



**Highlands School**

# Safeguarding Policy

Date of Last Review	January 2019
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Governors Committee	School Priorities

# Safeguarding Policy

## Highlands School

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### 1. Introduction

- 1.1 Our safeguarding policy cannot be separated from the general ethos of the school, which is to ensure that pupils/students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.
- 1.2 The governors and staff of Highlands’s school fully recognise the contribution the school community makes to safeguarding children. We recognise that all members of staff, including volunteers, have a full and active part to play in protecting our pupils from harm.
- 1.3 All staff and Governors believe that our school should provide a caring, positive safe and stimulating environment which promotes the social, physical and moral development of the individual child.

### 2. The aims of this policy are:

- 2.1 To support the child’s development in ways that will foster security, confidence and independence.

- 2.2 To raise the awareness of both teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- 2.3 To provide a systematic means of monitoring children known or thought to be at risk of harm.
- 2.4 To emphasise the need for good levels of communication between all members of staff.
- 2.5 To maintain a structured procedure which is followed by all members of the school community where abuse is suspected.
- 2.6 To continue to promote effective working relationships with other agencies, especially the Police and Children's Social Services.
- 2.7 To ensure that all adults within our school who have contact with children have been checked as to their suitability as part of the recruitment and selection process, including volunteers.

### **3. Procedures**

Our school procedures for safeguarding children will comply with the Enfield Safeguarding Children Board (ESCB) procedures. The ESCB has adopted and follows the London Safeguarding Procedures.

We will ensure that:

- 3.1 We have designated members of staff who undertake regular training every two years.
- 3.2 All members of staff develop their understanding of the signs and indicators of abuse and refresh their training every three years.
- 3.3 All newly appointed staff complete HAYS Safeguarding On-line training and a Safeguarding induction training with SLT Safeguarding lead designate within one week of starting work at Highlands.
- 3.4 All members of staff know how to respond to a pupil who discloses abuse.
- 3.5 All parents/carers are made aware of the responsibilities of staff members with regard to safeguarding procedures.
- 3.6 All staff will have read Part 1 of the Government Guidance "*Keeping Children Safe in Education* (September 2018)". This guidance refers to specific safeguarding issues and provides links to further information as well as providing further information on child sexual exploitation, female genital mutilation and preventing radicalisation.
- 3.7 All staff will have read the school Safeguarding policy and signed to indicate that they have understood it. It is the responsibility of senior managers and Chair of Governors to ensure all staff can access and understand the "*Keeping Children Safe in Education* (September 2018)".
- 3.8 Our procedures will be regularly reviewed and up-dated.
- 3.9 All new members of staff will be given a copy of our safeguarding procedures and of the Government Guidance "*Keeping Children Safe in Education* (September 2018) Part 1" as part of their induction into the school.
- 3.10 The governing body will nominate a Safeguarding Governor.

#### **4. Enhanced DBS checks for Governors**

- 4.1 The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 which came into force in March 2016 makes it mandatory for all governors in maintained schools to have 'Enhanced DBS checks'.
- 4.2 All governors who are appointed after 1 April 2016 must apply for one within 21 days and those governors without a DBS certificate who were appointed before 1 April 2016 have until 1 September 2016 to obtain one. In practice, governors at Highlands School have complied with this as part of a general school policy, but now they are bound by statutory requirement.
- 4.3 The School Business Manager will ensure that the statutory guidance set out in Part 3 of "*Keeping Children Safe in Education* (September 2018)" is observed as part of the school's commitment to 'safer recruitment' so that all staff, including governors, have the appropriate screening checks prior to appointment.
- 4.4 The 'safeguarding link' governor will monitor compliance by inspecting the Single Central Record in the company of the SBM at least twice a year and report the outcomes on each occasion to the full governing body.

#### **5. Responsibilities**

The designated teacher is responsible for:

- 5.1 Adhering to the ECSB and school procedures with regard to referring a child if there are concerns about possible abuse.
- 5.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- 5.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records.
- 5.4 Ensuring that an indication of further record-keeping is marked on the pupil records.
- 5.5 Ensuring that any pupil currently the subject of a safeguarding plan who is absent without explanation for two days is referred to Children's Social Care.
- 5.6 **All** members of staff (paid and unpaid) have the statutory responsibility to safeguard and promote the welfare of children.

#### **6. Supporting Children**

- 6.1 We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self-blame.
- 6.2 We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 6.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 6.4 Our school will support all pupils by:
  - 6.4.1 Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.

- 6.4.2 Promoting a caring, safe and positive environment within the school.
- 6.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children (in line with Working Together to Safeguard Children 2018).
- 6.4.4 Notifying Children's Social Services as soon as there is a significant concern.
- 6.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new school.

## **7. Confidentiality**

- 7.1 We recognise that all matters relating to Safeguarding are confidential.
- 7.2 The Headteacher or Designated Teacher will disclose any information about a pupil to other members of staff on a 'need to know' basis only.
- 7.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 7.4 All staff must be aware that they cannot promise a child to keep secrets.

## **8. Supporting Staff**

- 8.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 8.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated staff and to seek further support as appropriate.

## **9. Allegations against Staff and Volunteers**

- 9.1 We understand that a pupil may make an allegation against a member of staff and volunteers.
- 9.2 If such an allegation is made, the member of staff or volunteer receiving the allegation will immediately inform the Headteacher.
- 9.3 The Headteacher will discuss the content of the allegation with the Local Authority Designated Officer (LADO).
- 9.4 If the allegation made to a member of staff concerns the Headteacher, the designated teacher will immediately inform the Chair of Governors who will consult with the Enfield's Lead Officer for Safeguarding.
- 9.5 The school will follow the All London Child Protection Procedures for managing allegations against staff.

## **10. Whistleblowing**

- 10.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

10.2 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

## **11. Physical Intervention**

11.1 Our policy on physical intervention by staff is set out in a separate policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

11.2 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under safeguarding or disciplinary procedures.

## **12. Behavioural Policy**

12.1 Our Behavioural policy is set out in a separate policy and acknowledges that to allow or condone bullying including online bullying may lead consideration under safeguarding procedures.

## **13. Racist Incidents**

13.1 Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under safeguarding procedures.

## **14. Prevention and Early Help**

14.1 We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

14.2 The school community will therefore:

14.2.1 Ensure and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

14.2.2 Ensure that all children know there are adults in the school whom they can approach if they are worried or in difficulty.

14.2.3 Include in the curriculum opportunities for PSHE, which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

## **15. Radicalisation**

15.1 The current threat of radicalisation in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The school is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

15.2 All pupils and teachers have the right to speak freely and voice their opinions. However, free speech is not an unqualified privilege but is subject to laws and policies governing equality, human rights, community safety and community cohesion.

15.3 We seek to protect children against the messages of all violent extremism. When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak to the designated teacher.

## **16. Specific Safeguarding Issues**

### **Child Sexual Exploitation and Trafficking, Forced Marriage, Female Genital Mutilation**

16.1 The school keeps itself up-to-date with the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.

16.2 Our staff are supported to recognise warning signs and indicators in relation to specific issues, including such issues in an age-appropriate way in their curriculum.

16.3 The school works with and engages our families and communities to talk about such issues.

16.4 Our staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.

16.5 Our designated Safeguarding Team will seek and obtain specific advice and guidance as necessary.

16.6 The school will engage experts and uses specialist material to support the safeguarding preventative work we do.

16.7 Our policy through the school's values, ethos and behaviour policies provide the basic platform to ensure children are given the support to respect themselves and others, stand up for themselves and protect each other.

## **17. Health & Safety**

17.1 Our Health & Safety policy, set out in a separate document reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

## **18. E-Safety**

18.1 Our e-Safety policy is a separate document, which recognises the need to have strategies to protect children in the digital world.

## **APPENDIX ONE**

### **Highlands School Safeguarding Policy**

#### **KEY CONTACTS WITHIN THE SCHOOL**

##### **DESIGNATED SAFEGUARDING CO-ORDINATORS**

NAME: Mrs Caron Fitzgerald (Lead Designate)  
CONTACT NUMBER: 020 8370 1162



NAME: Mr David Feldman  
CONTACT NUMBER: 020 8370 1112



NAME: Miss Aygul Husseyin  
CONTACT NUMBER: 020 8370 1130



##### **NOMINATED GOVERNOR FOR SAFEGUARDING**

Mr Matt Miller – Chair of Governors

#### **KEY CONTACTS WITHIN THE LOCAL AUTHORITY**

Mon-Fri: 9 am-5 pm: 020 8379 5555  
Out of office hours call: 020 8379 1000 (select option 2)  
In an emergency, call 999.