

BRIDGE LEARNING CAMPUS



Safeguarding Policy

Leadership Responsibility:

To be ratified by: GG

Last ratified: March 2010

Review Due: Nov 2011

Signed: Gus Grimshaw

SAFEGUARDING POLICY

Introduction

BLC fully recognises its responsibilities for safeguarding children. Our policy applies to all staff and volunteers working in the campus. There are five main elements to our policy:

- Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children; The Independent Safeguarding Authority (ISA) established to enhance current safe recruitment practices will be used when referring adults.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan;

Establishing a safe environment in which children can learn and

Procedures

The campus will:

- Ensure it has a Designated Members of the Leadership Team (DMLT) who will undertake regular, appropriate training for this role; and will oversee safeguarding in its entirety with a Safeguarding Steering Group meeting on a termly basis.
- Ensure every member of staff (including temporary and supply staff and volunteers) and the governing body knows the name of the DMLT and their role;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DMLT;
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at strategy meetings, initial case conferences, core group and child in need review meetings;

- Ensure that the duty of care towards its students and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice;
- Ensure safer recruitment practices are always followed.
- Our procedures will be reviewed annually and up-dated in accordance with current legislation. We will annually report to FGB with summary from Safeguarding training, and referrals made to LA and social care.

When staff joins our campus they will be informed of the safeguarding children arrangements in place. They will be given a copy of this policy and told who the DLTM is and who acts in their absence. The induction programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child.

All volunteers and regular visitors to our school will be told where our policy is kept and given the name of the DLTM.

Managing a Disclosure

Teachers and other staff in the campus are in a unique position to observe children's behaviour over time and often develop close and trusting relationships with pupils. If a child discloses directly to a member of staff, the following procedures will be followed:

Listen carefully to what is said.

Ask only open questions such as:

'How did that happen?'

'What was happening at the time?'

'Anything else you want to tell me?'

Do not ask questions which may be considered to suggest what might have happened, or who has perpetrated the abuse, e.g. 'Did your Dad hit you?'

Do not force the child to repeat what he/she said in front of another person.

Following a disclosure, the member of staff should talk immediately to the DMLT and complete a written record.

Information Sharing & Confidentiality

We recognise that all matters relating to Child Protection are confidential. The DMLT will disclose any information about a pupil to other members of staff on a need to know basis only. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff must be aware that they cannot promise a child to keep secrets.

Record Keeping

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes as soon as possible (within the hour, if possible) writing down exactly what was said, using the child's own words as far as possible. All notes should be timed, dated and signed, with name printed alongside the signature. Concerns should be recorded using the Campus's safeguarding children recording system. All records of a child protection nature should be passed to the DMLT including case conference minutes and written records of any concerns.

Supporting Children

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The campus may be the only stable, secure and predictable element in the lives of children at risk. When at the campus their behaviour may be challenging and defiant or they may be withdrawn. The Campus will endeavour to support the pupil through:

- The content of the curriculum;
- The campus ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- The campus behaviour policy which is aimed at supporting vulnerable pupils in the campus.
- Liaison with other agencies that support the pupil such as Children's Services, Child and Adult Mental Health Service (CAMHS), education welfare service and educational psychology service and those agencies involved in the safeguarding of children;
- Notifying Children's Social Care immediately there is a significant concern.

- Providing continuing support to a pupil about whom there have been concerns who leaves the campus by ensuring that appropriate information is forwarded under confidential cover to the pupil's new campus.

Supporting Staff

We recognise that staff working in the campus 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. We will support such staff by providing an opportunity to talk through their anxieties with the DMLT and to seek further support as appropriate.

Safer Recruitment and Selection of Staff

The campus has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs. The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

Allegations against staff

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Chief Executive or Head of Phase. The Chief Executive on all such occasions will discuss the content of the allegation with the Chair of Governors and seek legal advice.

If the allegation made to a member of staff concerns the Chief Executive, the designated teacher will immediately inform the Governor for Safeguarding who will consult with the LA's Senior Adviser for Safeguarding Children in Education. The Campus will follow its own policy for managing allegations against members of staff, a copy of which will be readily available in the school.

Whistleblowing

We recognise that students cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

Complaints or Concerns expressed by Pupils, Parents, Staff or Volunteers

We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare. We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the campus will take but also the length of time that will be required to resolve the complaint. The campus will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint.

Prevention

We recognise that the campus plays a significant part in the prevention of harm to our pupils by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection. The campus will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are always listened to;
- Ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;
- Include in the curriculum opportunities that equip children with the skills they need to recognise and stay safe from abuse.

Physical Intervention

Our policy on positive handling 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 or damage to property. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under safeguarding children or disciplinary procedures.

Abuse of Trust

We recognise that as adults working in the campus, we are in a relationship of trust with the pupils in our care and acknowledge that it is a criminal offence to abuse that trust. We acknowledge that the principle of equality embedded in the legislation of the Sexual Offenders Act 2003 applies irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust. We recognise that the legislation is intended to protect young people in education who are over the age of consent but under 18 years of age.

Racist Incidents

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 children procedures.

Bullying

Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under safeguarding children procedures.

E-safety

Our Acceptable Use policy recognises that internet safety is a whole campus responsibility (staff, pupils, parents). Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal. We therefore recognise our responsibility to educate our pupils, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

Health & Safety

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

Links to other policies

Health & Fitness Policy

Accessibility Policy

Equal Opportunities Policy

Educational Visits Policy

Medical / First Aid Policy

Contacts Internal

Designated Members of the Leadership Team for Safeguarding

Secondary: Kate Barnett

Katrina Boyall

Primary: Gus Grimshaw

Sarah Cheshire

External

24hrs non-emergency 08457 444888

NSPCC Helpline 0808 800 5000

www.bristol-cyps.org.uk/socialcare/procedures/childprotection/bscb.html

(BSCB web pages)

www.everychildmatters.gov.uk

(Download all Government publications referenced above)

www.dcsf.gov.uk

(Department for Children, Schools and Families)

www.bristolpartnership.org/about/structure/cyp

(Bristol Partnership, with link to Children and Young People's Plan and CYP Plan Update 2007/08)

www.swcpp.org.uk

(South West Child Protection Procedures)

www.bristolpct.nhs.uk/Services/ChildProtection/

(Bristol PCT web pages)

www.child-safe.org.uk

(Child Safe)

Impact Assessment

- During the period that this statement remains in force (3 years) we will review all policies and practices on a rolling programme in respect of their effect on ;
- We will collect and analyse relevant statistical information (see below);

Use of Information

- The information collected will be reported to the appropriate Governors' Committees;
- A summative report will be made to Governors between revisions and reviews of this policy;
- It will be taken into account in decisions regarding staffing, curriculum and premises development;

Actions Taken

The actions that the school has taken so far in regard to Safeguarding are:

- Established Safeguarding Steering Group (all campus sites)
- Inset Day, April 1st 2010 – all NQT trained in CP1
- Risk Assessments in shared area for each site
- All relevant policies under Safeguarding in shared area
- Visitors card compulsory
- Letter drafted to all external providers for secondary re. CRB checking of adults

- Agreed same procedure for the recording of CP issues

Reporting

The actions of the school in regard to Safeguarding will be published annually in: The School Profile and SEN termly report to the Headteachers or Chief Executive.

Revision

The Headteacher, Senior Team and Safeguarding Steering Group will draw up a revised Policy, taking account of the actions taken during the life of this Policy and information collected on its operation. The revised Policy will be subject to approval by the Governing Body.

Date of next revision : November 2011