

# **SAFEGUARDING POLICY STATEMENT**

## **CHILDWALL ABBEY SCHOOL**

**May 2016**

## **MISSION STATEMENT OF SCHOOL**

**A safe, calm and welcoming place to work and learn. A place where we support each other to achieve. A place we enjoy coming to each day.**

## SAFEGUARDING PROCEDURES AT CHILDWALL ABBEY SCHOOL

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## **1. Safeguarding procedures and practice**

The head teacher is tasked to ensure that she is fully-apprised of Safeguarding procedures and policies, making full reference to LA and National guidance.

The school has clear policies, strategies and procedures to ensure the safeguarding and welfare of pupils, including those relating to behaviour, bullying, health and safety, harassment and discrimination meet all required duties (see copies based in school office and available to all staff, volunteers, visitors and Governors).

Leaders, managers and governors take account of the DCSF guidance, Safeguarding Children and Safer Recruitment in Education, issued to all schools, setting out their responsibilities to safeguard and promote the welfare of children. Update training on Safeguarding and Child Protection for staff and Governors is provided regularly by the school's designated safeguarding deputy heads.

Robust governance and lines of responsibility to ensure that the school's practice meets required standards and were formalised by Governors (see GB minutes and relevant policies and procedures).

The school has a child protection policy and procedures that are in accordance with local authority guidance and locally agreed inter-agency procedures. This policy is made available to parents on request.

All visitors to the school are asked for their Disclosure and Barring Service (DBS) forms or reference number. Signs at the entrance clearly indicate that this will be required. There is a 'holding bay' on entry to the school so that visitors can be vetted by office staff prior to entry to the school. If DBS forms/numbers are not provided, visitors will complete and sign a self-declaration form and will not have unsupervised contact with pupils in the school.

## **2. Procedures for safe recruitment and vetting of staff**

Several Governors and staff have had training in regard to vetting and barring procedures and safe recruitment. The school has adopted LA and national guidance in regard to its written policy about safe recruitment of staff (see separate document based in school office and on shared staff site). The Headteacher (Mrs Piercy), Deputyhead (Mrs Hunt) and Governors (Mr Rowlandson) and Mr Turley are trained in Safe Recruitment practices.

## **3. Steps taken to ensure that the staff are recruited safely**

As discussed in the above section, staff recruitment is taken very seriously. The key elements of the policy are in regard to:

- Importance of clear procedures when advertising a post with focus upon the school's commitment to safeguarding and child protection and robust DBS checking procedures
- From the outset, clear understanding that the school will scrutinise policies and procedures adopted by the governing body and followed by staff applicants' employment records and note any unexplained gaps in employment
- From the outset, clear understanding that appropriate references will be taken up that cross-reference to essential and desirable criteria for the position advertised; CVs or testimonials will not be accepted in lieu of up to date references from recent employers
- From the outset, clear understanding that applicants' qualifications must be genuine and meet the requirements of the advertised post
- From the outset, clear understanding that successful applicants will not be appointed to an advertised post unless the above criteria are fully-met
- Refer to ISA below in regard to detailed checks made on potential employees or volunteer workers

#### **4. Policies and procedures adopted by the governing body and followed by staff**

The following steps are taken by the Governing Body to ensure that agreed policies and procedures are followed:

- Governors ensure that effective and prompt action is taken to ensure that any deficiencies brought to its attention are put right.
- The school carries out the mandatory pre-appointment checks set out in the DSCF guidance.
- The school keeps a single central record detailing the range of checks, set out in the DCSF guidance, covering all employed staff, supply staff and others identified by the school as having regular contact with children.
- All staff appointed before 1 March 2002 have been checked against List 99.
- All staff have had a List 99 check (unless covered by a DBS check) undertaken before they started work.
- All staff, appointed on or after 1 March 2002, who come into regular contact with or have unsupervised access to children, and who have not had continuity of employment (if they have no break of service longer than three months), have been subject to DBS enhanced disclosure and other designated checks.
- There have been DBS enhanced checks on all new appointments to the school's workforce under the School Staffing (England) (Amendment) (No 2) Regulations 2006.
- The school has written confirmation from the supply agency that the appropriate checks have been carried out and are satisfactory. The school has carried out identity checks on all those provided by a third party, such as an agency.
- The school follows the DSCF guidance in relation to checks on governors and volunteers who supervise or are in sole charge of children.

## **5. Quality of support provided for the designated member of staff**

- In addition to basic child protection training, the designated member(s) of staff (Mrs M Williams and Mrs J Hunt, Deputy Heads) undertake training in inter-agency working that is provided by, or to standards agreed, by the Local Safeguarding Children Board (LSCB), and annual refresher training to keep their knowledge and skills up to date.
- The designated member(s) of staff have planned off-timetable sessions to focus upon Safeguarding and/or Child Protection issues - for example, to meet with Learning Mentors, EWO, Social Workers or Health professionals
- Designated staff are able to request attendance on update training re Safeguarding and Child Protection via the school's INSET proposal system.
- All staff and other adults who work with children undertake appropriate and up-to-date training, relevant to the type of school, to equip them to carry out their responsibilities for child protection effectively.
- Regular/annual whole staff training (e.g. September 2015) is provided by one of the Deputyheads, with further CP updates, as new staff join the school and/or as new legislation emerges.
- Records of staff undertaking relevant training are maintained and dated.

## **6. Safeguarding training for relevant staff and governors**

- Via the school's self review systems, safeguarding training is a standard feature of staff and governor training (ref whole staff training about safeguarding and vetting and barring, Sep 2009).
- Named Safeguarding staff have attended (and will continue to do so) regular LA updated safeguarding and CP training - October 2015.
- Regular safeguarding training updates are provided to staff by named senior staff (see records).
- Governors receive safeguarding updates from the LA and are able to access specific training throughout an academic year. The school has a named CP/Safeguarding Governor: Bob Davies (Chair) who is particularly-informed about the school's policies and practices regarding safeguarding.
- Training in regard to safe handling of pupils, if requiring restraint, was provided to staff in Autumn 2014 & Autumn 2015. Mr Turley & Mrs Williams attended level 2 in 2011. New staff are scheduled for training by Sept 16.

## **7. Procedures for managing allegations or concerns about safeguarding regarding staff.**

- Where there are concerns about safeguarding in relation to staff, the head teacher will be notified immediately.
- The LA personnel policies about dealing with allegations about staff are based in the school office and are accessible to school-based personnel, including volunteers and visitors to the school.
- Governors have adopted and adhere to LA policies regarding the procedures for managing allegations about staff.
- A Governor committee is set up to manage staff disciplinary matters.

## **8. Independent Safeguarding Authority (ISA) referrals**

- The school is apprised of the Vetting and Barring Scheme (VBS) launched in October 2009 (NB whole staff training in regard to this scheme, Sep 2009). Staff members are aware that the VBS is designed to ensure that anyone who presents a known risk to vulnerable groups is prevented from working with them. However, it cannot guarantee that anyone who is not barred is 'suitable' or 'safe' to work with the vulnerable. The three current barring lists, Protection of Children Act (POCA), the Protection of Vulnerable Adults (POVA) and List 99, will be replaced by the creation of two new barred lists administered by the Independent Safeguarding Authority (ISA). Checks of these new lists can be made as part of an Enhanced Criminal Records Bureau (DBS) check.
- The school is aware that since November 2010 all new governors need to be registered with the ISA before they can take post and that existing governors are affected from 2012.
- One implication in the new arrangements is that it reinforces the importance for schools of having robust recruitment procedures and checking previous employment history carefully. This is because the ISA will not provisionally bar a person while considering a referral. It will be more important for employers to check the references to understand why applicants left previous employment (see above regarding safe recruitment procedures).

- The school is aware that the ISA will automatically bar a person without a referral, when they receive information directly from the police that the person received a new conviction or caution (on or after 20 January 2009) for a specified serious offence. The duty on Governors, backed up by appropriate criminal offences, to make referrals to the ISA came into force in October 2009.
- These changes have not had immediate relevance for Governors, other than to be aware of them. With regard to our school, the barred list which needs to be checked will be the ISA list rather than List 99. The mechanism for making a barred list check remains the same. The duty to make checks does not change.

#### **9. Risk assessments - out of school activities and pupils with behaviour difficulties**

- The school operates a risk assessment policy shared with all staff in order that planned activities both in and off the school site will be led and managed with minimal risk to participants.
- The school follows LA guidance in regard to risk assessment procedures for educational and residential visits. All risk assessments are written in collaboration with / under the guidance of the Teacher with responsibility for Health & Safety (Mr M Turley) and submitted to the Local Authority in good time prior to any visits, such that any amendments can be made. The risk assessment must be shared with all staff with responsibility for pupil safety on trips.
- The school's Health and Safety policy plus other related policies (eg curriculum policies for science, technology and PE) highlight areas of potential risk. Pupils are alerted to such risks when considering safe behaviour and codes of conduct in different learning and teaching areas.
- The school's pastoral system focuses upon assessing pupils' needs according to the five Every Child Matters outcomes - leading to detailed analysis of individual needs and targets that are shared with pupils and parents alike
- The school caters for pupils with complex learning difficulties, many of whom have additional social, emotional and behavioural difficulties that can lead to problematic situations. The school manages to positively address potential risk

Via individual profiling and intervention, staff training in meeting the needs of hard to reach pupils (eg safe handling) and regular whole school and Key Stage assemblies with an emphasis on pupils taking responsibility for their actions.

- Where pupils have been excluded due to dangerous or violent behaviour, there is close work with parents, carers and relevant agencies to minimise risk on return. Individual behaviour plans and specific home-school agreements lead to the minimisation of risk alongside completion of risk assessment forms shared with relevant personnel. On occasion, pupils have been excluded for more than five days and have had sixth day cover based at the 'sister' CLD school in the north of the City, Bank View High School.

#### **10. Safeguarding complaints or concerns - role of the head teacher**

- In a school where pupils have complex needs and additional social, emotional and behavioural difficulties, it is doubly incumbent upon the head teacher and senior staff to manage safeguarding issues and concerns as pupil behaviour can be unpredictable and potentially unsafe.
- There are clear channels for staff to follow up any concerns (refer to Behaviour Policy, Anti-Bullying Policy, Child Protection flow chart, for example) which are then taken up by the head teacher and/or SLT.
- There is a clear procedure for writing up incidents so that any concerns about current safeguarding procedures at the school (eg where vulnerable pupils might be at risk) can be discussed and addressed. Pupils can be excluded for unsafe behaviour although the school does all it can to avoid this via its regular policies and practices (see above).
- The merging of two CLD schools on to one site raised a number of potential safeguarding issues which have been addressed via the head teacher's links with LA and other relevant personnel - eg managing public access to the site, security camera locations, secure playing areas, fire safety. The new merged school's improvement plan focussed upon potential safeguarding issues and concerns so that there could be pre-emptive action in avoiding future concerns.
- The two Deputy Head teachers are tasked to act on behalf of the head teacher in her absence. Both deputies are named Designated Safeguarding Officers.
- The School's Office Manager (Mrs K Deegan) is a fully trained Health & Safety Officer.

- The school regularly conducts and reviews its emergency evacuation procedures, guided by the above staff, following Local Authority and Fire Service guidance e.g. all Senior Leaders and office and teaching staff have specific zones/duties in the event of evacuation.

#### **11. Whistle blowing procedures re safeguarding or unsafe practices**

- Staff at the school follow the LA policies on whistle blowing so that any safeguarding concerns or unsafe practices must be immediately reported via the proper channels, including any incident where the head teacher may be at fault.
- Where unsafe practices are noted, there will be an immediate review of current policies and risk assessments to remedy and/or reduce future risk.

#### **12. Staff Training.**

In September 2015 all staff received training on Safeguarding, Anti-Radicalisation, E-Safety, Code of Conduct and ASD.

#### **Supporting pupils on the autism spectrum.**

We use a range of multi-sensory teaching and learning styles. We use a number of common fundamental principles that make for successful teaching of pupils on the autism spectrum. These include:

- Intensive, structured and purposeful teaching.
- Clear, unambiguous and explicit instructions and teaching strategies.
- Use of repetition to consolidate.
- Re-teaching in different contexts and in different ways, not assuming that the pupil has understood because they have repeated or demonstrated something.
- Using a communicative form that the pupil understands and can use to convey ideas to others i.e.: visual, auditory or kinaesthetic learning, giving students the opportunity for learning to be achieved through experience of the world.

- Giving opportunities for learning with a personal meaning that is interesting and motivating.
- A high level of adult support and tuition.
- Access to 'My Space' areas in each classroom
- Access to Mentors and Intervention staff
- Use of time out cards as required
- Regular staff training updates regarding ASD/C.#

**e-safety awareness statement**

1. e-safety awareness is a whole school priority and the responsibility of all stakeholders at Childwall Abbey School.
2. e-safety awareness is part of all staff's normal teaching routine.
3. e-safety awareness is incorporated into lessons and Schemes of Work.

*JHunt*

*Deputy Headteacher*

*May 2016*