



SAFEGUARDING POLICY

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

It is due for review in September 2017

Signature Date

Head Teacher

Signature Date

Chair of Governors

The Jane Lane School

SAFEGUARDING POLICY

Introduction

The School Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the school and is an over-arching document which demonstrates how everyone working in or for our school service, shares an objective to help keep children safe from harm and abuse.

We aim:

- To ensure that children within our school feel safe at all times.
- To ensure that all stakeholders are safe and feel that they are able to put the welfare of the children first without concern that there will be any negative consequences attached to their actions.
- To ensure that all adults who have contact with children in school have been properly vetted and cleared as suitable to work and support children in our care/charge.
- To ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively.

School commitment

The Jane Lane School is committed to safeguarding and promoting the welfare of all its pupils. We recognise that some children may be especially vulnerable to abuse and that children who are abused or neglected may find it difficult to develop a sense of worth and to view the world in a positive way. Whilst at school their behaviour may be challenging and we recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all our pupils and recognise that each pupil's welfare is of paramount importance.

Providing a safe and supportive environment

Safer recruitment and Selection

The school pays full regard to current DCSF guidance "Keeping Children Safe in Education" 2016. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job. It also includes undertaking interviews and where appropriate, undertaking ISA Children's List checks (formerly List 99 and POCA), DBS checks and providing honest and accurate references when individuals move on.

In line with statutory changes, underpinned by regulations, the following will apply:

- A DBS Enhanced Disclosure will be obtained for all new appointments to our school workplace (including volunteers, where appropriate).
- This school is committed to keeping an updated single central record detailing a range of checks carried out on our staff, volunteers and governors. (Mrs Stella Hartshorne – School Business Manager / Mrs Polly Merckell - Senior Administrator)
- All new appointments to our school workforce from overseas or who have lived outside the UK will be subject to additional checks as appropriate.
- Our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy.
- Identity checks will be carried out on all appointments to our school workforce before the appointment is made, in partnership with the Local Authority.

The following staff have undertaken and completed Safer Recruitment Training and one of these staff members will be in attendance at interview for all staff and volunteer appointments:

Head teacher – Mr Milovsorov

School Governor –Mrs Su Vincent

Other Staff – Fiona Aldridge (AHT); Stella Hartshorne (School Business Manager)

Safer Working Practice

Our school will comply with the Government Offices “Guidance for Safer Working Practice for Adults Who Work with Children and Young People” and Child Protection Policy procedures at all times.

Safe working practices ensure that pupils are safe and that all staff, volunteers and governors:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Work in an open and transparent way.
- Work with other colleagues where possible, in situations open to question. (ie administering First Aid)
- Discuss and/or take advice from school management over any incident which may give rise to concern. (complete blue ‘Concern Sheet’)
- Record any incident or decisions made. (complete blue ‘Concern Sheet’ or Behaviour Watch until 23 June 2017 and SIMS thereafter)
- Apply the same professional standards regardless of gender, race, disability or sexuality.
- Be aware of the Confidentiality Policy, Anti-bullying Policy, Code of Conduct Policy, Child Protection Policy.
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Safeguarding Information for Pupils

All pupils are aware of a number 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 know that we have members of staff (2 senior staff) with responsibility for child protection and know who they are. We inform pupils 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.

The Designated Safeguarding Lead (DSL) in our school is: Mr Tony Milovsorov

The Deputy DSL in our school is: Mrs Karen Bolton (main school & 6th form); Mrs Alice Henderson (Key Stage 2-4 Alternative Provision)

Completed Blue Concerns forms relating to concerns about children and young people in the main school should be given to Mr Tony Milovsorov in the first instance.

Completed Blue Concerns forms relating to concerns about children and young people in the Key Stage 2- Key Stage 4 (KS2-KS4) in Alternative Provision should be given to Mrs Alice Henderson in the first instance.

If either Mr Milovsorov or Mrs Henderson are absent then Blue Concerns should be given to Mrs Bolton (main school & 6th Form) and Chris Harris (KS2-4 Alternative Provision).

Partnership with Parents

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

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child.

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

We encourage parents to discuss any concerns they may have with the Jane Lane School. We make parents aware of our Safeguarding and Child Protection Policies and parents are aware that they can view these policies on request.

School Training and Staff Induction

The school's DSL and any named deputies undertake specific safeguarding training which includes how to undertake their role. They also undertake inter-agency safeguarding training provided by the Walsall Local Safeguarding Children Board (WLSCB). Refresher training is undertaken at two yearly intervals.

All other school staff, including non-teaching staff, volunteers and governors undertake appropriate in house training to equip them to carry out their responsibilities for child protection effectively. This is kept up to date by refresher training at three yearly intervals as a minimum requirement.

New staff will be expected to complete training on starting working at the school. Staff will complete regular safeguarding training through staff meetings and briefings throughout the year.

Health and Safety Policy

The school has a health and safety policy which is monitored each year by the relevant committee of the School Governing Body.

The Deputy Head teacher – Mr John Cox, School Business Manager – Mrs Stella Hartshorne, Site Supervisor – Miss Denise Cooper and a Governor with responsibility for health and safety – Mr Neil Skeldon oversee the policy and the PIC log book. Any concerns from staff, volunteers, governors or pupils are reported to any of the above and the site supervisor carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual fire risk assessment.

There is a critical incidents/emergency action plan that details what staff and parents should do in the case of emergencies.

First Aid

In school the following members of staff are trained to oversee first aid:

Miss E Dunn, Mr Andy Marlowe, Mr Simon Murcott, Mrs Leslie Bates, Mr Luke Short, Miss Hayley Farran, Mrs Sharon Venables.

First aid kits are situated in the Medical Room, Design and Technology room, Food Technology room, Fisher Building.

When a child is unwell or has suffered an accident in school or on the school grounds, the following steps are followed:

Step 1: A trained first aider is immediately called to provide assistance and advice – if clothing obscures the view of the injury ask advice from the DSL (Mr Tony Milovsorov). Also please be mindful of safeguarding related issues at all times.

Step 2: The incident/accident is logged in the incident /accident Bound and Numbered book.

Step 3: The parent is notified of the incident /accident as soon as possible and this is recorded in the First Aid book.

Step 4: The Local Authority Health and Safety Team and/or the Health and Safety Executive are notified of the incident/accident where there is a statutory duty to do so.

Site Security

The Jane Lane School aims to provide a secure school site but recognises that the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules, which govern it. It is recognised that laxity can cause potential problems to safeguarding. Therefore, the school ensures that:

- Gates are locked except at the start and end of each day.
- All permanent staff should sign in and out of school using the Visitor Management System in reception. Please do not rely on someone signing in for you.
- Doors are kept closed to prevent intrusion
- All visitors and volunteers only enter through the main entrance and must sign in using the visitor Management System in reception.
- Children are only allowed home with adults/carers with parental responsibility or confirmed permission has been received in advance.
- Most children are not allowed to leave school alone during school working hours unless collected by an adult are signed out. The exception would be for those young people who can travel independently and following consent being provided by parents/carers.
- If a child leaves the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Parents and Police will then be immediately informed of the circumstances. This also applies if the children are offsite e.g. at college.

Welcoming other Professionals

Visitors with a professional role, should have been vetted to work with children through their own organisation. Professionals working within the Local Authority and Health Trusts have been suitably vetted therefore their ID badge is sufficient proof that checks have been carried out (Reference: a letter from J Bonner & C Boughton dated 13.12.16). ID badges should be worn whilst in the school.

When the said individuals make adhoc or unplanned visits to school, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to the children until confirmation of their vetting status has been confirmed. No examination /medical treatment of any child will be allowed unless the professional has suitable clearance prior to their visit.

It is recognised that in emergency situations when the Police are called, perhaps to deal with an unruly pupil/adult, it may not be possible to confirm their identity before access to the school site is

allowed. The Head teacher will use his professional judgement to effectively manage these situations.

Child Protection Policy

The DSL is Mr Tony Milovsorov. Staff are required to share safeguarding concerns by completing and giving in Blue Concern Forms. In the first instance this requires issues arising in main school, including 6th Form to be given to Mr Milovsorov. For issues arising in KS2-KS4 Alternative Provision give these to Mrs Henderson.

If Mr Milovsorov/Mrs Henderson are absent/unavailable then Mrs Karen Bolton will receive Blue Concern Forms from the main school and Mr Chris Harris from KS2-KS4 Alternative Provision.

There is a detailed Child Protection Policy operating within the school, which is available from the school office. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All allegations of abuse by or complaints about a teacher, other members of staff or volunteer, will be managed in accordance with the WLSCB procedures. The Chair of Governors should be contacted directly where there are allegations/complaints against the Head teacher.

The Local Authority Designated Officer (LADO) oversees all allegations made against those who work with children. The LADO is Alan Hassall. He can be contacted on 01922 654040 or 07432 422205.

Similarly advice and guidance can be obtained from the Multi Agency Safeguarding Hub (MASH) on 01922 658170.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as PSHE relevant discussions around related issues take place with the children and young people (CYP). Topics include such themes as Drugs, Alcohol, Sex and Relationships, Stranger Danger, and e-safety issues. CYP are encouraged to explore and discuss these issues.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in subjects such as Science, PE and Design Technology. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate pupil/adult ratios will be maintained for off-site visits. The lead adult always risk assesses visits and trips to ensure CYP are safeguarded and protected from harm before the event is finally authorised by the Headteacher (Tony Milovsorov) via the Deputy Headteacher – John Cox – who is the School Educational Visits Coordinator.

Visiting speakers, with correct clearance and/or constant supervision are always welcome into school so that they can give specialist knowledge to children.

Internet / E-Safety

Children are encouraged to use the internet but at all times in a safe way. Parents are asked to give permission for their children to use the internet on entry to the school. Parents, pupils and staff must sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. If staff know of misuse, either by a teacher, staff member, volunteer or child, the issue must be reported to the Head teacher without delay.

The Head teacher has overall responsibility for internet safety and will have access to all email addresses and passwords provided. The school follows guidelines for Internet use/E-safety laid down in the school policy, the Local Authority and the WLSCB.

The school will ensure that:

- Software (SECURUS) is in place to minimise access and to highlight any person accessing inappropriate sites or information.
- Pupils will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (If this result in safeguarding concerns, the DSL should be informed immediately).
- Every effort is made to encourage pupils not to give out their personal details including, phone numbers, school, home addresses, computer passwords etc.
- Pupils and staff adhere to school policy on mobile phones.
- Training is provided to pupils, staff and volunteers on e-safety matters where necessary.

Inclusion Opportunities

Within the school all children are welcomed. Where a child has a recognised disability we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school building and site.

Behaviour Policy

Good behaviour is essential in any community and at The Jane Lane School we have high expectation in this area. The school has a Behaviour Policy that must be adhered to by all children and a copy is available from the school office and on the website under 'Statutory Guidance.' 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. Please use the appropriate system as identified in the current Behaviour Policy. Any incidents should be recorded on Behaviour Watch (SIMS after 23 June 2017) and a 'Blue Concerns Sheet' completed where necessary and handed to a designated member of staff. Mr John Cox oversees behaviour within the main school site and Mrs Louise Pearce oversees behaviour within KS2-KS4 Alternative Provision.

There are numerous rewards available to children including:

- Stickers
- Showing another teacher good work
- Certificates
- Rewards assemblies

But the sanctions range from:

- Having to discuss their behaviour
- Being removed from the class
- Loss of break times (detention)
- Reporting to a senior member of staff
- Daily report
- A telephone call/letter home
- Internal exclusion
- External exclusion

Staff are discouraged from handling children but where they deem it the safest thing to do, guidance and training has been given on safe methods of restraining a CYP so that they do not harm either themselves or others (Team Teach). All incidents where handling has occurred MUST be recorded in the Bound and Numbered Book.

Anti-bullying Policy

The school's response to this is unequivocal.

Adults must be informed immediately and action will be taken.

Although bullying in this school is rare, the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated. There is a more detailed Anti-bullying Policy available from the school office.

Equalities and Racial Tolerance

Please refer to the school Equality Policy which has a section on racial tolerance. This includes information about what the school, through education, challenge and discussion, will do to ensure incidents do not happen.

Racism is tackled within the curriculum (RE, PSHE, SEAL). The children will take part in discussions designed to raise awareness and address prejudices. This work ensures that racial tolerance is at the forefront of everything we do. Racist and homophobic incidents are recorded and monitored by the school.

Photographing and Videoing of CYP in School

At The Jane Lane School we have taken a sensible and balanced approach to photographing and videoing CYP on the site. We have a formal policy around "Taking photographs and video images of children" and a copy of the document is available from the school office.

Taking pictures and video images of CYP's achievements and activities is a wonderful way of capturing a memory and promoting successes. The policy document explains in detail the school's requirement to obtain parental permission while taking such images and the safeguards in place to ensure anonymity (where possible) in their usage.

Whistleblowing

If members of staff, volunteers or governors have any concerns about people working in a paid or unpaid capacity with children, they have a duty of care (and in some cases a professional duty) to inform management accordingly. This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence.

The school follows the Local Authority's policy on whistleblowing and a copy of the "School Whistleblowing Policy" is available from the school office.

Policy Review

This policy document will be reviewed by the School Governing Body on an annual basis to ensure it is up to date with current legislation and best practice.

Please read associated policies including:

Child Protection

Safer Recruitment

Confidentiality

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