

ROMAN FIELDS'

SAFEGUARDING POLICY



THIS IS A STATUTORY POLICY in line with the Model Safeguarding Policy which must be read in conjunction with Child Protection Policy and published on the school website.

This policy was revised in December 2016 in consultation with staff, young people, parents and the Management Committee

It was ratified by the Management Committee on _____

REVIEW: This policy will be reviewed annually

This policy applies to any location where staff/volunteers are representing Roman Fields Provision.



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1. INTRODUCTION

Safeguarding is 'everyone's responsibility'. This policy sets out Roman Fields responsibilities under the Children Act 2004 to ensure children, young people and adults at risk are kept safe from harm.

Terminology:

Safeguarding and promoting the welfare of young people refers to:

- **Protecting children from maltreatment**
- **Preventing impairment of children's health or development**
- **Ensuring children are growing up in circumstances consistent with the provision of safe and Effective care**

The aim of **safeguarding** is to enable young people have optimum life chances and to enter adulthood successfully.

What's the difference between Safeguarding and Child Protection?

Safeguarding is an 'umbrella' term that incorporates child protection. **Child Protection** is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm. All agencies and individuals should proactively **safeguard and promote** the welfare of children so that the need for action to protect children from harm is reduced.

2. PRINCIPLES AND AIMS

Our Principles:

- The welfare of young people, and their wishes and feelings are afforded consideration when developing and carry out activities.
- All young people will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture.
- All staff and volunteers have a professional role to identify and respond to the needs of young people and report any concerns immediately.

We aim:

- To provide all staff (employed, contracted and visiting) with the necessary information and training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of young people.
- To provide parents/carers and young people with information about arrangements to keep young people safe.
- To ensure safe and consistent best practice across the provision.
- To demonstrate commitment with regard to safeguarding young people.

3. FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

<ul style="list-style-type: none"> • Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust, Hertfordshire Safeguarding Children Board Interagency Procedures Manual http://hertsscb.proceduresonline.com/chapters/p_manage_alleg.html
<ul style="list-style-type: none"> • Disqualification under the Childcare Act 2006 Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools, DfE (February 2015) www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006
<ul style="list-style-type: none"> • Education Act 2002 Section 175 – requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children. Section 157 and the Education (Independent Schools Standards) (England) Regulations 2003 - require proprietors of independent schools (including academies and technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.
<ul style="list-style-type: none"> • Guidance for Safer Working Practice, Safer Recruitment Consortium (September 2015)
<ul style="list-style-type: none"> • Information Sharing: Advice for practitioners, DfE (March 2015)
<ul style="list-style-type: none"> • Keeping Children Safe in Education, DfE (2016) https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
<ul style="list-style-type: none"> • Sexual Offences Act , HM Government (2003)
<ul style="list-style-type: none"> • Teachers’ Standards 2012, DfE (2011) These standards set the minimum requirements for teachers’ practice and conduct. Teachers, including Headteachers should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties.
<ul style="list-style-type: none"> • What to do if you're worried a child is being abused, DfE (March 2015) Non statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action <insert here where a copy of this can be found in the school >
<ul style="list-style-type: none"> • Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, DfE (2015)

RELEVANT ASSOCIATED POLICIES

In order to safeguard and promote the welfare of children, this policy should also be read in conjunction with other associated policies to ensure the safety and wellbeing of children.

Note: *You may wish to alter this section so that it relates specifically to your school.*

- Anti-Bullying
- Attendance
- Behaviour
- Child Protection
- Complaints procedure

- Confidentiality
- Educational visits including overnight stays
- E-safety
- Harassment and discrimination including racial abuse
- Health and Safety including site security
- Information sharing
- Intimate Care
- Managing Allegations
- Medicines and medical policy , including first aid
- Physical Intervention and positive handling
- Preventing Extremism & Radicalisation Policy
- Recruitment & Selection
- Safe working practice
- SEN
- Staff Behaviour/Code of Conduct
- Whistle-blowing

4. SAFEGUARDING THEMES

Anti-Bullying

Roman Fields recognises the right of our young people to develop with confidence in an environment that is safe and free from the emotional and physical distress that can be seen as a result of bullying. It is the responsibility of Roman Fields to ensure that procedures are in place that will monitor and address anti-bullying issues. There is a more detailed Anti-Bullying Policy available on the website and a hard copy is available on request.

Attendance

In accordance with the Attendance Policy, absences are rigorously pursued and recorded. The provision, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of young people in its care. We implement the statutory requirements in terms of monitoring and reporting young people missing education (CME) and off-rolling and understand how important this practice is in safeguarding young people.

Child Protection

There is a detailed Child Protection Policy operating within the provision. A copy will be provided to parents on request and is available on the website. It is the Management Committees duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All Child Protection concerns will be managed in accordance with the Hertfordshire Safeguarding Children Board Inter-Agency Child Protection Procedures. A copy of these procedures can be found at www.hertssafeguarding.org.uk.

Children's Services telephone number 03001234043 **(including out of hours)**

Complaints

Roman Fields has a Complaints Procedure available for parents, pupils and staff who wish to report concerns. This can be found on the school website. All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures for managing allegations against staff.

Confidentiality

The provisions E-safety, data security and freedom of information policy is available on the website.

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the young person and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information will be stored and handled in line with the Data Protection Act 1998. The DSP will normally obtain consent from the child/parent to share sensitive information with outside agencies. Where there is good reason to do so (e.g. to help to protect a young person), the DSP may share information without consent and will record the reason for this. Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that young people and parents do not have an automatic right to see them. The provision will retain this information on file and transfer to the next school or archive the information in line with The Education (Pupil Information) (England) Regulations 2005 and The Information and Records Management Society. The provision will only share 'educational records' about young people with adults who have parental responsibility for the young person.

Curriculum

Young people are taught to understand and manage risk through our PSHEE education and sex and relationships lessons and through all aspects of school life.

The provision is committed to ensuring that young people are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All young people know that we have senior members of staff with responsibility for child protection and they are made aware of whom these persons are. We inform young people of whom they might talk to, both in and out of the provision, their right to be listened to and heard and what steps can be taken to protect them from harm.

Subjects such as Personal, Social and Health Education discuss relevant safeguarding issues with the young people. Please see the e-safety section of this policy for further details on this topic.

E-Safety

We have an E-safety, data security and freedom of information policy which can be found on the website. Our policy includes how we teach young people to stay safe when using the internet in and out of school- including the risks of sharing content and images online and tackling bullying, including cyber bullying. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

The provision will ensure that appropriate filtering methods are in place to ensure that young people are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

Digital images:

The use of digital images in schools is a complex area. The provision has a clear and sufficiently detailed policy which covers the taking and use of digital images and video of young people and takes steps to ensure that it is understood and enforced.

The provision recognises the importance and usefulness of including the use of technology within the classroom, such as an iPad. With this brings lots of opportunities for young people across all age ranges to explore and learn in an explorative and creative way. The use of a technology item, such as an iPad is likely to have a camera and young people will be using the camera as part of their learning experience. However the use of iPad's and other tablet equipment can also present risks if young people are left to use the equipment in an unsupervised environment. It is therefore understood that the provision will ensure that all usage of iPad's within the provision will be supervised by an adult at all times.

Staff and young people sign ICT Acceptable Use Agreements. For staff this includes a section on the use of digital images and clarification about the position regarding the use of personal mobile phones/cameras for taking pictures. Where volunteers are supporting staff, they should abide by the same rules as provision staff as far as is reasonable.

Health and Safety

We have a Health & Safety Policy which demonstrates the consideration we give to minimising any risk to the young people when on the provision premises and when undertaking activities out of the provision under the supervision of our staff. At all times there has to be appropriate staffing levels and when off-site, appropriate and agreed student/adult ratios maintained. The lead adult always assesses visits/trips as to the level of risk and all trips are finally authorised by the Headteacher.

Our provision has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

A copy of the Health and Safety Policy is available on the staff shared drive>policies and procedures. Hardcopies are available upon request.

Inclusion and Diversity

Some young people may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

The provision ethos promotes and accepts the differences between all young people and adults. In practice this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both teachers and young people. The aim is to create an environment where all young people can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

Managing Allegations Against Staff & Volunteers

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the young people at our provision. We do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse being made. Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned, while other allegations are genuine.

We will take all possible steps to safeguard young people and ensure that the adults in our provision are safe to work with young people. We will always ensure that the procedures outlined in Hertfordshire Safeguarding Children Board Inter-agency Procedures and Part 4 of 'Keeping Children Safe in Education', DfE (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The Hertfordshire LADO Service can be contacted on **0300 123 4043**.

Partnership with Other Services

Then provision recognises that it is essential to establish positive and effective working relationships with other agencies that are partners of the Hertfordshire Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Partnership with Parents

Roman Fields is committed to working in partnership with parents/carers to safeguard and promote the welfare of young people and to support them to understand our statutory responsibilities in this area.

The provision 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. Roman Fields will share with parents any concerns we may have about their son/daughter unless to do so may place a young person at risk of harm. We encourage parents to discuss any concerns they may have with the Designated Senior Person.

Safer Recruitment and Selection

Our recruitment process selects, screens, trains and supervises staff and volunteers so that the appointment of unsuitable people can be deterred and rejected from working with children.

A copy of the School's Recruitment Policy is available on the staff shared drive and also a hardcopy can be made available on request.

The Provision has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a young person, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. If these circumstances arise in relation to a member of staff at our provision, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer (LADO) and/or HR.

Our provision also adhere to the guidance issued by The Department for Education in 2015 regarding persons who are disqualified under the Childcare Act 2006.

Safer Working Practice

All adults who come into contact with our young people have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our young people are competent, confident and safe to do so.

The Teachers' Standards (DfE, 2011) are augmented by standards of personal and professional conduct e.g. ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability' .

All staff will be provided with a copy of our provisions code of conduct/staff behaviour policy/handbook at induction. These are sensible steps that every adult should take in their daily professional conduct with

young people. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

The link below will direct you to the current government guidance on safer working practice which we share with staff:

<http://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final.pdf>

Abuse of Position of Trust:

All staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a young person aged under 18, where the adult is in a position of trust in respect of the young person, even if the behavior is consensual.

Security

The security measures put into place at Roman Fields have taken into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our young people and staff. A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.

Access to buildings:

The provision will take all reasonable efforts to control access to the buildings and grounds to prevent unauthorised access to young people and ensure the personal safety of staff. Gates are open from 9.15 – 9.45am and again at 3.15pm – 3.45pm to allow for taxis to collect and drop students. During these times there are a high number of staff meeting and greeting students to ensure no unauthorised access to the site. Following these times the gates are closed and only accessible by staff who have an entry gate card. All staff have an ID badge and are required to sign in and out at reception, so that the provision is clear who is onsite. Visitors must press the buzzer to enter the gate which is manned by the main office. Before allowing entry the visitor must identify themselves and the reason for their visit.

Visitors, contractors and maintenance personnel:

The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

Where the Management Committee transfers control or otherwise allows the use of premises to external bodies, or service providers during or out of hours, we will ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in place to co-ordinate with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the providers.

Appropriate checks will be undertaken in respect of visitors and volunteers coming onto the premises. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The provision will not accept the behaviour of any individual (parent or other) that threatens provision security or leads others (young person or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the site.