

The Froebelian School



Policy document
*Safeguarding Pupils
and Safer Recruitment*
(reviewed annually)

The Froebelian School Safeguarding Children and Safer Recruitment Policy

The Froebelian School recognises that it has a statutory duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the welfare of children. The provisions in this document apply to all aspects of the school including EYFS Breakfast Club, Acorns, Homework and Activities Club, Summer Holiday Club, school trips and extra-curricular activities.

“Safeguarding and promoting the welfare of children” means so far as is reasonably possible:

- protecting children from maltreatment;
- preventing impairment of their health or development;
- ensuring that they grow up in circumstances consistent with the provision of safe and effective care;
- enabling them to have optimum life chances and to enter adulthood successfully.

Our role in safeguarding:

- We will identify and provide opportunities for children to develop skills, concepts, attitudes and knowledge to promote their safety and well-being.
- We will establish and maintain an environment where children feel secure.
- We will ensure that children know they can talk to responsible adults and that they will be listened to seriously.

Underlining the safeguarding of pupils at the Froebelian School are the following issues.

- attendance
- bullying (see anti-bullying policy)
- behaviour (see promoting good behaviour policy)
- care, control and restraint (see care,control and restraint policy)
- drug and substance misuse (see workplace drug policy, science curriculum and PSHE policy)
- educational visits (see educational visits policy)
- health and safety (see health and safety policy)
- internet safety (see ICT policy; Policy for the Use of ICT, Mobile Phones and other electronic devices and E Safety Guidance)
- meeting the needs of pupils with medical conditions (see pupil health forms, children at risk register and first aid policy)
- providing first aid (see first aid policy)
- racist abuse (anti-bullying policy and promoting good behaviour policy)
- recruitment (see below)

- school security (see risk assessments and Security, Access, Control of Workplace Safety and Lone Working Policy)
- staff code of conduct (see staff handbook; policy on the Interaction with Pupils: Guidance for Staff)
- staff development (staff handbook and staff training records)

The Curriculum

We will include opportunities on the PSHE curriculum to help children to develop the skills they need to recognise and stay safe from abuse. Relevant issues will be addressed through the PHSE, assemblies, circle time, visiting speakers and cross curricular links e.g. literacy, drama etc.. For example, self esteem, emotional literacy, assertiveness, power, sex and relationship education, bullying. For further examples see Education Leeds Composite File section 4

Other Areas

- All our policies which address issues of power and potential harm, e.g. bullying, equal opportunities, handling, promoting good behaviour, need to be linked, to ensure a whole school approach.
- Our safeguarding children policy cannot be separated from the general ethos of the school, which should ensure that children are treated with respect and dignity, feel safe, and are listened to.
- Links to other policies links with school policy documents and guidance such as the Child Protection Policy.

Our role in supporting children

- We will offer appropriate support to individual children who have experienced abuse or who have abused others.
- An individual support plan will be devised, implemented and reviewed regularly for these children. This plan will detail areas of support, who will be involved and the child's wishes and feelings.
- We will ensure the school works in partnership with parents / carers and other agencies as appropriate. (see Education Leeds Composite File, Section 10).

A Safer School Culture

Safe Recruitment and Selection

- The school pays full regard to 'Safeguarding Children and Safer Recruitment in Education' (DfES 1/1/07). Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character 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 checks of the ISA barring lists and Criminal Records Bureau checks (see appendix 7). From November 2010, registration with the ISA vetting & barring scheme will be mandatory for all school staff.

- All recruitment materials will include reference to the school's commitment to safeguarding and promoting the wellbeing of pupils.
- The Deputy Headteacher has undertaken the Education Leeds Safe Recruitment training in September 2009 and will be involved in all staff / volunteer appointments.
- The Headteacher has undertaken the NCSL on-line safer recruitment training in September 2007

Staff Practice

All staff are aware the Education Leeds' guidance "Safe Working Practice in Education Settings" (April 2008) and "E-Safety Guidance for Schools and Services within Education Leeds" (August 09)

Staff must be aware of situations that might place pupils or themselves at risk of harm or of allegations of harm to a pupil. For example:

- avoid being alone with a child when ever possible in a closed room;
- when administering first aid
- when restraining a child (following recommended guidelines)
- when a child seeks affection
- when providing intimate care or a service that involves touching children e.g. dealing with incontinence.

Staff Support

We recognise the stressful and traumatic nature of child protection work. Support is available for any member of staff from Caroline Eyre at Education Leeds. The Education Leeds Child Protection team are also available for advice and support (Tel: 0113 395 1211 email- caroline.eyre@educationleeds).

Staff Training

- The Designated Staff will aim to have attended the Education Leeds 3-day training course, and the inter-agency 2-day course *Working Together*. They will attend refresher training at least every two years.
- The school will aim to ensure all staff receive induction and updated INSET appropriate to their roles and responsibilities, especially staff new to the school. All staff will access refresher training at least every three years. Access to training can be via the Education Leeds Child Protection Team.
- The Head teacher will attend training at least every three years.
- Members of the School Council (governors) receive regular briefings on child protection and safeguarding issues. The nominated governor receives appropriate training.

Safe Practice

- Training completed will be recorded by the school; a print out of the school's training history can be obtained from the Education Leeds Child Protection team.

Procedures in the event of an allegation against a member of staff or person known in the school

These procedures should be used in any case in which it is alleged that a member of staff, visiting professional or volunteer has:-

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child

- c. behaved in a way that indicates s/he is unsuitable to work with children.
(DfES 1/1/07)

Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff in school to abuse children. All potential allegations will be notified immediately to LADO Caroline Eyre in line with 'Safeguarding Children and Safer Recruitment in Education' (DfES 1/1/07 chapter 5). We will follow the procedures laid out in Composite File Section 15, 'Safeguarding Children in Education' (DfES/0027/2004 p22 – 23). See also Education Leeds Personnel Handbook chapter 8, 'Working Together to Safeguard Children' (DfES 2006) and LSCB procedures 2007 (www.leedslscb.org.uk).

Children with additional needs

The Froebelian School recognises that while all children have a right to be safe, some children *may* be more vulnerable to abuse eg. those with a disability or special educational need, those living with domestic violence or drug/alcohol abusing parents, etc.

Children Missing from Education

This school follows the Education Leeds / LSCB 'Children missing from Education' procedures – *see infobase* or www.leedslscb.org.uk. File in School office – school contact Andrea Threapleton