

Safeguarding Policy

1. Introduction

1.1 Chase Terrace Technology College recognises its legal duty under S175 Education Act 2002 and the 1989 Children Act and takes seriously its responsibilities to protect and safeguard the interests of all children. The school recognises that effective child protection work requires sound procedures, good inter-agency co-operation and a workforce that is competent and confident in responding to child protection situations

1.2 These procedures aim to provide a framework which ensures that all practice in the area of child protection is consistent with stated values and procedures that underpin all work with children and young people. Statutory guidance defines a child as anyone who has not yet reached their 18th birthday. Where a student is over the age of 18 years of age, procedures for "vulnerable adults" will be considered. This document has regard to the statutory guidance, 'Working Together to Safeguard Children 2013' and 'Keeping Children Safe in Education April 2014'. The Policy is in keeping with Staffordshire Safeguarding Children Board's (SSCB) Policies, Procedures and Training Strategy and reflects what Staffordshire Safeguarding Children's Board considers to be safe and professional practice in this context. Child Protection has to be considered within professionals' wider "safeguarding" responsibilities, which include a duty to co-operate under the Children Act 2004. Within the context of Every Child Matters, this takes account of the need for children "being healthy and staying safe".

1.3 This document also seeks to make the professional responsibilities clear to all staff (teaching and non-teaching), governors and volunteers, temporary and supply staff to ensure that statutory and other duties are met in accordance with Staffordshire Safeguarding Children Board requirements and procedures.

1.4 This Safeguarding Policy will be reviewed annually by the governing body.

2. Safeguarding and promoting the welfare of children

2.1 The definition for Safeguarding and promoting the welfare of children in Working Together to Safeguard Children 2013 is:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

2.2 Underpinning values

Where there is a safeguarding issue, Chase Terrace Technology College will work in accordance with the principles outlined in the Staffordshire Safeguarding Children Board's Inter-agency Child Protection procedures:

- A child's welfare is paramount. Each child has a right to be protected from harm and exploitation and to have their welfare safeguarded.
- Each child is unique. Action taken by child welfare organisations should be child-centred, taking account of a child's cultural, ethnic and religious background, their gender, their sexual orientation, their individual ability and any special needs.
- Children, parents and other carers should be made aware of their responsibilities and their rights, together with advice about the power of professionals to intervene in their family circumstances.
- Parents will be advised about Chase Terrace Technology College's Safeguarding Policy in the information provided on admission to the school. A copy of the Policy is also available on the school's website.
- Individual family members must be involved in decisions affecting them. They must be treated with courtesy and respect and with due regard given to working with them in a spirit of partnership in safeguarding children's welfare. However, it may not be appropriate to advise parents/carers immediately about a referral, depending on circumstances and the advice given by Children's Social Care. The welfare of the child is paramount in such situations
- Each child has a right to be consulted about actions taken by others on his/her behalf. The concerns of children and their families should be listened to and due consideration given to their understanding, wishes and feelings. However, it may not always be possible to respect a child/carer's request for confidentiality. If a child may be at risk of significant harm, there is a duty on the school/college to share information with Children's Social Care. This will be explained to the child or family member and appropriate reassurance given.
- Personal information is usually confidential. It should only be shared with the permission of the individual concerned (and/or those with parental responsibility), **unless** the disclosure of confidential personal information is necessary in order to protect a child or promote their welfare. In all circumstances, information must be confined to those people directly involved in the professional network of each individual child and on a strict "need to know" basis.
- Professionals should be aware of the effects of outside intervention upon children, upon family life and the impact and implications of what they say and do.
- Explanations by professionals to children, their families and other carers should be plainly stated and jargon-free. Unavoidable technical and professional terminology should be explained in simple terms.
- Sound professional practice is based upon positive inter-agency collaboration, evidence-based research and effective supervision and evaluation.
- Early intervention in providing support services, utilising the Common Assessment Framework Process and (if necessary) an assessment under Section 17 of the

Children Act (1989), is an important principle of practice in inter-agency arrangements for safeguarding the welfare of children.

2.3 Thresholds for Intervention:

2.3.1 Early Support: Common Assessment Framework - CAF

Practitioners should complete a Common Assessment Framework (CAF) when:

- Age appropriate progress is not being made and the causes are unclear or
- The support of more than one agency is needed to meet the child or young person's needs

All staff should receive CAF awareness training. Staff should discuss children who appear to have additional needs with the Designated Safeguarding Lead, the child and parents. The school will need to obtain parental/student consent for a CAF to be completed. Young people are able to give their own consent for a CAF in certain circumstances, if they are old enough and competent to do so. The school CAF co-ordinator may need to make a referral directly to other agencies, or request the support of Staffordshire County Council Local Support Team (LST). Staff will follow the guidance of the SSCB Threshold Document - accessing the right help at the right time (www.staffsscb.org.uk – procedure 1E). The school will inform the LST Co-ordinator when a CAF is started, and when it is closed, irrespective of whether or not there is an LST worker involved with the family.

2.3.2 Child in Need - S17 of the Children Act 1989:

A 'child in need' referral should be considered where the needs of the child are unlikely to be met under a CAF, such as a child with complex disabilities, when a social work led assessment is required.

Section 17 of the Children Act says that an assessment for services should be undertaken by the Local Authority in the following circumstances:

- they are unlikely to achieve or maintain, or to have opportunity to achieve or maintain a reasonable standard of health or development, without the provision of services by a local authority;
- their health or development is likely to be impaired, or further impaired, without the provision of such services;
- they are disabled.

If the Designated Safeguarding Lead considers that the welfare concerns indicate that a 'child in need' referral is appropriate he/she will speak with parents / the young person and obtain their consent for referral to First Response (FRT) (see below) to request an assessment. If parents refuse to give consent, but the child's needs are not being met, the Designated Safeguarding Lead will discuss the issues with the FRT.

Appropriate school staff should be invited to participate in Child in Need (CIN) meetings convened by children's social care, when children are deemed to require section 17 services.

Some children in 'acute need' (see SSCB Threshold guidance) may require Child in Need section 17 support. This could include children who self-harm or disclose an intent to commit suicide (SSCB procedure 4U).

2.3.3 Child Protection

- S.47 of the Children Act 1989 states that the Local Authority has a statutory duty to investigate when there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm due to the actions or inactions of others. Staff from this organisation do not investigate whether a child has been abused. This is the duty of social workers from the Safeguarding Team and the police. Education staff refer on reasonable concerns that indicate that a child may be at risk of significant harm.
- It is the 'significant harm' threshold that justifies statutory intervention into family life. A professional making a child protection referral under S.47 must therefore provide information that clearly outlines that a child is suffering or is likely to suffer significant harm.
- It is not possible to rely on one absolute criterion when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the extent of the harm suffered, the context within which it occurred and its duration.
- Significant harm may also arise from a combination of significant events that are both acute and long-standing and which may impair the child's physical, psychological and social development.
- In order to both understand and establish significant harm, it is necessary to consider the family context, together with the child's development, within their wider social and cultural environment. It is also necessary to consider any special needs, e.g. medical condition, communication difficulties or disability that may affect the child's development and care within the family. The nature of harm, in terms of ill-treatment or failure to provide adequate care also needs consideration alongside the impact on the child's health and development and the adequacy of care provided.

3. Guidance on 'whether this is a Child Protection matter'

3.1 If staff have significant concerns about any child they must make them known to the Designated (or Deputy Designated) Safeguarding Lead, without delay, in accordance with reporting and recording procedures. These concerns may include:

3.1.1 Physical abuse:

This may involve hitting, shaking, throwing, poisoning, burning / scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child. ("Working Together To Safeguard Children" 2013)

3.1.2 Emotional abuse:

This is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well

as over-protection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. ("Working Together To Safeguard Children" 2013)

3.1.3 Neglect:

This is a persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment;
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs ("Working Together to Safeguard Children" 2013).

3.1.4 Sexual abuse:

This involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. ("Working Together To Safeguard Children" 2013)

3.1.5 Identifying cases of female genital mutilation (FGM) and Forced Marriage:

Any indications that Female Genital Mutilation (FGM) or Forced Marriage are imminent, or have already taken place, will be dealt with under the child protection procedures outlined in this policy. In support of this provision, we will do everything that we can to ensure that:

- Our school is an 'open environment', where students feel able to discuss issues that they may be facing;
- the Designated Safeguarding Leads are aware of the issues surrounding FGM and Forced Marriage;
- advice and signposting is available for accessing additional help, e.g. the NSPCC's helpline, 'Childline', Forced Marriage Unit;
- awareness-raising about FGM is incorporated in the school's safeguarding training.

If there is a disclosure of abuse of this kind, or staff are concerned for any other reason,

they are advised:

- to alert the Designated Safeguarding Lead of their concerns. This member of staff will then refer concerns to Children's Social Care, who will inform the police if they need assistance. If a student has disclosed that they are at risk in this way, the case will still be referred to Social Care even if it is against the student's wishes.
- **not** to consult or discuss with the student's parents or family, or others within the community.

4. Making referrals

4.1 Where a child is registered at school, consultation must take place with the Designated Safeguarding Lead, who will be the most appropriate person to initiate any referral. A written record of your concerns should be made using the school's internal recording form. This should then be given to the Designated Safeguarding Lead (or Deputy if the Designated Person is unavailable), who will then make the decision if a referral is needed to the First Response Team or the child's existing social worker. If the child lives in an authority outside Staffordshire, the matter will be referred, by the Designated Safeguarding Lead, to the relevant Children's Social Care team in that area.

4.2 As per the statutory government guidance 'Keeping Children Safe in Education', anybody **can** make a referral. However, due to the role of the Designated Safeguarding Lead, this member of staff may be party to additional and pertinent information and therefore is best placed to do so. If it is not possible to speak to the Designated or Deputy Designated Safeguarding Lead, or there would be an unwarranted delay by doing so, the member of staff should contact the First Response Team to discuss concerns. In these circumstances, the Designated Safeguarding Lead must be informed about the referral as soon as possible.

4.3 For referral to **First Response, phone 0800 1313126** and speak to the operator. You will need to follow this up with written confirmation on the Multi-agency referral form within 48 hours. The multi-agency form is available from the SSCB website: www.staffsscb.org.uk

5. Confidentiality

5.1 Confidentiality is an issue that needs to be understood by all those working with children, particularly in the context of child protection. This is a complex area and involves consideration of a number of pieces of legislation.

5.2 You can never guarantee confidentiality to a child, as some kinds of information may need to be shared with others. A suggested form of words that may help when talking to children is as follows:

"I will keep our conversation confidential and agree with you what information I can share, unless you tell me something that will affect your personal safety or that is illegal, but I will tell you if I am going to pass information on and to whom."

5.3 Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised, in principle, by the courts. However, any disclosure of personal information to others, included social service departments, must always have regard to both common and statute law.

5.4 Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (Data Protection Act 1998 European Convention on Human Rights, Article 8). Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, however, consent may not be possible or desirable but the safety and welfare of the child dictate that the information should be shared.

5.5 The law requires the disclosure of confidential information necessary to safeguard a child or children. Under Section 47 of the Children Act 1989, statutory agencies have a duty to co-operate. Therefore, if the police or Social Care / Services are conducting a Section 47 investigation under the 1989 Children Act, staff must share requested information relevant to the investigation. Legal advice should be sought, if in doubt, from the County Legal Services Department.

5.6 When children transfer to a new school or college at any time other than key transition points (e.g. move to primary or high school), it may be necessary to inform other partners. For example, a process is in place for informing the school nurse team in these circumstances.

6. Talking to, and listening to, children

6.1 If a child chooses to disclose, a member of staff SHOULD:

- be accessible and receptive;
- listen carefully and uncritically, at the child's pace;
- take what is said seriously;
- reassure the child that they are right to tell;
- tell the child that you must pass this information on;
- make a careful record of what was said.

They should NEVER:

- take photographs or examine an injury;
- examine marks / injuries solely to assess whether they may have been caused by abuse (although there may be a need to give appropriate first aid);
- investigate or probe aiming to prove or disprove possible abuse – never ask leading questions;
- make promises to children about confidentiality or keeping 'secrets';
- assume that someone else will take the necessary action;

- jump to conclusions or react with shock, anger or horror;
- speculate or accuse anyone;
- confront another person (adult or child) allegedly involved;
- offer opinions about what is being said, or about the persons allegedly involved;
- forget to record what they have been told;
- fail to pass the information on to the correct person;
- ask a child to sign a written copy of the disclosure.

6.2 For children with communication difficulties, or who use alternative / augmented communication systems, staff may need to take extra care to ensure that signs of abuse and neglect are identified and interpreted correctly, but concerns should be reported in exactly the same manner as for other children.

7. Record keeping

7.1 Well-kept records are essential in situations where it is suspected, or believed, that a child may be at risk from harm. Records should:

- state who was present, time, date and place;
- use the child's words wherever possible;
- be factual/state exactly what was said;
- differentiate clearly between fact, opinion, interpretation, observation and/or allegation;
- be written in ink and signed by the recorder.

7.2 Records about child protection, or pertaining to welfare concerns or issues, including CAF paperwork, will be retained securely and separately to the curriculum records of the child. If the child moves to another school or education setting, these records will be suitably redacted in regard to the identification of other children or adults and sent in a timely and secure manner to the Designated Safeguarding Lead of the receiving school or college.

8. Attendance at Child Protection Conferences

8.1 The Designated Safeguarding Lead, or their deputy, will be expected to attend the initial Child Protection Conference and provide a written report. (See 'Staffordshire Safeguarding Advice' for a suggested template).

8.2 Parents should be informed of what is in the report, as there should be no surprises about the information shared at the Conference.

8.3 If a child is made subject to a Child Protection Plan, it may be more relevant for the class teacher or head of year to attend the subsequent core group meetings. They must be given appropriate support around safeguarding issues, from the Designated Safeguarding Lead.

9. Protecting staff against allegations of abuse

9.1 Staff should seek to keep their personal contact with children under review and seek to minimise the risk of any situation arising in which misunderstandings can occur. The following sensible precautions can be taken when working alone with children:

- work in a room where there is a glass panel in the door or leave the door open;
- make sure that other adults visit the room occasionally;
- avoid working in isolation with children unless thought has been given to safeguards;
- Never give out personal mobile phone numbers or private e-mail addresses;
- Do not give students lifts home in your car (unless this has been specifically agreed by a member of the senior leadership team);
- Do not arrange to meet them outside of school hours;
- Never 'befriend' or chat to students on social network sites.

9.2 Under the Sexual Offences Act 2003, it is a criminal offence for anyone working in an education setting to have a sexual relationship with a student, even when the student is over the age of consent but under 18 years of age.

9.3 Any use of physical force or restraint against students will be carried out and documented in accordance with the relevant physical intervention policy. If it is necessary to use physical action to prevent a child from hurting themselves or others, parents will be informed. Children will not be punished by any form of hitting, slapping, shaking or other degrading treatment.

10. Recruitment, supervision and training for staff

10.1 When recruiting new members of staff, the school follows the government guidance 'Keeping Children Safe in Education 2014' and safer recruitment principles, and has due regard to the Safeguarding Vulnerable Groups Act 2006 and The Protection of Freedoms Act 2012. The EYFS Section 3 - The Safeguarding and Welfare Requirements - page 15, 3.13 states that providers **must** also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006 and must consider how staff have access to this legislation and are aware of their roles and responsibilities.

10.2 The school ensures that enhanced DBS checks are undertaken in line with government guidance, that appropriate references are obtained and that qualifications are verified.

Accredited safer recruitment training has been undertaken by senior members of staff and appropriate governors who sit on recruitment panels, in accordance with statutory guidance.

10.3 All staff will be encouraged to read the government guidance 'Keeping Children Safe in Education 2014' and have been given a copy of Part One of this guidance which they must read.

10.4 When they join the school, newly appointed staff and volunteers will have a robust induction that includes the school's child protection procedures. They will be made aware of the Staffordshire Safeguarding Children Board's procedures (www.staffsscb.org.uk) as part of that induction programme, and be given a copy of the school Safeguarding Policy and the staff handbook, which outlines expectations regarding staff behaviour (Keeping Children Safe in Education statutory guidance 2014 states that governors will ensure that these policies are effective and provided to all staff, including temporary and volunteers, on induction). Any reason for staff to be having personal, social contact with students at the school must be explained to the head teacher with the rationale and any safeguarding actions required will be recorded. Staff will also attend the Level 1 Safeguarding and Promoting the Welfare of Children and Young People training within 6 months of joining the school/college. The initial Level One Child Protection training given to each member of the organisation will be updated every three years and recorded.

10.5 Any staff member, volunteer or governor who becomes the subject of a police investigation in relation to physical or sexual offences against adults or children, or are charged with such a criminal offence, must inform the head teacher. Staff must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before, or during their employment at the school. The head teacher will discuss any potential safeguarding matters with the LADO and any required action will be agreed.

10.6 Any staff member, volunteer or governor, whose own children become subject to child protection investigations, must inform the head teacher. The head teacher will discuss with the Local Authority Designated Officer (LADO) in regard to procedures for dealing with allegations against persons who work in a position of trust with children. Appropriate action will be agreed.

10.7 The Designated and Deputy Designated Child Protection Persons will attend Staffordshire Safeguarding Board Courses at Level Two (and above) at least every 2 years in order to maintain continuous professional development and comply with statutory guidance and the SSCB training strategy

10.8 This school recognises the importance of professional, reflective supervision when working with vulnerable children. Arrangements are in place for the Designated Safeguarding Leads to have regular and scheduled supervision. The Designated Safeguarding Leads offer appropriate support to other staff within the school, according to need or at their request. (Ensuring that there is effective support and supervision for staff working with vulnerable children is highlighted in 'Working Together, 2013'. The organisation must decide on the best way to offer this support e.g. peer support between Designated and Deputy Safeguarding Leads).

11. Managing allegations of abuse against a person working in a position of trust

11.1 Children can be the victims of abuse by those who work with them in any setting. All allegations of abuse of children carried out by any staff member or volunteer should therefore be taken seriously. Staff have a professional duty to report concerns about the conduct of other adults working in the school if there are indications that a child or children could be at risk of harm. Adults working in this school are encouraged to raise any concerns about conduct or practice, so that this can be addressed appropriately.

11.2 Allegations of abuse made against adults working in the school, whether historical or current, should be reported to the head teacher (or, if the allegation is against the head teacher, it should be reported to the Chair of Governors). Adults working in the school are also able to follow the 'Whistle Blowing Policy' (available from the school website and in the staff handbook) if they feel unable to follow standard procedures relating to an allegation against staff.

11.3 In line with government guidance and SSCB procedures, the Head Teacher/ Chair of Governors will contact a Local Authority Designated Officer (LADO) to discuss the allegation if the concerns are that an adult in a position of trust has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

(Keeping children safe in education April 2014)

This initial discussion will establish the validity of any allegation under SSCB procedures (www.staffsscb.org.uk Procedure 4A) and if a child protection safeguarding referral is required due to a child having suffered or being at risk of suffering 'significant harm'. If this is the case, a referral will be raised with the relevant Safeguarding Team and a Section 47 child protection strategy meeting will be convened that the Head Teacher/ Chair of Governors should attend.

11.4 If an individual child is not identified, but there are concerns about the behaviour of a person in a position of trust that require consideration by other agencies, the LADO will convene a Joint Evaluation Meeting (JEM) to consider the issues and any action required.

The fact that a member of staff offers to resign will not prevent the allegation procedure, and any necessary disciplinary action, reaching a conclusion.

The decision of the strategy/joint evaluation meeting could be:

- investigation by children's social care
- police investigation if there is a criminal element to the allegation
- single agency investigation completed by the school which should involve the Schools Senior HR advisor

11.5 If the matter does not meet the threshold for intervention by other agencies, but concerns remain about the conduct of a person in position of trust working with children, the school will undertake investigatory and, if appropriate, disciplinary action. Referrals to the Disclosure and Barring Service (DBS) will be made by the school as necessary and in line with current guidance.

12. E-Safety

12.1 The growth of different electronic media in everyday life and an ever-developing variety of devices, including PC's, laptops, mobile phones, webcams etc., place an additional risk on our children.

12.2 Internet chat rooms, discussion forums or social networks can all be used as a means of contacting children and young people with a view to grooming them for inappropriate or abusive relationships. The anonymity of the internet allows adults, often pretending to be children, to have conversations with children and in some cases arrange to meet them.

12.3 Access to abusive images is not a 'victimless' act, as it has already involved the abuse of children. The internet has become a significant tool in the distribution of indecent photographs of children and should be a concern to all those working with students at this school.

12.4 Students can engage in or be a target of cyberbullying using a range of methods, including text and instant messaging to reach their target. Mobile phones are also used to capture violent assaults of other children for circulation ('happy slapping'), or distributing indecent images of children (e.g. sexting).

12.5 The best protection is to make students aware of the dangers through curriculum teaching, particularly PSHE and sex education.

12.6 Protection is Prevention:

- Software is in place to minimise access and to highlight any person accessing inappropriate sites or information.
- Students will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (If this results in Child Protection concerns, the school's Designated Safeguarding Lead should be informed immediately).
- Students should not give out their personal details, phone numbers, school name, home address, computer passwords etc.
- Students should adhere to the school policy on mobile phones.

12.7 The police will be involved if there is any criminal element to misuse of the internet, phones or any other form of electronic media.

13. Resources

13.1 Section 175 (157) of the Education Act 2002 puts an explicit duty on Governing Bodies to ensure that their functions are exercised with a view to safeguarding and promoting the welfare of students.

13.2 The Governing Body will therefore ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under Staffordshire Safeguarding Children Board's procedures, including attending meetings, collating and writing assessment reports, and staff training. The Governing Body will also ensure that all Governors have an

understanding of safeguarding issues and that policies and procedures are in place in school to safeguard and promote the welfare of all students in the school.

13.3 Safeguarding awareness will be addressed through the curriculum, as appropriate, to ensure that all students understand what is meant by safeguarding and how they can be safe.

14. Key documents referred to and underpinning this policy:

- 'Working Together to Safeguard Children' 2013 (DfE)
<https://www.gov.uk/government/publications/working-together-to-safeguard-children>
- Staffordshire Safeguarding Children Board Procedures (online)
www.staffsscb.org.uk/professionals/procedures/
- Staffordshire Safeguarding Children Board Training Catalogue (online)
www.staffsscb.org.uk/professionals/Inter-Agencytraining/events/
- 'Keeping Children Safe in Education', April 2014
www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KC_SIE_gdnce_FINAL.pdf
- Staffordshire policy and guidance on the use of Restrictive Physical Interventions (including restraint) in mainstream schools
- The Children Act 1989 and 2004
- Education Act 2002
- Staffordshire e-safety Tool Kit

15. Links with other policies

15.1 This policy document should also be considered within the context of other policies and documents relating to our work with children and young people. This includes: PSHE Policy, Drugs and Alcohol Policy, Sex Education Policy, Whistle Blowing Policy.

16. Specific responsibilities and sources of information

16.1 Responsibilities:

The **Designated Safeguarding Lead** in this school is: **Julia Hayburn, Assistant Head (Student Support)**

The **Deputy Designated Safeguarding Lead** in this school is: **David Crowder, Deputy Head (Personnel and Curriculum)**

The **nominated Governor for Safeguarding** is: **Diane Evans, Chair of Governors**

16.2 Monitoring and evaluation:

Adopted by Governors: July 2014

Reviewed by: Governors' Personnel Committee

Next review date: Summer 2015

16.3 Sources of further information:

Further advice on Safeguarding matters can also be obtained from:

- First Response Team (including LADO advice): 0800 1313126.
- Emergency Duty Team (for out of office hours referrals for children and vulnerable adults): 0845 6042886.
- LST (duty contact number: Kim Holyman LST 12; tel: 01543 510410)
- Staffordshire Vulnerable Adults referral contact details (for schools where students may be over the age of 18 years and have a physical or sensory impairment; drug or alcohol problems; mental health problem; or learning disability and may not be able to protect themselves from harm or abuse): 0845 604 2719 or EDT number above
- Staffordshire County Council - Education Safeguarding Advice Service: 01785 895836; email esas@staffordshire.gov.uk ; Website: [Staffordshire Education Safeguarding Advice](#)