



The school aims:

It is our aim that...



we challenge our children to achieve the necessary skills to face the future and live independently knowing how to make the most of the opportunities afforded to them



by offering a secure and caring environment which nurtures their physical, emotional and spiritual wellbeing they are enabled to lead happy and healthy lives



our children will develop an enjoyment for learning and take pleasure and pride in their achievements



our children will respect and value decision making processes and become self confident, active and responsive members of their communities



our children will see new experiences as an adventure, developing a curiosity and excitement for learning that creates independent thinkers

Purpose of Policy

This policy develops procedures and good practice within our School, to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children, young people including those who are vulnerable. It provides evidence of how this will be implemented within our school and within multi-agency working arrangements.

The policy aims to ensure that:

- All our pupils are safe and protected from harm;
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices; and
- Staff, pupils, governors, visitors, volunteers and parents are aware of the expected behaviours' and the school's legal responsibilities in relation to the safeguarding and promoting the welfare of all our pupils.

This policy should be read in conjunction with our policies on SEN, Racial Equality, Disability Access, Equal Opportunities, Teaching and Learning, Behaviour and Antbullying, Child protection, PHSE (including Drug and Substance Misuse and Sex and Relationships), Complaints, Health and Safety, Whistle Blowing (part of staff induction processes and Staff Handbook), Work Experience and Safe Recruitment policies .

This policy has been drawn up with the guiding principles of the Children Act 1989, the Education Act 2002, the Children Act 2004 and Keeping Children Safe in Education 2014 in place, and, following the guidance of Cornwall Council. It is mind full of a commitment to work within the South West Child Protection procedures.

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Key Contact details or reporting any causes of concern:

Emergency Services	999
Devon and Cornwall Police	101
Cornwall Children's Social Care Multi-Agency Referral Unit (MARU)	0300 1231 116
Cornwall Children's Social Care - out of hours	0300 1234 100
Isles of Scilly Children's Social Care	01720 424354
Isles of Scilly Children's Social Care - out of hours	01720 422699
Cornwall Safeguarding Children Unit LADO	01872 254549

South West Child Protection Procedures

www.swcpp.org.uk

Local Safeguarding Children Board Website

www.safechildren-cios.co.uk

Governing Body Responsibilities

The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard¹ and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm

Our governing body has a legal responsibility to make sure that the school has an effective safeguarding policy and procedures in place and monitors that the school complies with them. The Governing body has appointed 2 Designated Teachers (DT) 1 who has lead responsibility for dealing with all safeguarding issues in our school.

The 2 Designated Teachers (DT) for child protection have undertaken multi agency child protection training delivered by trainers accredited by the Cornwall and Isles of Scilly Safeguarding Children Board (LSCB) and who undertake other training as endorsed by the LSCB every two years.

Our Governing Body recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, knows that 'safeguarding is everybody's responsibility', knows how to access safeguarding information, knows of any possible contribution that they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services

¹ Safeguarding (as defined in the Joint Inspector's Safeguarding report) is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies".

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The policy applies to all staff, volunteers and visitors to the school. Its aims are to:

- Ensure that our selection and recruitment procedure includes all appropriate checks on staff suitability, including Criminal Records Bureau checks², and we hold a Single Central Record³ (of employees, governors, and volunteers.)
- Ensure the appointment of a Designated Teacher (DT) and deputy whose responsibility is to:
 - advising on LSCB threshold /continuum of need guidance;
 - contacting by telephone the Multi Agency Referral Unit (MARU) 0300 123 1116 as a matter of urgency, in order to discuss the child protection concerns of possible abuse or neglect that the designated person has in connection with the child, being prepared to provide the child's details and follow advice and guidance provided by the person handling the call and as in the guidance referred to above;
 - ensuring that, where a formal referral has not been agreed other sources of support for the child will be considered including instigating a Common Assessment Framework (CAF) process;
 - ensuring that written records of concerns about a child are kept even if there is no need to make an immediate referral;
 - ensuring that all such records are kept confidentially and securely and are separate from pupil records, with a front sheet listing dates and brief entry to provide a chronology;
 - ensuring that an indication of further 'child protection related' record keeping is marked on the pupil's records;
 - acting as a focal point for staff to discuss concerns and liaising with other agencies and professionals;
 - attending, (or delegating this requirement to another appropriately informed member of staff) child protection conferences, family support meetings, core groups, or other multiagency planning meetings, contributing to the Framework for Assessment process, and providing a report for the conference which has been shared with parents;
 - ensuring that the Children Social Work Service (CSWS) is notified immediately when any pupil subject of a Child Protection Plan is absent without explanation;
 - ensuring that all school staff are aware of this policy and know how to recognise and refer any concerns;
 - completing, with the Headteacher, an annual safeguarding audit. The self-review audit is shared with the Local Authority and the LSCB, which have an auditing role in ensuring the school is meeting its safeguarding requirements under s.175/157 of the Education Act 2002; If this self-assessment highlights any areas for improvement, this will be detailed in the action plan which will be signed off and monitored by the Named Governor for Safeguarding to ensure these improvements are implemented.
 - keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training as recommended by the LSCB, or the Safeguarding Children Standards Unit; and
 - supporting the Headteacher in implementing all recommendations applicable to schools and education services arising from Serious Case Reviews.
- Ensure that there is a nominated governor who is responsible for Child Protection issues
- Ensure that children have the skills needed to keep them safe
- Develop and implement procedures for reporting and recording suspected cases of abuse
- Support children who have been abused in accordance with advice and support from professional services

²

Safe recruitment practice includes scrutinising applications, verifying identity and qualifications, obtaining character and professional references, checking previous employment history and that a candidate has the health and physical capacity for the job, and a face to face interview as well as the mandatory check of List 99, a check of ISA's Barred List, and where appropriate, a Criminal Record Check.

³

<http://www.education.gov.uk/consultations/downloadableDocs/Safeguarding%20Children%20Guidance.pdf>

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- Establish and foster a safe and caring environment where all can learn and grow

We recognise that because of their daily role working with children and because of the trusting relationships that are fostered, staff are well placed to observe both the outward and hidden signs of abuse and therefore we:

- Create an environment of trust where children are encouraged to talk and express their feelings and where they know they will be listened to
- Create opportunities within the curriculum where children are encouraged to explore their emotions and responses to events and where they can learn to keep themselves safe
- Ensure that all children know that there is always a trusted adult to whom they can turn if needed

We follow the guidance of the DfE (Department of Education) and the South West Child Protection procedures and:

- Ensure that all staff have received child protection training
- Ensure that all staff have annual training to ensure that their knowledge and understanding of the issues is up to date and reinforced
- Ensure that all involved in school including volunteers and work experience students are aware of their responsibilities for protecting and supporting the children and understand the procedures in place
- Ensure that parents know the responsibility of the school for protecting children, reporting incidents and disclosures
- Ensure that contact is made with the MARU if there is any suspicion of abuse
- Ensure that unexplained absences of children on the Children Protection register are reported immediately to the MARU or relevant Social Worker
- Implement the LA procedures if a child goes missing from education
- Maintain effective and open communication between the school and all other children's agencies
- Ensure that there are detailed and transparent chronologies of incidents recorded and open to other investigating agencies
- Ensure that all evidence and paperwork is kept in secure and confidential files; and that these records are indicated in other school records to ensure that all relevant people are aware of any issues
- Ensure that all children protection files are transferred within 10 days to any school which the child may move to

We recognise that despite our best efforts there may be an allegation made by a child, parent or colleague, against a member of staff at the school if they have:

- Behaved in a way which has caused harm to a children or which may have caused harm to a child
- Possibly committed a criminal offence
- Behaved towards a child or children in a way which is inappropriate and which abuses the trust of the child, parents or colleague We will therefore:
- Ensure that there are robust complaints procedures in place in line with the county policies
- Ensure that if an allegation is made against a teacher, or other staff member or volunteer the head teacher reports the allegation to the LADO (01872254549) and informs the governing body of the allegation.
- Ensure that if the allegation is made against the headteacher, the Senior Person (J Sillifant) reports the allegation to the LADO (01872254549) and informs the governing body of the allegation.
- Ensure that we follow the South West Child Protection procedures

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- Ensure that we cooperate with any ensuing investigation
- Ensure that safer recruitment practices are followed
- Ensure that the headteacher, 2 governors and the secretary have completed the safer recruitment training
- Ensure that we follow the educational recommendations of any Serious Case Review (SCR)

However, safeguarding is everyone's responsibility.

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, staff will:

- stay calm and listen carefully
- reassure the child that s/he has done the right thing in telling you
- not investigate or ask leading questions
- let the child know that s/he will need to tell the DT
- not promise to keep what they have been told a secret
- inform the DT as soon as possible, and
- make a written record of the allegation, disclosure or incident which will be signed, and dated using the schools' safeguarding recording procedure (recording sheets are found on the board in the staffroom).

We understand that children who have been subject to abusive situations will find it difficult to develop positive feelings of self worth. They may feel humiliation, helplessness, blame and guilt and as a school we need to be empathetic towards them even though their behaviour may be challenging or defiant and they may be withdrawn. We recognise that school may be the only stable and predictable environment in their lives and we will endeavour to support them through:

- a challenging, but fun and engaging curriculum
- a safe secure and caring school community which is non judgemental
- establishing clear boundaries and ensuring that they understand that we recognise that it is their behaviour that is unacceptable and not them
- ensuring that we follow procedures thoroughly
- ensuring that we liaise with other involved agencies to the best interest of the child
- ensuring that the history is passed within designated time scales to any transfer school
- ensuring that we are an inclusive school
- ensuring that their voice and that of all our children is heard .

RECRUITMENT of STAFF

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

IDENTIFICATION OF RECRUITERS

The recruitment panel will consist of members of the governing body appointments panel, at initial review of applications at least one member of the short listing panel will have undertaken safer recruitment training and at interview at least one member of the interviewing panel will have

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undertaken safer recruitment training. The secretary who will minute the interview process will also have undertaken the safer recruitment training.

INVITING APPLICATIONS

Any advertisements for posts – whether in newspapers, through the job centre or on-line – will include the statement:

“Jacobstow Community Primary School is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service check.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's recruitment policy (this document);
the selection procedure for the post;
- a Cornwall County job application form.

All prospective applicants must complete, in full, an application form.

SHORT-LISTING AND REFERENCES

- Short-listing of candidates will be against the person specification for the post
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted.
- Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- School employees are entitled to see and receive, if requested, copies of their employment references.
- Referees will always be asked specific questions about:
 - the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.

THE SELECTION PROCESS

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview.

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- Candidates will always be required:
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a D&B disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

EMPLOYMENT CHECKS

All successful applicants are required:

- to provide proof of identity
- to complete a D&B disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

INDUCTION

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices included in the staff hand book.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the headteacher.

All elements of this policy apply to our preschool setting where we commit ourselves to safeguarding our youngest and most vulnerable children. We take this responsibility seriously.

This policy will be monitored by the head and reviewed annually by the subcommittee of the governing body and update as appropriate or in line with any changes in legislation.