

## **SAFEGUARDING CHILDREN POLICY**

The Governing Body of Tiffin School has the responsibility for the protection of the pupils in its care and to maintain a culture of safeguarding in the School. The governing body ensures that:

- The school has a child protection policy and procedures in place that are in accordance with government and LA guidance and locally agreed interagency 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. Checks are also made for peripatetic music teachers.
- The school has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with guidance from the government, the LA and locally agreed interagency procedures. These include procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns.
- The school has procedures in place for protecting children at risk of radicalisation. This includes assessing the risk of children being drawn into terrorism, training staff on identifying children at risk of being drawn into terrorism, challenging extremist ideas and knowing where to refer children and young people to who require help. The school ensures that children can understand and discuss sensitive topics such as terrorism while being mindful of its existing duties to forbid political indoctrination and securing a balanced presentation of political issues.
- A senior member of the school's staff, Robin Shaw, is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the local authority designated officer (LADO), and working with other agencies. The designated person will report to the Headteacher and in the absence of the designated person, the Headteacher will take lead responsibility. There is also a nominated Governor for Child Protection – Jim Turner.
- The role of the designated person is to:
  - Refer cases of suspected abuse or allegations to the relevant investigating agencies.
  - Act as a source of support, advice and expertise within the educational establishment when deciding whether to make a referral by liaising with relevant agencies.
  - Liaise with the Headteacher to inform him of any issues and ongoing investigations and ensure there is always cover for this role.
  - Recognise how to identify signs of abuse and when it is appropriate to make a referral.
  - Have a working knowledge of how Local Safeguarding Children Boards (LSCBs) operate, the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so – see sections 11, 13, 14 and 16 of the Children Act 2004.
  - Ensure all staff members have induction training covering child protection and are able to recognise and report any concerns immediately they arise.
  - Ensure each member of staff has access to and understands the school's child protection policy, the school's staff behaviour policy (code of conduct) and who the designated lead professional is, especially new, part-time, temporary and volunteer staff who may work with different educational establishments.
  - Be able to keep detailed, accurate and secure written records of referrals and or concerns.
  - Obtain access to resources and attend any relevant or refresher training courses at least every two years.

- Ensure the school's child protection policy is updated and reviewed annually and work with the Headteacher regarding this.
- Ensure parents see copies of the child protection policy which alerts them to the fact that referrals may be made and the role of the school in this to avoid conflict later.
- Where children leave the school, ensure their child protection file is copied for the new establishment as soon as possible but transferred separately from the main pupil file.
- In addition to basic child protection training, the designated person undertakes training in inter-agency working that is provided by, or to standards agreed by, the LSCB, and refresher training at two yearly intervals to keep his or her knowledge and skills up-to-date.
- The Headteacher, and all other staff who work with children, undertake appropriate training to equip them to carry out their responsibilities for child protection effectively. They are kept up-to-date by annual briefings, and more detailed refresher training at three yearly intervals. Temporary staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities.
- All staff are required to read at least Part 1 of 'Keeping Children Safe in Education, July 2015', and from September 2016, Part 1 of 'Keeping Children Safe in Education, May 2016'
- The governing body remedies without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to its attention.
- Child protection and safeguarding issues are recurrent items on every main meeting of the full governing body. In addition, the curriculum committee receives a report at each meeting on any safeguarding and child protection issues that have arisen over the past term. A named governor, Jim Turner, keeps a watching brief on safeguarding and child protection at all times by liaising with the designated person.
- The chair of governors is nominated to be responsible for liaising with the LA and/or partner agencies, as appropriate, in the event of allegations of abuse being made against the headteacher.
- The governing body reviews its policies and procedures annually and provides information to the LA about them and about how its duties have been discharged.
- The governing body considers, in liaison with the headteacher, how children may be taught about safeguarding, including on-line, through teaching and learning opportunities, as part of a broad and balanced curriculum. This may include covering relevant issues through the 21CL curriculum, assemblies and tutor times.
- The governing body adopts recruitment procedures that help deter, reject or identify people who might abuse children and it ensures that the school keeps a single central record of information on staff.

## **References**

- From 2014 RBK has operated its Safeguarding responsibilities through AfC - Achieving for Children a community interest company created by RBK and Richmond to provide Children's services.
- This policy is to be read in conjunction with AfC's procedures on Safeguarding and Child Protection issues and other LSCB guidance.
- Other Tiffin School related documents: the Child Protection Policy, the Staff Disciplinary Policy, Special Education Needs Policy, Prevent Policy, Staff Code of Conduct Policy, Recruitment procedures, and other relevant documents in the Staff Handbook.
- Keeping children safe in education – statutory guidance July 2015 DFE.
- Keeping children safe in education – statutory guidance May 2016 DFE.

- Dealing with allegations of abuse against teachers and other staff DFE.
- Working together to safeguard children – statutory guidance March 2015.
- Disqualification under the Childcare Act 2006 – statutory guidance February 2015.
- Prevent Duty Guidance in England and Wales – statutory guidance revised July 2015 and DFE advice ‘The Prevent Duty – departmental advice for schools and childcare providers on preventing children and young people from being drawn into terrorism’ dated June 2015.

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