



THE VALLEY SCHOOL

## SAFEGUARDING POLICY

OCTOBER 2018 – SCHOOL IMPROVEMENT COMMITTEE

### KEY PRINCIPLES

**“Learn to Believe – Learn to Achieve”**

**“Different for Different”**

We value every one of our pupils and will do all that is necessary to ensure that they are safe, physically and emotionally. We will support them to have confidence and self-worth and to learn how to keep themselves safe now and in the future.

The purpose of this policy is to inform staff, parents/carers, volunteers and governors about The Valley School's responsibilities for safeguarding children and to enable everyone to have a clear understanding of how these responsibilities will be carried out.

The Valley School will establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to when they have a worry or concern.

We will establish and maintain an environment in our school where staff and volunteers feel safe, are encouraged to talk and are listened to when they have concerns about the safety and wellbeing of a child.

We will ensure children know that there are adults in the school whom they can approach if they are worried.

We will ensure that children who have been abused will be supported in line with a child protection plan, where deemed necessary.

The Valley School will include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse including cyber abuse.

### KEY STATUTORY REGULATIONS AND SIGNIFICANT LINKS

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

### KEY LINKED POLICIES

Attendance

E-safety

Behaviour for Learning

Learning about Relationships and Sexual Development

## KEY RESPONSIBILITIES & KEY PRACTICES

### **School Staff & Volunteers**

The Valley School has a responsibility to provide a safe environment in which children can learn. School staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children.

All school staff will receive appropriate Safeguarding Children training which is updated regularly, so that they are knowledgeable and aware of their role in the early recognition of the indicators of abuse or neglect and of the appropriate procedures to follow.

Temporary staff and volunteers at The Valley School will be made aware of the safeguarding policies and procedures by the Deputy Designated Senior Person.

#### **Designated Senior Persons Team:**

Mrs Caroline Mahoney

Ms Lisa Clarke

Ms Taney Howarth

At The Valley School the broad areas of responsibility for the designated safeguarding leads are:

- Managing referrals - Refer all cases of suspected abuse to the local authority children's social care
- Liaising with the Headteacher to inform her of any issues.
- Acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Keeping all records accurate and up to date

### **The Valley School Staff Responsibilities**

If any member of staff is concerned about a child, he or she must inform the Designated/Deputy Senior Person.

The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations.

The Designated/Deputy Senior Person will decide whether the concerns should be referred to Children's Services. If it is decided to make a referral to Children's Services this will be discussed with the parents, unless to do so would place the child at further risk of harm.

Particular attention will be paid to the attendance and development of any child about whom The Valley School has concerns, or who has been identified as being the subject of a child protection plan.

If a pupil who is/or has been the subject of a child protection plan changes school, the Designated/Deputy Senior Person will inform the social worker responsible for the case and transfer the appropriate records to the Designated Senior Person at the receiving school, in a secure manner, and separate from the child's academic file.

As a person who works with children, all staff at The Valley School have a duty to refer safeguarding concerns to the Designated/Deputy Senior Person for child protection.

### **Dealing with a Disclosure at The Valley School**

If a child discloses that he or she has been abused in some way, the member of staff / volunteer should:

- Listen to what is being said without displaying shock or disbelief
- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible to keep
- Not promise confidentiality – it might be necessary to refer to Children's Services
- Reassure him or her that what has happened is not his or her fault
- Stress that it was the right thing to tell
- Listen, only asking questions when necessary to clarify
- Not criticise the alleged perpetrator
- Make a written record
- Pass the information to the Designated/Deputy Senior Person without delay

At The Valley School we acknowledge that dealing with a disclosure from a child, and safeguarding issues can be stressful. The member of staff/volunteer should, therefore, consider seeking support for him/herself and discuss this with the Designated/Deputy Senior Person.

### **Confidentiality**

Safeguarding children raises issues of confidentiality that must be clearly understood by all staff/volunteers at The Valley School

- All staff at The Valley School, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Children's Services, Safeguarding Team and the Police).
- If a child confides in a member of staff/volunteer and requests that the information is kept secret, it is important that the member of staff/volunteer tell

the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.

- Staff/volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

### **Communication with Parents**

The Valley School will ensure the child protection policy is available publicly.

Parents should only be contacted by the Designated/Deputy Senior Person for safeguarding.

Parents should be informed prior to referral, unless it is considered to do so might place the child at increased risk of significant harm by:

- The behavioural response it prompts e.g. a child being subjected to abuse, maltreatment or threats / forced to remain silent if alleged abuser informed;
- Leading to an unreasonable delay;
- Leading to the risk of loss of evidential material;
- Placing a member of staff from any agency at risk.

The Valley School will ensure that parents have an understanding of the responsibilities placed on the school and staff for safeguarding children.

### **Record Keeping**

When a child has made a disclosure, the member of staff/volunteer should:

- Record, as soon as possible after the conversation, using the school "Safeguarding Referral Form" wherever possible
- Not destroy the original notes in case they are needed by a court
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- Draw a diagram to indicate the position of any injuries
- Record statements and observations rather than interpretations or assumptions.

All records need to be given to the Designated/Deputy Senior Person promptly. No copies should be retained by the member of staff or volunteer. The Designated/Deputy Senior Person will ensure that all safeguarding records are managed securely and appropriately.

## **Registration**

It is the responsibility of the form tutor or cover supervisor to complete the registration process.

When a child is present this should be denoted with /

If a child is not present, this should be denoted with N

When the office receives the registers they will either change the code if there is a known reason for the absence or will phone home to check why the child is not present.

An absence sheet will be produced by the office staff and displayed outside of the school office and by the taxi lists in the dining room for reference at the end of the day.

Registers should also be taken at the beginning of each lesson to ensure that all pupils are where they are supposed to be. This is the responsibility of the class teacher/learning partner.

If a pupil does not arrive, then this should be investigated immediately, either by sending another member of staff if present or calling the duty manager.

If an unexpected pupil arrives to a lesson, they should be taken back to the correct lesson by another adult if present or by calling the duty manager.

RAMPS (Risk Assessment Management Plans) should be adhered to at all times. Any recommendations for change must be made formally and with the agreement of the DSP.

## **School trips**

All relevant paper work must be completed before any trips or visits take place. Including any individual risk assessments.

The named adult is responsible for the safety of all pupils taken off site. Registers must be taken and checked regularly.

## **Visitors to The Valley School**

The Valley School welcomes visitors to our school but recognises that steps need to be taken to ensure the safety of all pupils and adults.

- Visitors should not be left unattended with pupils
- As we have sensitive information about pupils in our staffroom, provision must be made for breaks away from this room.
- No staff should be having conversations about pupils with our visitors

## **End of the day**

### **Independent travellers**

It is the responsibility of the person marking off the register that only the pupils on the register leave the school site independently.

For a pupil to travel independently, written confirmation must be given by the pupil's parent/carer.

A member of staff will be at the dining room door.

Pupils need to be marked off of the register by an adult before they can leave the school.

If there are any doubts about how a pupil is travelling home, the adult must check with the school office, not allowing the pupil to leave until confirmation has been given.

If necessary, a phone call should be made home to confirm arrangements.

### **Parent/carer collection**

It is the responsibility of the adults at the front door to ensure that all pupils go home with the correct adult.

At the end of the day, those pupils being collected will go to the dining room to be marked off a register.

The adult at the front door will call for the pupils individually who will be marked off the register before handing over to the adult collecting.

Unless The Valley School has been notified that there is a change of adult collecting a pupil, the pupil will not be allowed to leave until we have notification from the parent/carer.

### **Taxi**

It is the responsibility of the named adult for each taxi to ensure the correct pupils travel on the correct taxi.

The pupils will sit with their taxi group in the gym/art/ICT room.

Each taxi group will have staff responsible for checking that every pupil is present.

The adult at the gym door will call each taxi individually. Groups in other rooms will be made aware that the taxi is ready. The staff member for each taxi group will check and indicate if all pupils are present. No group will leave unless all are ready.

Each gym group, when called, will be accompanied to the playground gate where they will be met by a second staff member.

When appropriate they will be sent to the third adult. Taxi group staff will ensure they are safely on the taxi, seated appropriately with seatbelts secured.

Other groups will be escorted by named staff and the above checks will be made.

### **Expectations of taxi staff**

Taxi staff will be supported to understand how to meet the needs of our pupils. Where a passenger assistant is present, he/she will be expected to engage positively with students, to sit amongst them and to create a positive and enjoyable journey.