



Safeguarding Policy

Reviewed: February 2017

Frequency: Annual

Next Review: February 2018

Introduction and Aim

One of the most important duties of the School is to ensure the safety of the children in its care. The Bushey Federation has decided that the issue should be accorded the highest of priorities. To this end, the Federation has developed a suite of policies, which support the safety and well-being of all.

The purpose of this statement is to collect in one place all of the Federation's arrangements for ensuring the safeguarding of children and staff. In doing so, there is a risk of duplicating information produced and held in other places. To avoid this risk, while this document is intended to be comprehensive in dealing with all matters relating to safeguarding, it should merely signpost relevant policies and procedures if they are already available elsewhere.

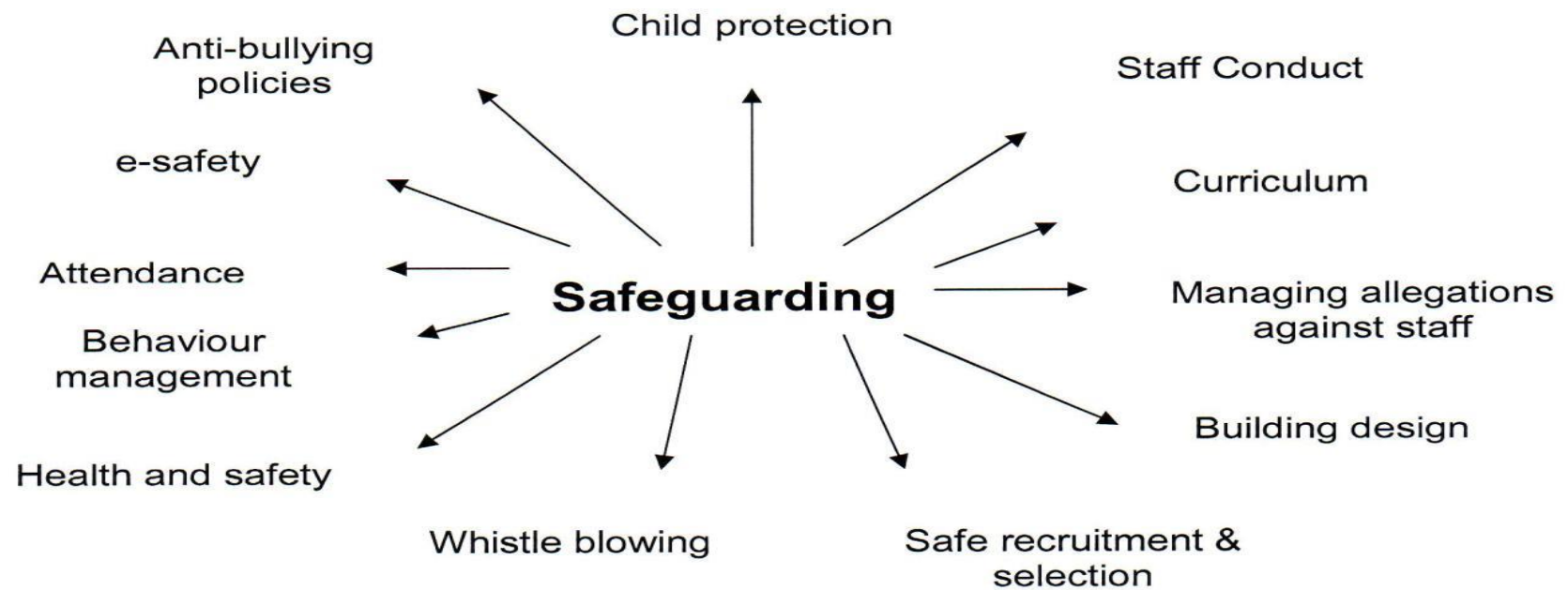
Framework

The Statement and Child Protection Policy reflects, both 'Keeping Children Safe in Education' (DfE 2015), and Hertfordshire's Model Policy. The Governing body take their responsibility seriously under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our Federation to identify, assess, and support those children who are suffering harm.

Definition of Safeguarding

- Ofsted (2014) recognises the definition of the term 'Safeguarding' used in the Children Act 2004. In summary this is:
- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Safeguarding is the Umbrella under which all Child Protection and Safeguarding policies and procedures are held.



Safeguarding Arrangements

All Safeguarding Policies are Reviewed Annually	Responsible Committee
Health and Safety	Resources
Special Educational Needs and Disability	Quality and Standards
SEND Information report	Quality and Standards
Attendance	Quality and Standards
Curriculum including PSHE	Quality and Standards
Sex and Relationships Education	Quality and Standards
Anti-bullying	Quality and Standards
Behaviour	Quality and Standards
Equality and Diversity	Quality and Standards
Positive Handling	Quality and Standards
Administering medicines	Resources
Drug Education and Incident	Quality and Standards
Off-site visits and risk assessments	Resources
Intimate care	Quality and Standards
E-safety	Quality and Standards
Safer-recruitment policy and the maintenance of the Single Central Register	Resources
Whistle Blowing	Resources
Staff Code of Conduct	Resources
Accessibility Plan	Resources

The School's safeguarding arrangements cover all aspects of school life, in particular addressing those issues, which are covered by the policies and procedures outlined below:

Roles and Responsibilities

The following responsibilities have been written in line with the requirements of Keeping Children Safe in Education 2015.

The Governing Body of each School will ensure that:

- All members of the Governing Body understand and fulfil their responsibilities
- There is a named Governor with a responsibility for Safeguarding in office at all times
- The School have an up to date and effective policy for child protection which is available to parents via the website and on request
- There is a Code of Conduct policy
- There is an up to date and regular training programme for all staff, Governors and volunteers
- There is a Designated Senior person appointed in each School
- The Federation has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- Robust and effective recruitment procedures are followed that take into account latest legislation
- There is at least one person on every recruitment panel that has completed Safer Recruitment training
- There is monitoring of the effective implementation of the procedures and policies outlined above and that individual responsibilities are discharged correctly
- All policies and procedures relating to safeguarding matters are reviewed by Governing Body at least annually
- Information is provided to relevant bodies such as Hertfordshire Safeguarding Children's Board and Ofsted about how the School has discharged its safeguarding responsibilities
- Appropriate arrangements are in place to safeguard children who take part in, or are affected by, the provision of extended services and other school activities that take place outside normal school hours
- When safeguarding complaints, concerns and deficiencies have been brought to the Governing Body that effective steps are taken, without delay, to address them
- That enhanced DBS checks are in place for Chairs of Governors
- A member of the Governing Body is, usually the Chair, nominated to liaise with the LA on Child Protection issues and in the event of an allegation of abuse made against the Executive Head
- The ethos of the Federation promotes positive practice in relation to safeguarding.

The Executive Head is responsible to the Governing Body for ensuring that:

- A full report is made regarding Safeguarding in the Schools at least annually
- The Heads of School have a clear overview of the Federations' safeguarding policies and procedures
- The policies and procedures with regard to safeguarding are implemented, followed and, where appropriate, required records are kept
- Effective steps are taken, in accordance with the appropriate policies and procedures, in the event that the Governors receives any safeguarding complaints or concerns

The Head of School is responsible to the Governing Body for ensuring that:

- They have a clear overview of the School's safeguarding policies and procedures
- The policies and procedures with regard to safeguarding are implemented, followed and, where appropriate, required records are kept
- The designated member of staff for child protection is provided with appropriate support, in particular provision of sufficient time and resources to discharge their responsibilities, including taking part in inter-agency assessments and meetings
- Appropriate training is in place for staff and other relevant adults
- All staff, Governors and Volunteers receive Part One: Safeguarding Information for all Staff (Keeping Children Safe in Education 2015) See Child Protection Policy Appendix 2
- In the event of a person leaving the School, whether a member of staff or otherwise, when there are grounds for believing that they may be unsuitable to work with children or may have committed misconduct, that the Independent Safeguarding Authority are made aware of the circumstances
- Risk assessments are carried out and recorded in relation to all school activities including the admission or re-admission of pupils with behaviour that could place themselves or others at risk, monitoring and recording each case to ensure that the risk assessments are effective
- Effective steps are taken, in accordance with the appropriate policies and procedures, in the event that the academy receives any safeguarding complaints or concerns
- All staff, pupils, volunteers or other persons feel able to raise concerns about unsafe or poor safeguarding practice
- A report is presented to the Governors regarding safeguarding at least once annually

The role of the Designated Senior Person (DSP) is contained in the Child Protection Policy.

Safeguarding Monitoring

At least once each year, the Safeguarding Governor shall carry out, or arrange for another person to carry out, a monitoring review of the School's safeguarding arrangements as part of the monitoring arrangements.

The purpose of the monitoring review is to assure that the School and relevant persons are complying with and conforming to the requirements of this statement, policies, external agencies, and following best practice, with regard to safeguarding.

The monitoring review shall take the form of interview of the Head of School and the completion of the HSCB audit.

This report will be presented to the Governing Body.

The purpose of raising findings reports is to facilitate change to overcome any non-compliance, or improvement in practice.

Safeguarding Information for pupils

All pupils in our Schools will be made aware of a member 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. All pupils will be made aware that we have a senior member of staff with responsibility for child protection and know who this is. Pupils will be informed of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Partnership with Parents

The Federation shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted.

Bushey Primary Education Federation is committed to working with parents positively, openly and honestly. Ensuring that all parents are treated with respect, dignity and courtesy. The Federation respects parents' rights to privacy and confidentiality and will not share sensitive information unless permission is given or it is necessary to do so in order to protect a child.

The Federation will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm

The schools will make parents aware of the policy in newsletters and it is available on the school website.

Agency Partnerships

The Federation recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the HCC 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 senior member of staff with designated responsibility for child protection undertakes level 2 child protection training and training in inter-agency working, (that is provided by HCC) and refresher training at 2 yearly intervals. The Head of School 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 refresher training at 3 yearly intervals. The Governing Body will undergo Safeguarding training at 3 yearly intervals.

Children Missing from Education

The school follows the HCC procedures "Children Who May Be Missing/Lost From Education". Where children on roll at a school do not turn up, and this school has made the usual enquiries they should refer the case to the education School Attendance Team. Please also refer to the Attendance policy.

Confidentiality

The confidentiality policy details when information must be shared with police and Social Care where the child may be at risk of significant harm and when the pupil's and/or parent's confidentiality must not be breached.

Pupil Information

Our schools will keep up to date and accurate information in order to keep children safe and provide appropriate care for them. This information includes:

- The names and contact details of persons with whom the child normally lives, including emergency contact details
- The names and contact details of all persons with parental responsibility (if different from above)
- The 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 Protection 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

The school will collate, store and agree access to this information