

Safeguarding Policy

Date	Review Date	Designated Lead	Deputy Designated Lead	Nominated Governor
Sept 17	Sept 18	Daryl McConnell	SLT	Personal Development, Behaviour and Welfare Committee

LINKED TO SAFER WORKING PRACTICE AND WORKING TOGETHER TO SAFEGUARD CHILDREN PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

Knowsley Central School pays full regard to current DfE Guidance

- Keeping Children Safe in Education: September 2016
- Working Together to Safeguard Children February 2017
- Teachers Standards 2012.

We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and undertaking List 99 and Disclosure and Barring Services (DBS) checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- A DBS check is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll. This school is committed to keep an up to date single central record detailing a range of checks carried out on our staff
- All new appointments to our school's workforce who have lived outside the UK will be subject to additional checks as appropriate
- Our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- Identity checks must be carried out on all appointments to our school's workforce before the appointment is made.

Head teacher
Deputy Head teacher
Assistant Head teacher
Head of Outreach
School Governor (Chair of Governors)
Business Manager

have undertaken the LA safe recruitment training or the National College for School Leadership Safe recruitment training (www.ncsl.org.uk) Two of the above will be involved in all staff and professional coach appointments and arrangements (including, where appropriate, contracted services)

Safe Practice

Our school complies with the current Safe Practice guidance to be found in Knowsleys Safeguarding Procedures at www.safeguarding@knowsley.gov.uk
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 motivation and intentions;
- work in an open and transparent way;
- work with colleagues where possible in situations open to question
- discuss and/or take advice from school leadership team over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- be aware of confidentiality policy;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action against them.

3. Safeguarding Information for pupils

The majority of pupils (for those who understand) in our school are made aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. Those pupils who understand know that Mr McConnell has the responsibility for child protection and know who this is. We inform pupils that they are able to talk to all their teaching staff in school and that they have the right to be listened to and heard and what steps can be taken to protect them from harm. P.SH.C.E. materials we use to help pupils learn how to keep safe.

Partnership with Parents/Carers

The school shares a purpose with parents/carers to educate and keep children safe from harm and to have promoted child protection and safeguarding procedures to parents/carers.

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. Knowsley Central School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents/carers to discuss any concerns they may have. We make parents aware of our policy upon induction to the school and through the school prospectus information and parents/carers are made aware that they can view this policy upon request.

School Prospectus

Knowsley Central School is committed to ensuring the welfare and safety of all children in school. Central Primary school, follow the Knowsley Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents/carers about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents/carers. The schools child protection policy is available upon request.

5. Partnership with others

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in Knowsley Safeguarding Children Board. There is a joint responsibility on all agencies to share information to ensure the safeguarding of all children.

School Training and Staff Induction

The school's SLT member of staff with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (that is provided by Knowsley Safeguarding Board) and refresher training at 2 yearly intervals.

The head teacher and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by whole school refresher training on an annual basis

7. Support, Advice and Guidance for Staff

Staff will be supported by the SLT of the school, LA and professional associations. Daryl McConnell the designated senior person for Safeguarding/Child Protection will be supported by the Safe Guarding Governor. Advice is available from Knowsley MASH Team.

8. Related School Policies

The school's Safeguarding procedures cover more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying and a range of other issues, for example,

arrangements for meeting medical needs of children and providing first aid, school security, drugs and substance misuse, positive behaviour and positive handling procedures/policies. There may also be other safeguarding issues that are specific to the local area or population. (an example of this is gun crime issue in the area)

Make reference to the following school policies and procedures:

- Safeguarding of Children - Medical
- Safeguarding Information Security
- Safeguarding of Personnel
- Safeguarding of School Premises and Health and Safety

Children Missing from Education

The Centre follows Knowsley LA procedures “Children Why/ May be Missing/Lost from Education”. Where the children on roll do not turn up, and this school has made the usual enquiries they should refer the case to the SAS and were necessary the social care team in the usual way. 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 SAS Service that they can take the child of roll.

Confidentiality

The school has regard to Information sharing: advice for practitioners providing safeguarding services (DfE Mar 2015) “Where harm is a concern that the child may be suffering or at risk of suffering significant harm, the child’s safety and welfare must be the overriding consideration.” Refer to the school’s Confidentiality Policy

9. Pupil Information

Our school will endeavour 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 contact details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person’s access to the child (e.g. Residence order, Contact Order, Care Order, Injunctions etc)
- if the child is or has been on the Child at Risk Register or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

10. Roles and Responsibilities

Our Governing Body

- The school has a child protection policy and procedures in place that are in accordance with the LA guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;

- The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children
- The school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the LA and locally agreed inter-agency procedures;
- A senior member of the leadership team is designated to take lead responsibility for child protection

Staff undertake appropriate child protection training;

- They remedy, without delay, any deficiencies or weaknesses regarding child protection
- A governor is nominated to be responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse being made against the head teacher
- Where services or activities are provided on the school premises by another body, the body concerned have appropriate policies in place in regard to safeguarding and child protection and liaises with the school on these matters where appropriate.
- They review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

Our Head teacher will ensure that:

- The policies and procedures adopted by the Governing Body are fully implemented, and followed by all the staff;
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies

Senior Member of Staff with Designated Responsibility for Child Protection Referrals

- Refer cases of expected abuse or allegations to the relevant agencies;
- Act as a source of support, advice and expertise within our school;

Liaise with the head teacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how Knowsley Safeguarding Board operate, the conduct of a child protection case conference and be able to attend and contribute to these;

- ensure that all staff have induction training
- obtain access to resources and attend any relevant or refresher training courses at least every two years

Raising Awareness

- ensure the child protection policy is updated and reviewed annually and work with the Governing Body regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file be copied and the copy forwarded to the Education and Social work Service.
- Where the parents inform school that they wish to 'parentally educate' their child, ['Parentally Educated Children' (PECS)] the Education Change Partner would be informed, who would contact the parents to discuss this and to ensure all statutory measures were put in place for this to happen.

All staff, visiting professionals and volunteers will:

- Fully comply with the school's policies and procedures
- Attend appropriate training
- Inform the designated person/persons of any concerns

Head Teacher	Daryl McConnell	Date	September 17
Chair of Governing Body	Karen Little	Date	September 17