



Broughton Hall High School

SAFEGUARDING POLICY

Broughton Hall High School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

In line with Children's Services Guidelines, Liverpool Safeguarding Children Board Procedures Manual, the DCSF publication "Working Together to Safeguard Children, appropriate DCSF circulars, Bichard Recommendations (Appendix 1) and our mission statement which refers to the Gospel values which permeate our school and are reflected in all relationships, the aim of the policy is to safeguard and promote our pupil's welfare, safety, health and guidance by fostering an honest, open, caring and supportive climate. Our pupil's welfare is of paramount importance.

Aims

- to create a safe, caring atmosphere where no one feels threatened or inferior
- to create an aware environment where staff, pupils and parents feel able to voice any concerns
- to teach our pupils safe messages through a rich and varied curriculum in which they are taught to stay safe from harm and help them recognise what is and is not acceptable behaviour towards them.
- to ensure all welfare concerns are carefully managed
- to ensure all staff have access to copies of, and act within, the Children's Services Child Protection Procedures (LSCB October 2007), the DCSF publications "Guidance for Safer Working Practice for Adults Who Work With Children and Young People"(November 2007) and "Working Together to Safeguard Children" (2006)

Safeguarding Strategy

We will follow procedures set out by the Liverpool Safeguarding Children's Board and guidance issued by the DCSF to ensure that all staff are aware of the responsibilities they have in regard to the protection of children from abuse and from inappropriate and inadequate care, and all are committed to responding in all cases where there is concern.

The Designated Safeguarding Officers are Ms S Clarke, Deputy Head Teacher and Ms S Reid, Student Support Manager.

The nominated Safeguarding Governor is Mrs M Buckley.

We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps all children and especially those at risk of, or suffering from, abuse. Broughton Hall will therefore:

- establish and maintain an ethos where pupils feel secure and are encouraged to talk, and are listened to.

This can be achieved by ensuring pupils know that there are adults in the school whom they can approach if they are worried. Raising awareness of child protection issues and equipping pupils with the skills to keep them safe. Designated Safeguarding Officers attend assemblies termly to explain safe messages and where Officers can be located. Posting safe messages around the school and on school websites.

- meetings are held regularly to discuss ‘at risk’ pupils and to update records kept confidentially by the Designated Safeguarding Officer, Ms Clarke
- records and personal information are kept up to date
- all visitors to the school complete a screening document
- staff are supported in their dealings with pupils and appropriate in-service training will be assured
- staff are sympathetic to pupils who have problems
- acceptable behaviour is encouraged and rewarded
- help and support is sought from the appropriate agencies at all stages in the process
- all staff receive safeguarding training on an annual basis
- safe recruitment practices and procedures are in place, Mr Hartley, Chair of Governors, Mr Murphy, Head Teacher, Ms Clarke, Senior Deputy Head Teacher, Mrs Brisco, Business Manager and Mrs Buckley, Safeguarding Governor have all completed the CWCD Safer Recruitment in Education Course.
- adults who work with our pupils have enhanced CRB clearance
- the Head Teacher is made aware of Child Protection and Safeguarding issues
- Bichard recommendations are followed (Appendix 1)
- reporting safeguard concerns – proforma available to all staff to record and report any concern
- support vulnerable pupils through in- house safeguarding meeting (Team Around the School and Team Around the Child) where action points are decided upon and put into practice
- all staff adhere to guidelines and procedures for safeguarding. Refer to staff pages on school website

- ensure parents have an understanding of the responsibility placed on the school and staff for child protection. These are clearly set out in school prospectus and school website
- develop effective links with relevant agencies and cooperate as required with their enquiries with regard to safeguarding and child protection matters including Looked After Child Reviews, attendance and case conferences
- all records are kept securely, separate from the main pupil file and in a locked cabinet in the Safeguarding Offices office
- follow Local Safeguarding Children Boards procedures (pages 225-248) where an allegation is made against a member of staff or volunteer.
- In accordance with our mission statement we understand that pupils who have been or are being abused or those 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 in school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupils through:
 - The content of the curriculum
 - The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
 - The school behaviour management policy and staff handbook
- Liaison with other agencies that support the pupil such as Social Services, Child and Mental Health Service, education welfare service and educational psychology service.
- Ensuring when a child on the child protection register leaves, their information is transferred to the new school immediately and that the pupil's social worker is informed.

What people should do if they have a concern about a pupil

In the event of a member of staff or another pupil having a safeguarding concern about a pupil, he/she should inform the Safeguarding Officer as soon as possible. They should give a written record detailing the incident or concern. This information should state the facts as they are known. It should also be signed and dated.

Anyone who believes that a child is suffering or at risk of suffering significant harm, has a duty to refer those concerns on to the designated Safeguarding Officer. The Safeguarding Officer will offer support and advice. Further action may be taken as detailed in the Safeguarding Children Procedures Manual (LSCB 2007).

What people should do if information of a safeguarding or child protection nature is disclosed to them.

1. Receive the information, listen and accept
2. Reassure the pupil that they have done nothing wrong, stay calm, do not promise confidentiality
3. React to the information, no leading questions, no judgements, explain what you will do next, inform Designated Officer, keep in contact
4. Record the information, make an accurate record of what has been said, then date and sign (an email attachment is fine but the Designated Officer will come back to you and ask you to sign)

All staff have a laminated card with the above guidance on, they should carry it with them and refer to it if necessary.

Staff must ACT on any information that they have. We must work together and not in isolation.

Confidentiality

Child Protection procedures state that keeping a child safe from harm is of paramount importance. Staff must pass on any disclosure or concern to the Safeguarding Officer.

Important information about a child must only be shared with those people who need to know and conversation about the child should always be held in private with the appropriate colleagues or professionals.

Record keeping and information sharing

Written records are kept about any child where a concern is raised. The information is stored even if there is no need to refer the matter immediately. The records are accurate, detailed, signed and dated. Any contact with the pupil or other people is clearly stated. These records are kept securely, separately from the main pupil file, in a locked cabinet. Only those people who need to know information will be told and any conversations will always be held in private. Further Guidance can be found in Information Sharing: Guidance for practitioners and managers (HMSO 2008).

The following statement is in the school reception, on the website and included in our school prospectus, in order to make parents, visitors and pupils aware of the responsibilities of the school:

“We are committed to safeguarding and promoting the welfare of young people and we expect all pupils, staff, volunteers and visitors to share this commitment”.

Child Protection Conferences

All case conferences are attended by a Designated Safeguarding Officer or a member of the Student Support Team. Local Safeguarding Children Board’s Procedures are followed.

Other policies which should be read in conjunction with the Safeguarding Policy are:

- Health and Safety
- Behaviour
- Anti-Bullying
- E safety
- Recruitment

Whistleblowing
Equality and Anti-Harassment
Extended Schools hiring and letting Policy

Forced Marriages

Forced Marriage is a marriage conducted without the full consent of both parties and where duress is a factor. Such a marriage is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence.

If there is a concern that a child or young person is in danger of forced marriage, the Designated Safeguarding Officer will contact Children's Social Care without informing the parent or carer. Guidance will be followed as outlined in LCSB Procedures Manual (pages 99 - 101).

Female Genital Mutilation

This form of abuse involves mutilation by way of female circumcision, excision of infibulations. It causes long term mental health and physical suffering, difficulty in giving birth, infertility and even death. Any concerns must be brought to the immediate attention of the Designated Safeguarding Officer, who will follow guidance as outlined in LCSB Procedures Manual (pages 96-98).

Monitoring and evaluating

The Safeguarding Policy will be reviewed annually by the Safeguarding Officer, Ms Clarke, ensuring that Governors and staff are informed of any changes.

**Policy written by Sue Clarke, Deputy Head Teacher - November 2009.
To be reviewed November 2010**

Further References

The documents below give further guidance and information and are available at

[http:// www.safeguardingchildrenboard.liverpool.gov.uk/professionals/index.asp](http://www.safeguardingchildrenboard.liverpool.gov.uk/professionals/index.asp)
Every Child Matters websites

The following documents are available in Staffroom and in staff pages on school website

Working Together to Safeguard Children (2006)
What to do if you're worried a child is being abused (2006)
Safeguarding Children Procedures Manual. LCSB (2007)
Guidance for Safer Working Practice for Adults Who Work with Children and Young People (2007)

APPENDIX 1

Bichard Recommendations

- The school ensures no interview panel to appoint staff is convened without a panel member being properly trained (December 2009 deadline)
- The school maintains, and regularly updates, a Single Record of checks carried out on all staff and volunteers, relating to identity, qualifications and safeguarding
- The school provides information to job applicants that clearly states that the organisation will create a safe environment for young people
- Candidates are asked to confirm their identity and qualifications through official documents
- The school examines the full employment history of prospective candidates
- Interviewer explore with candidates their understanding of the importance of safeguarding pupils, their attitudes towards young people, and their perceptions about the boundaries of acceptable behaviour towards children/young people
- All posts, including those in schools that involve working with children and vulnerable adults, are subject to the enhanced CRB disclosure regime