



## **SAFEGUARDING POLICY AND GOVERNORS CHECKLIST**

REVIEW DATE: September 2010 (to be further reviewed in 3 years) subject to amendment/review by Governors

### **1. Introduction**

- 1.1 The **Local Safeguarding Children Board (LSCB)** is the key statutory mechanism for agreeing how relevant organisations will co-operate to safeguard and promote the welfare of children and ensure the effectiveness of what they do.
- 1.2 This document is an overview of safeguarding work at North Axholme school. In the case of any serious incident the school will always make reference to formal LSCB guidance. Procedures can be accessed through [www.northlincs.gov.uk/cppo](http://www.northlincs.gov.uk/cppo)

### **2. Procedures**

- 2.1 **“Every Child Matters”**  
When the government published “Every Child Matters” it raised 5 key issues that were deemed essential to the complete development of each and every child. These issues stated that every child must:
  - ◆ be and stay safe
  - ◆ be healthy
  - ◆ be able to enjoy and achieve
  - ◆ be able to achieve economic well-being
  - ◆ make a positive contribution

There was a clearly stated need that, while each area of society has an important part to play in child development, schools must embrace the document both individually and collaboratively.

### **3. Awareness and Prevention**

- 3.1 The government has published a policy “Safeguarding Children and Safer Recruitment in Education” (Departmental of Children Schools and Families 04217/2006) and North Axholme school has used this in formulating its own safeguarding statement.
- 3.2 The definition of Safeguarding Children that the school works to is:  
‘The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with

the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.’  
(Reference Stay Safe Action Plan DCSF 2008)

This definition covers the full spectrum of safeguarding:

- ◆ **Universal safeguarding** – Working to keep all children and young people safe and create safe environments for all children
- ◆ **Targeted safeguarding** – Some groups of children are more at risk than others, and it is important to target policies and services to these groups, to help keep them safe from harm i.e. children with additional needs or children in need
- ◆ **Responsive safeguarding** – Unfortunately, no matter what we do, there will always be some children and young people who suffer harm. We need to respond quickly and appropriately when this happens – supporting children and dealing with those who harm them i.e. children in need of protection  
(Reference Stay Safe Action Plan DCSF 2008)

### 3.3 **North Axholme School - Safeguarding Children Statement**

North Axholme School fully recognises its responsibilities for safeguarding and promoting the health and well-being of all the children in its care. Our Designated Safeguarding representative for the school is **Mrs G Taylor** and the deputy designated representative for the school is **Mr J Sellars**.

We therefore strive to:

- ◆ Ensure we practice safer recruitment in compliance with the LSCB Standards for Safer Recruitment 2008
- ◆ Raise awareness of safeguarding issues and equip children with the skills needed to keep them safe
- ◆ Implement the North Lincolnshire LSCB procedures for identifying and reporting cases, or suspected cases, of abuse
- ◆ Support children who have been abused in accordance with the North Lincolnshire’s LSCB procedures
- ◆ Establish a safe environment in which children can learn and develop
- ◆ Ensure that all staff receive appropriate safeguarding training in compliance with the LSCB Training Strategy

3.4 We are aware that because of the day-to-day contact with the children, school staff are well placed to observe the outward signs of harm. We, therefore, work hard to:-

- ◆ Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- ◆ Ensure children know that there are adults in the school whom they can approach if they are worried

#### **4. Support for students who may have suffered abuse and neglect**

4.1 We are aware that children who are significantly harmed or at risk of significant harm or who witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The 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 will endeavour to support children through: -

- ◆ The content of the curriculum
- ◆ Supporting the appropriate assessment of their needs
- ◆ The school ethos, which promotes a positive, supportive and secure environment and gives children a sense of being valued
- ◆ The school behaviour policy, which is aimed at supporting vulnerable children in the school. The school will ensure that the child knows that some behaviour is unacceptable but they are valued and not blamed for any harm, which has occurred
- ◆ The school Anti- Bullying Policy is also aimed at protecting vulnerable students who may have been victims of abuse
- ◆ Liaison with other agencies that support the child such as Children and Family Services, Child and Adolescent Mental Health Service, Education Welfare Service and Educational Psychology Service

#### **5. The Health and Safety Policy**

5.1 The school has a health and safety policy, which is monitored each term by the relevant committee of the school governors. A copy of this policy can be viewed by arrangement at the school office. In addition to the Health and Safety Policy there are policies regarding Food and Drink and Food and Hygiene. These determine safe practices in school and the Kitchen/ Dining Room.

5.2 The LA produces a monitoring checklist, which has to be completed on a yearly basis. The Head Teacher, the member of staff with responsibility for Health and Safety and the Governors with responsibility for Health and Safety oversee this comprehensive list. Any concerns from staff are reported to any of the above and the caretaker carries out an initial examination, assessing what remedial action needs to take place.

5.3 Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual Fire Risk Assessment. There is also a critical incidents plan that details what staff and parents should do in the case of emergencies.

5.4 Risk Assessment is undertaken for activities, visits and trips.

## **6. First Aid**

6.1 In school there are trained members of staff who oversee first aid. There are a number of first aid kits situated around school. When a child is poorly, or has suffered an accident in school or on the school yard or field there is a protocol for staff to follow:

- ◆ A person trained in first aid is consulted
- ◆ The incident is logged in the accident book
- ◆ For head injuries a note to parents/carers is issued
- ◆ If there is any doubt at all a parent/carer is contacted

For guidance around giving students medicine please see separate Medicines Policy.

6.2 For matters of an intimate nature, staff are informed to deal with a child with utmost sensitivity and always to seek guidance from the Head Teacher or Deputy. In almost all situations the parents will be asked to come into school immediately so that they are part of the decision making process for such matters. In rare circumstances the appropriate emergency service will be contacted as a matter of urgency before the parent.

## **7. Site security**

7.1 North Axholme School provides a secure site, which is controlled by precise management directives to which everyone on site must adhere. Laxity can cause potential problems to safeguarding. Therefore:

- ◆ Doors should be closed to prevent intrusion but to facilitate smooth exits
- ◆ Visitors, volunteers and students must only enter through the main entrance and after signing in at the office window
- ◆ Children will only be allowed home with adults with parental responsibility or confirmed permission
- ◆ Empty classrooms should have closed windows
- ◆ Children will only be allowed to leave school alone during school hours with the permission of their parent/carer. They will be required to sign out and back in on their return

Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Then parents and police will be informed of the circumstances.

## 8. Attendance

- 8.1 Excellent attendance is expected of all children. When children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification school has a policy of phoning home to ascertain each child's whereabouts.
- 8.2 The school works closely with the Local Authority's Education Welfare Officer whenever a child's attendance and punctuality causes concern. Attendance rates are collated each term and reported termly to the government. Attendance rates are frequently reported to all parents. Positive measures are in place to encourage children to attend regularly and punctually and the school has a duty to report such issues to the LA and the LA has a duty to consider investigating the issues and in some cases to instigate legal action.

**NB Be aware that absence can be an indicator of other issues including those around safeguarding.**

- 8.3 Children Missing from School

The Education and Inspectors Act 2006 places a duty on Local Authorities to establish the identities of children missing from education in their area. The school must comply with the LSCB Missing Children procedures. The school will explore why children are not in school and report as per the LSCB procedure to the Education Welfare Service. Relevant staff will be trained on understanding the additional vulnerabilities that missing children may have.

## 9. Confidentiality

- 9.1 Appointments of staff and induction of newly appointed staff and work placements

All staff appointed to schools will be in compliance with "Safeguarding Children and Safer Recruitment in Education"(DCSF 2007) and will operate within the LSCB Standards for Safer Recruitment procedures (2008). People working and volunteering in schools are required by law to have an enhanced Criminal Record Bureau (CRB) check. This will provide any information to the registered body North Lincolnshire Council (NLC) on any convictions, cautions or other police information relevant to the work. The Local Authority will consider the relevance of information on the CRB clearance and seek further information from the person if there is cause for concern. Where there is a considered risk to working with Children a decision will be taken by the Head Teacher and/or Chair of governors together with the Local Authority as to whether to progress the appointment or not.

- 9.2 At least one member of the recruitment panel will have completed the accredited safer recruitment training. This can be accredited through the Council's one-day training course or the Children's Workforce Development Council (CWDC) on line training.

Further information and advice regarding safer recruitment issues can be obtained through the Council's Human Resources team tel. 01724 297003.

- 9.3 All new staff in the school will receive an induction programme including safeguarding children. (the LSCB Safeguarding Induction package is available for schools). Termly update training will be held in school for new and temporary employees.

Further information and advice regarding safer recruitment issues can be obtained through the Council's Human Resources team tel. 01724 297003.

## **10. Volunteers/Visitors**

- 10.1 Induction of volunteers

For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building the school initiates an enhanced CRB search. Visitors, who do not yet have clearance, will under no circumstance be left alone with a child or group of children.

- 10.2 Welcoming visitors

It is the responsibility of the employing statutory agency of the professional personnel visiting schools to ensure that their staff, have appropriate and up to date CRB checks in place. The school will assume that these appropriate CRB checks are in place but can request confirmation of staff identity and CRB clearance at any time should they deem it necessary. All professional personnel visiting schools will have appropriate identity, which they must produce upon visiting the school. The school will check identity of staff before admittance into the school and all visitors will be expected to sign in and wear a visitors badge. People undertaking work on site who may not have a CRB check as it is not pertinent to their employment will not have unaccompanied access to children.

All other visitors to the school will be accompanied at all times by staff in the school.

## **11. The Child Protection Policy (see also: North Lincolnshire model Child Protection Policy)**

- 11.1 The designated adult for Child Protection is **Mrs G Taylor** and the designated governor responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations being made against the Headteacher is **Mrs L Murray**, chair of governors. There is a detailed Child Protection Policy, which will be attached to this document. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and all staff have had appropriate Child Protection Training, which is updated at least every three years.
- 11.2 The child protection policy includes a statement on physical restraint. This school follows DCSF guidelines 10/98 which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment.
- 11.2.1 All concerns regarding children at risk of significant harm will be dealt with following the LSCB Procedures via the Child Protection Coordinator.

The contact details for referrals to Children and Families Duty Suite is 01724 296500 (office hours), 01724 296555 (out of hours)

## **12. The Design of the Curriculum and the Extra Curriculum Agenda**

- 12.1 The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in Personal, Social, Health and Citizenship Education, where relevant issues are discussed with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and reflect upon these issues.
- 12.2 Secondly, the curriculum is designed so that safety issues within the subject are discussed, and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taken out of school, appropriate and agreed student/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Head Teacher.
- Visiting speakers, with correct clearance, are always welcome into school so that they can give specialist knowledge to the children.
- 12.3 Introduction and development of the use of SEAL approaches will help to develop resilience and reduce vulnerability. The resource helps to teach social, emotional and behavioural skills to all students helping to raise self-esteem. Children and young

people with good self esteem value and seek to protect themselves and others.

### **13. Internet Safety**

- 13.1 Children should be encouraged to use the internet as much as is possible, but, at all times, in a safe way. Parents are asked each year if they agree to their child using the internet. If teachers know of misuse, either by a teacher or child, the issue should be reported to the Head Teacher without delay.
- 13.2 The school is part of the Regional Broadband Consortium and internet access is secured through this internet provider.
- 13.3 The school will operate in compliance with the agreed Acceptable Use Policy.

### **14. Diversity and Equality**

*(To include duties for Race, Gender and Disability)*

- 14.1 The school will operate in compliance with the North Lincolnshire Council Diversity Policy.
- 14.2 At North Axholme School we try to ensure that everyone is treated fairly. All children are given equal access to the school and its curriculum and all at North Axholme School are considered equal in the learning partnership. When children have special needs we make arrangements to inform parents and design specific programmes. Every effort is made to give all children equality of access and the school fully appreciates that some children will need more support.
- 14.3 All children, whatever their needs or circumstances must be able to take a full and active part in every lesson and every measure must be taken to ensure this, e.g. support around language or physical disability.

### **15. Behaviour policy**

Good behaviour is essential in any community and at North Axholme School we have high expectations for this. Our Attendance and Behaviour Policy details the rewards and sanctions available to students. Although the emphasis is always on the positive there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to students at different stages throughout the academic year:

Daily:

- ◆ Verbal praise

- ◆ Stamps
- ◆ Stickers
- ◆ Positive messages in student planner
- ◆ Praise in Class Record Book

#### Weekly

- ◆ Reward items earned by receiving stamps (computer/laptop pass, reward items, colour print credits, early lunch pass, free disco tickets etc)
- ◆ Class record book 'summary stickers'
- ◆ Tutor group effort grade cup
- ◆ Praise postcard from lead learner

#### ½ Termly

- ◆ Marking and feedback on assessment piece
- ◆ No negative postcard from lead learner
- ◆ School disco
- ◆ Effort grades recorded in books
- ◆ Examples of good work displayed in classrooms, corridors and the display cabinet in the foyer

#### Termly

- ◆ Reward trips
- ◆ Attendance wall
- ◆ Effort grade wall
- ◆ Praise wall
- ◆ Average effort grade vouchers
- ◆ Effort grade review with form tutors
- ◆ Effort grade report card posted to parents

#### Biannually

- ◆ Academic Consultation Evenings
- ◆ Achievement cups/awards

#### Annually

- ◆ End of year reports
- ◆ Certificates
- ◆ Achievement cups/awards

If student behaviour is inappropriate or sufficiently serious they may be subject to sanctions as below. These are presented in a hierarchy of increasing severity though some of the steps may well be interchangeable depending on individual circumstances:

- ◆ One or more verbal warnings
- ◆ Asked to move seat

- ◆ 'Cooling off' period outside the classroom – 5 minutes maximum
- ◆ Sent to pre-arranged 'cool spot'
- ◆ Extra work to complete in their own time
- ◆ Denied a privilege
- ◆ Given a detention with their subject teacher
- ◆ Referred to the subject co-ordinator
- ◆ Given a departmental detention at break or lunch time
- ◆ Referred to the Head of Year 7, Lead Learner or Pastoral Leader
- ◆ Removed from lesson by a referral teacher – see separate referral system
- ◆ Put on 'Report' (Green, Amber & Red)
- ◆ Letter sent home to parents
- ◆ Referred to a member of the Leadership Team
- ◆ Given an after school detention
- ◆ Put in isolation for more than one lesson to work alone
- ◆ Excluded from school on a temporary basis
- ◆ Excluded from school on a permanent basis

Staff are discouraged from handling children.

## 16. Anti Bullying Policy

The North Axholme School definition of bullying is:

"Bullying is willful, or persistent, offensive, abusive, intimidating, malicious or insulting behavior; intentionally harmful, carried out by an individual or a group; an imbalance of power leaving the individual being bullied feeling defenseless."

The school believes that bullying could be:

- ◆ **Physical:** extraction of property, pushing, kicking, hitting, punching, any form of violence, or threatened violence
- ◆ **Verbal:** insulting, name calling, sarcasm, spreading rumours, persistent teasing
- ◆ **Emotional:** exclusion from groups and friendships, tormenting, unkindness, intimidation or threatening gestures
- ◆ **Racist:** racial taunts, graffiti, gestures
- ◆ **Sexual:** unwanted physical contact, abusive comments
- ◆ **Homophobic:** focusing on a person's sexuality and homophobic language

The school's response to this is unequivocal.

Adults must be informed immediately and action will take place.

Children are encouraged to 'TELL'. Although bullying in this school is rare the school always acts swiftly with a process of

investigation, communication and action. Bullying will not be tolerated.

There is a more detailed Anti-bullying Policy that is available from the school office, by arrangement.

The school is also committed to the North Lincolnshire Anti Bullying Strategy.

## **17. Racial tolerance**

- 17.1 In line with the Diversity Policy the school asserts that students will be prepared for an ethnically diverse society. The school will work hard to promote racial equality and harmony by preventing and challenging racism. If incidents do occur they will be properly logged.

If anyone ever feels unjustly treated then the school welcomes and values a response. It is in working together that we will make North Axholme School even better.

- 17.2 Racism is tackled in both the RE and in the PSHCE curricula. The children take part in discussions designed to raise awareness and address prejudices. From time to time visitors work with the children.

## **18. Record Keeping**

We take account of guidance issued by the Department for Children, Schools and Families and the outcomes of 'Every Child Matters to:-

- ◆ Keep written records of concerns about children, even where there is no need to refer immediately.
- ◆ Ensure all records are kept securely; separate from the main student file, and in locked locations.
- ◆ Ensure that, when a child on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

## **19. Photographing and videoing**

At North Axholme School we have taken a sensible, balanced approach to photographs and videoing in schools and schools activities outside the school. The school seeks individual permission from parents/carers to photograph the individual child; this may be done upon entry to the school at the beginning of the school year. If an individual parent does not agree to the photographing or videoing of their child in the group activity this may prohibit photographing or videoing the group activity or it

will be done sensitively without including the specific child in the photographs or video.

The school will operate within the above guidelines, which allows parents to photograph or video.

School photographs that are for use outside school are anonymous unless specific permission has been received from parents/guardian who can withdraw their permission at any time by contacting the school.

## **20. Whistle-blowing**

Any member of staff or visitor to the school who has concerns about people working with children and their suitability, whether they work in a paid or unpaid capacity has a responsibility to follow the LSCB Managing Allegations Against People who work with Children Procedures. They should notify the nominated senior manager for Learning, Schools and Communities which is Jo Moxon. The Local Authority Designated Officer (LADO), Sarah Cresswell should also be contacted on 01724 298293. All concerns reported will be appropriately recorded and information treated according to the school confidentiality policy. For any complaints about the Head Teacher the Chair of Governors should be contacted directly.

## Governors Compliance Checklist

		<u>Evidence of compliance</u>	<u>Date</u>	<u>Action req.</u> Y / N
1	The school have in place safeguarding and child protection policies that has been agreed by the governing body and are known to all staff.			
2	The school has in place child protection procedures that are in accordance with the Local Safeguarding Children Board (LSCB)			
3	The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on new staff and volunteers, who will work with children, including Criminal Record Bureau and List 99 checks			
4	Procedures are in place for dealing with allegations of abuse against members of staff and volunteers that comply with LSCB guidance and locally agreed inter agency procedures			
5	A senior member of the school's leadership team has been designated to take lead responsibility for dealing with child protection issues, provide advice and support to their staff, liase with the LA and work with other agencies. There is a second named person.			
6	The designated person has undertaken basic awareness, further job specific training and training in inter-agency working. Refresher training should be undertaken at two yearly intervals			
7	All other school staff who work with children have undertaken appropriate training about their role and responsibility and refresher training at three yearly intervals.			
8	Temporary staff and volunteers who work with children are made aware of the schools' arrangement for child protection, and of their responsibilities			
9	The school keeps up to date records of all staff who have undertaken safeguarding training including levels of training and dates. This should include temporary staff and volunteers. This should be shared with governors and the LA.			
10	A member of the governing body (usually the chair) has been nominated to be responsible for liasing with the LA and partner agencies in the event of an allegation of abuse being made against the head teacher			
11	The policies and procedures are reviewed annually to ensure they remain LSCB compliant. Reviews are minuted at a full GB meeting. Policies are dated.			
12	Children have an identified 'trusted adult' in school with whom they feel they can share worries and the			

	school gives opportunities for children to express their concerns. They feel safe in school.			
13	Staff know the content of the Child protection and safeguarding policies, know signs of neglect and abuse and know who to tell.			
14	Safer Recruitment training is up to date for governors who are involved in the appointment of staff.			

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