



## **Richard Lander School**

# **Safeguarding Policy For Children, Young People and Vulnerable Adults In Education Settings**

The Department for Children, Schools and Families does not issue statutory guidance on the content of a safeguarding policy.  
This document offers Education settings a policy on safeguarding with links to other policies that address both child protection and the wider remit of safeguarding in e.g. safer recruitment, bullying etc

**This policy was developed at Richard Lander School and adopted in September 2009.**

**The policy is reviewed annually.**

**The names of the designated teachers are Jane Thomas (Senior Assistant Headteacher) and Dawn Dickinson (Assistant Headteacher).**

**The name of the designated teacher for Children in Care is Jane Thomas.**

### **Meeting your communication needs:**

We want to ensure that your needs are met, if you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact (e.g. The Corporate Equality and Diversity Team, telephone: 01872 322339 or email: [equality@cornwall.gov.uk](mailto:equality@cornwall.gov.uk))

### **Purpose of Policy**

This policy sets out the duty to safeguard and promote the welfare of children, young people including those who are vulnerable and how this will be implemented by **Richard Lander School**

### **Policy Statement**

**This policy develops procedures and good practice within Richard Lander School, to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people including those who are vulnerable. It provides evidence of how this will be implemented within Richard Lander School and within multi-agency working arrangements.**

This safeguarding policy:

- shows how Richard Lander School intends to meet its safeguarding responsibilities
- promotes best practice within Richard Lander School.
- reflects the national context of safeguarding and of current central Government expectations,
- is in line with, and in some cases exceeds, all elements of national Guidance, in order to provide uniformly high standards across the workforce and to place Richard Lander School at the forefront of safeguarding good practice.
- provides a generic statement of values and key principles which demonstrates to all the commitment of Richard Lander School.
- broadly describes the activities in which Richard Lander School will be involved to meet its responsibilities.
- sets a standard which Richard Lander School will require all organisations/partnerships with which it works to meet.

### **Policy Application**

This policy applies to all staff<sup>1</sup>, governors and volunteers working in the school.

In drawing up this policy Richard Lander School as used the policy framework developed by the Education Safeguarding Manager, Safeguarding Children Unit (LSCB)

Quality Assurance Manager LSCB

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<sup>1</sup> "Staff" covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

## **Introduction**

### **Safeguarding Children and Young People**

The role of Richard Lander School in safeguarding and promoting the welfare of children is defined in Chapter 2 of the statutory guidance to the Education Act 2002: 'Safeguarding and Safer Recruitment in Education, (DFES 2007).

The Governing Body of Richard Lander School recognises that under section 175 of the Education Act 2002, it has a statutory duty to make arrangements to ensure all its functions are discharged with regard to safeguarding and promoting the welfare of children. The Governing Body recognise that the Local Authority and the Local Safeguarding Children Board have a statutory responsibility to monitor schools'/FE Colleges' compliance with the statutory guidance.

'Safeguarding and promoting the welfare of children' is defined as:

- Protecting children and young people from maltreatment
- Preventing the impairment of their health or development
- Ensuring that they are growing up in circumstances consistent with the provision of safe and effective care
- Enabling them to have optimum life chances and enter adulthood successfully

Richard Lander School aims to ensure that children and young people achieve the five outcomes for children that are identified in the Children Act 2004 and recognises that promoting the well being of children and young people will be subject to Ofsted Inspection from September 2009.

The five outcomes are:

- Be Healthy – physical and mental health and emotional well-being
- Stay Safe – prevention and protection from harm and neglect
- Enjoy and Achieve – education, training and recreation
- Make a Positive Contribution to Society
- Achieve Economic and Social Well-being

The Governing Body recognise that section 175 of the Education Act 2002 requires them to ensure that Richard Lander School has consulted with the Cornwall Children and Young People's Plan (2005 – 2008, Update 2006, (revised 2009) and had regard to the views of children, young people and their parents.

## **Policy Objectives**

Richard Lander School recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, knows that 'safeguarding is everybody's responsibility', knows how to access safeguarding information, knows of any possible contribution that they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services

## **Key Principles**

The following principles will underpin all of our work with children and young people. Our approach will be:

- child centred
- to actively involve children and families
- to support the achievement of best possible outcomes for children
- holistic in approach
- to ensure equality of opportunity
- multi/inter-agency in approach
- a continuing process rather than an event
- designed to identify and provide the service required, and to monitor the impact its provision has on a child's developmental progress
- informed by evidence.

## Equality and Diversity

This policy should be read in conjunction with our Equality Duties. Equality is based on the idea of fairness whilst recognising that everyone is different, and diversity is about the ways in which people differ and about recognising that differences are a natural part of society. Richard Lander School expects that all staff and volunteers who come into contact with children, young people treat them as individuals and make them feel respected and valued as an essential part of our commitment to safeguarding children. For more information contact: [gharrison-white@cornwall.gov.uk](mailto:gharrison-white@cornwall.gov.uk)

## Review

This document will be reviewed annually.

## Our Safeguarding Responsibilities

### 1. Roles and Responsibilities

We will follow the procedures set out in the South West Child Protection Procedures ([www.swcpp.org.uk](http://www.swcpp.org.uk)) and take account of both national guidance issued by the DCSF and local guidance to:

- Ensure that we have a Designated Senior Person (DSP) for safeguarding who has undertaken Safeguarding Training delivered through the LSCB and who undertakes an update training day as stated in 'Safeguarding & Safer Recruitment in Education' DCSF 2007, every two years. (CAMAT)
- Ensure we have a nominated governor responsible for safeguarding.
- Ensure every member of staff<sup>2</sup>, and the governing body know the name of the senior designated person responsible for safeguarding and the role they fulfil
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated senior person responsible for safeguarding.
- Ensure that the Designated Person contacts Children's Social Care if there are concerns about a child/young person.
- Ensure that parents/carers have an understanding of the responsibility placed on the school and staff for safeguarding by setting out its duties in the school prospectus and/or website
- Ensure that Richard Lander School has a confidentiality policy available for children, young people and their parents/carers
- Notify the Area Children's Social Care Office **immediately** if there is an unexplained absence of a pupil who is subject to a child protection plan<sup>3</sup>
- Implement the statutory and Local Authority guidance when a child goes missing from education<sup>4</sup>
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including the attendance at case conferences and core reviews.
- To support pupils who have been abused in accordance with his/her agreed child protection plan
- Keep written records of safeguarding/child protection concerns about children and young people, even when there is no need to refer the matter immediately.
- Ensure all safeguarding/child protection records are kept securely and separate from the main pupil file and in a locked location,<sup>5</sup> and ensure that a child's school record indicates the existence of further records in line with guidance
- Ensure that when a child moves school their Safeguarding/Child Protection Record/File is transferred to the named Designated Person for Safeguarding in that new setting within 5 school days in line with guidance
- Ensure that we implement the education recommendations following a Serious Case Review (SCR)

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<sup>2</sup> To include temporary and supply staff and volunteers.

<sup>3</sup> The Child protection Register will cease to exist from 1<sup>st</sup> April 2008. Children will instead be subject to a Child Protection Plan

<sup>4</sup> Available from Safeguarding Children Unit

<sup>5</sup> See LA Guidance to schools and other educational establishments re: Keeping Child Protection Records

## 2. Safer Employment

Richard Lander School recognises that it has a duty to ensure the safe employment of staff and volunteers is robust. This means that:

- We hold a Single Central Record of Recruitment and ensure that the Headteacher, Governors and other staff have completed Safer Recruitment Training<sup>6</sup>.
- One person on each interview panel must be accredited in Safer Recruitment by the National College of School Leadership (NCSL)
- In line with the statutory document, Safeguarding & Safer Recruitment in Education DCSF 2007, a list 99 check will be undertaken for **all** staff **prior** to their employment at Richard Lander School. Staff employed since March 2002 have been subject to a CRB check
- Whilst new staff may start work at our school pending the return of a CRB check, they will not be left unsupervised or in sole charge of children or young people
- All staff will be given an induction to safeguarding which will be appropriate to their role and function
- All staff will be given a copy of the code of conduct and policies that link to safeguarding and asked to confirm their acceptance of said policies
- All staff will be trained in safeguarding to ensure that they recognise the signs and indicators of abuse and what to do if they have concerns about a child.
- Richard Lander School is committed to providing safeguarding training to all staff every three years in line with the statutory document.
- Staff will be issued with the guidance 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings'

## 3. Managing Allegations Against Staff and Headteacher/Principle

We recognise that a child/young person, parents or a colleague may make an allegation against a member of staff if they have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence
- Behaved towards a child or children in a way that indicates he/she is unsuitable to work with children

therefore we will

- Ensure that we have a named Senior Manager for handling allegations against staff. The named Senior Manager for handling allegations against staff is Steve Mulcahy (Headteacher) who will be informed of **any** allegation made against a member of staff.
- Ensure that in the event that an allegation is made against the Headteacher, the Deputy Senior Manager Jane Thomas or the Chair of Governors should be contacted. The Chair of Governors is Barry Tripp and can be contacted through the Clerk to the Governors at Richard Lander School. The Deputy Senior Manager or the Chair of Governors, when the allegation is against the Headteacher, will contact the Local Authority Designated Officer 01872 254596/01872 254549 for further advice; when the allegation is against the Senior Manager the Headteacher should contact the Local Authority Designated Officer.
- Ensure that we participate in any investigation that ensues
- Ensure that Richard Lander School addresses any areas of concern identified in the investigation process
- Ensure that the process of reporting concerns about a member of staff are available to children, young people and parents in our prospectus and/or on the Richard Lander School website
- Ensure that where allegations are found to be malicious that they are dealt with proportionally.

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<sup>6</sup> The NCSL provides online training for headteachers. Whilst there is no statutory requirement at present to complete this it is strongly recommended by the Bichard enquiry. The DCSF recognises that other staff and/or governors need to access training. For further information on safer recruitment and training, please contact Human Resources/Education at County Hall or the Education Safeguarding Manager on 01872 254547

## Promoting the Welfare of Children and Young People

We recognise that because of the day to day contact with children, staff are well placed to observe the outward signs of abuse. Richard Lander School will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure that children know that there are adults in the school whom they could approach if they are worried. Names of appropriate pastoral staff and the name of the Senior Manager are displayed in Student Reception and the visitors reception area at the school for easy access.
- Include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. Richard Lander School may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school/college will endeavour to support the child/young person through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Children's Social Care, Child and Adult Mental Health Service (CAMHS); the Education Welfare Service; the Educational Psychology Service.
- Recognising that children come from multi-cultural backgrounds and as a result have developed policies to ensure that we embrace:
  - i. Diversity in religion and faith
  - ii. Diversity of Race
  - iii. Diversity of Ethnicity
  - iv. Diversity of Gender and Sexual Orientation
  - v. The Disability Equality Duty

The implementation and reviewing of statutory policies that are relevant to safeguarding and promoting the welfare of children.

### References

1. Safeguarding and Safer Recruitment in Education (DCSF 2007)
2. Working Together to Safeguard Children (DCSF 2006)
3. Guidance for Safe Working Practice for Adults Working with Children and Young People (DCSF 2007)
4. Guidance for Safe Working Practice for Adults Working in Education Settings (DCSF May 2009)
5. Handling Allegations of Abuse made against Adults who Work with Children and Young People (DCSF May 2009)
6. [www.swcpp.org.uk](http://www.swcpp.org.uk)
7. [www.safechildren-cios.gov.uk](http://www.safechildren-cios.gov.uk)