the child/family they will inform the Children Missing Education team and the school will be advised by them or the ESW Service that they can take the child off roll.

Confidentiality

Follow the school Confidentiality Policy

Pupil Information

Whetley Academy will try to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. The school requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives.
- Names and addresses of all persons with parental responsibility.
- Emergency contact details.
- Details of any persons authorised to collect the child from school.

- Any relevant court orders in place including those which affect any person's access to the child.
- A child who is or has been on a Child Protection Plan.
- Name and contact detail of GP.
- Any other factors which may impact on the safety and welfare of the child.

Children not Collected after School

The following procedure is followed when children are not collected by an appropriate adult at the end of the school day or extra curricular activity.

- If not collected at 3.10pm children are kept safe with their class teacher/teaching assistant until 3.30pm.
- At 3.20pm the children are safely escorted by the above adult to the main office. A qualified member of staff supervises the children until they are collected by an appropriate adult. A record of the time they are collected is kept.
- If the children are not collected by 3.30pm, the school office will contact parents to collect them as soon as possible. Other emergency contact numbers will be rung if parents/carers cannot be reached until an appropriate adult can collect them.
- If there is no contact two members of staff will escort the child home, leave them with their parents and ask for up to date contact numbers.
- If there is no suitable person at home the staff will return to school with the child and Children's Social Care/Police will be contacted so that appropriate actions can be taken.
- The same procedures will be followed if a child is not collected after a school visit or extra-curricular activity.
- Children who go home alone at the end of the school day or an extra-curricular activity/school visit have consent from a parent/carer. It is the parent's/carers responsibility to update this permission if they wish to do so via the school office.

Children Leaving School Premises without Permission

Every effort is made to ensure that the school site is safe and secure. Children are supervised at all times. In the event that a child is reported missing the following procedures will be followed.

- A thorough search of the school site and immediate locality is made by all available staff.
- Admin staff will ring the child's contact numbers so parents/carers are fully informed and also to check whether or not the child has returned home.
- If the child has not been located after these actions the police will be notified.

Medicine Safety

- Staff can administer medication provided permission is given by the parent/carer and the medicine permission form is completed. (see Medical Treatment Policy). Medicine is usually administered by the Full time First Aider at school. A record of when and how much medicine was given is kept.
- All medicines including inhalers are kept in locked cabinets. They are labelled with the child's name.

First Aid

- First Aid is only administered by fully trained members of staff.
- First Aid supplies are kept well stocked and stored strategically through the school site.
- At least one qualified first aider per class attends school visits and takes the necessary supplies with them.
- Regular staff training takes place for adults in contact with children who have specific medical needs, e.g. Epi-pen training, Epilepsy, hydrocephalus.

Children in Need

A child with additional needs where their health, development or achievement may be adversely affected. In these cases practitioners may complete a P Sec/CAF. The school will involve other services as appropriate.

- These children are unlikely to achieve or maintain, or to have opportunity to achieve or maintain a reasonable standard of health or development, without the provision of services by the local authority
- Their health or development is likely to be impaired, or further impaired without the provision of the services by the local authority
- Age appropriate progress is not being made and the causes are not clear
- The support of more than one agency is needed to meet the child's needs

A Child with a Disability

Whetley Academy recognises that disabled children need to be safeguarded on an equal basis to other children. This may mean additional resources/actions need to be put into place. We will ensure that disabled pupils can access school trips, sports facilities and after school clubs. PSHE lessons in school will promote positive attitudes towards the disabled.

Child Protection

See separate Policy

Online Safety (Refer to the Online Safety Policy)

- To make pupils aware of the dangers of the internet through curriculum teaching.
- Firewall Software is in place in school to minimise access and to highlight any person accessing inappropriate sites or information.

- Additional software is in place to monitor safe use of ICT by children and adults.
- Pupils will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. If this results in child protection concerns a Named Person should be informed immediately.
- Pupils should not give out their personal details, phone numbers, schools, home address or computer passwords.
- Pupils sign up to an Acceptable Use Agreement which is also promoted for use at home.
- Pupils should adhere to the school policy that no mobile phones are allowed.
- The police will be involved if there is any criminal element to misuse of the internet, phones or any other form of electronic media.

Dated: Spring 2017

Approved by Chair of EAB - Steve Allan

26.1.17

Review Date: Spring 2018