

St. John the Evangelist Catholic Academy

EYFS



Policy on Safeguarding

Date of review: July 2019

Policy on Safeguarding

(To be read alongside our policies on Health, Safety and Welfare, Bullying and Off-site Visits)

1 Introduction

- 1.1 The welfare and safety of children who attend our school is our paramount concern. We will promote the health, well-being and safety of the pupils in all we do. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school. The school understands the responsibilities set out under section 175 of the 2002 Education Act to work together in partnership with other agencies to help children to grow up in a healthy and safe environment.
- 1.2 This policy draws on guidance for schools set out in: The Children's Act of 2004 Working Together to Safeguard Children DCSF 2006; Safeguarding Children and Safer Recruitment in Education DCSF 2007 Lord Laming *report on safeguarding 2009*.

2 Definition of safeguarding

- 2.1 All adults who work with children have a duty to promote their welfare and keep them safe. The Children Act sets out these responsibilities as the requirement to keep children free from maltreatment, to prevent the impairment of children's health and development and to ensure that children grow up in circumstances consistent with the provision of safe and effective care.

3 Aims and objectives

- 3.1 The aims and objectives of this policy are to ensure that all our staff promote an environment where children can learn in a safe, caring, stimulating and positive school and where their social physical and moral development is our highest priority. All pupils will know they are valued and their concerns will be taken seriously and addressed by the adults who care for them. We want all children to feel safe and know what to do if they ever have concerns about any aspect of their physical or emotional safety.
- 3.2 In promoting the health and well being of pupils we aim to help children to become confident, responsible, trustworthy and resilient. In our school, we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities

that enable our children to take and make decisions for themselves. We will promote the emotional intelligence of our pupils so that they are aware of their own emotions and the effect their actions has on others.

- 3.3 This policy sets out the roles and responsibilities of all adults who work or support our school and in so doing provides guidance on how we will make sure our school is a safe and caring place for all our pupils.
- 3.4 We will ensure that this school works effectively with a wide range of agencies involved in the promotion of the health, wellbeing and safety of children.
- 3.5 This policy will outline the procedures we expect to happen if an incident of concern is identified with any child in our school. It will also set out how adults record and communicate concerns and how we will monitor incidents if and when they occur.

4 Staff responsibilities

- 4.1 It is the responsibility of the headteacher to ensure all of the following:
 - that the governing body adopts appropriate policies and procedures to safeguard children in the school;
 - that these policies are implemented by all staff;
 - that sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
 - that all staff and adult helpers in the school are able to voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe.
- 4.2 There is a named person designated as the Nominated Child Protection Officer. This is normally the headteacher, but s/he may delegate this responsibility in some circumstances (EYFS managers). The Nominated Child Protection Officer is guided by two principles:
 - In accordance with the Children Act, the welfare of the child is always paramount.
 - Confidentiality should be respected as far as possible.

A key role of the Nominated Child Protection Officer is to be fully conversant with the procedures of the Area Child Protection Committee (ACPC), and to ensure that the school takes action to support any child who may be at risk. The Nominated Child Protection Officer must also make sure that all staff, both teaching and non-teaching, are aware of their responsibilities in relation to child protection. The Nominated Child Protection Officer will work closely with Children's Services, as well as the ACPC, when investigating any allegations of abuse. All parties involved

will handle such investigations in a sensitive manner, remembering all the time that the interests of the child are of paramount importance.

- 4.3 All staff have a responsibility to report to the headteacher or Nominated Child Protection Officer any concern they have about the safety of any child in their care.

5 Safeguarding Procedures

- 5.1 Any action taken by the named Nominated Child Protection Officer when dealing with an issue of child protection must be in accordance with the procedures outlined in the LA's Child Protection guidelines.
- 5.2 All adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded.
- 5.3 We will maintain accurate written records of all matters of concern.
- 5.4 If teachers suspect that a child in their class may be a victim of abuse, they should not try to investigate, but should immediately inform the Nominated Child Protection Officer about their concerns. Abuse can be of a physical, sexual or emotional nature. It can also be the result of neglect. Staff must not keep to themselves any information about safeguarding which a child gives them; they are required by law to pass this information on. A written referral will usually make use of the multi-agency referral form.
- 5.5 If a child alleges abuse, the school will usually make a referral to the LA without first informing parents and carers. However, in some circumstances parents and carers will be informed first.
- 5.6 If a referral is made, a case conference will be held within eight working days. Case conferences offer the opportunity to share information and formulate a plan of action. Staff are expected to attend and participate in all case conferences and meetings held.

6 Physical restraint

- 6.1 There may be times when adults, in the course of their school duties, have to intervene physically in order to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation. We follow the guidance given in the

DCSF circular 10/98 on The Use of Force to Control or Restrain Pupils. The headteacher will require the adult(s) involved in any such incident to report the matter to him or her immediately, and to record it in the Interventions Book.

7 Teaching and learning

- 7.1 Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children, and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.
- 7.2 We will teach in such a way as to encourage pupils to be able to voice their opinions and develop their own self confidence. We aim to build strong and caring relationships with all our pupils. In so doing we hope to provide our pupils with the skills necessary to be able to bring to the attention of any adult working in the school any matters of concern they may have. We will always take seriously any safeguarding issues drawn to our attention by any pupil.
- 7.3 We will make sure that all school activities are carried out safely. Whenever appropriate teachers will make risk assessments before activities go ahead. (See our Off-sites policy for more details).
- 7.4 Teachers will make sure pupils are given clear safety instructions whenever they are engaged in activities that have potential risks, such as using an oven or handling science equipment.

8 Confidentiality

- 8.1 We regard all information relating to individual child protection issues as confidential, and we treat it accordingly. We pass information on to appropriate persons only.
- 8.2 We comply with the government requirements set out in DHS Circular LA 83/14, and by the LA, with regard to confidentiality. The files we keep on children are open to those children's parents or carers. Information from third parties will not be disclosed without their prior consent. Access to these files may be withheld in certain prescribed cases where there are instances of actual or alleged abuse (see DCSF Circular 16/19). Working notes are not subject to disclosure, but will be summarised and then kept on file. These guidelines of ours are in line with the safeguards on disclosure of information set out in the Education (School Records) Regulations 1989.

9 E-safety

- 9.1 We will promote the benefits of modern technology to aid learning but we also are aware of the dangers that can be encountered by pupils when accessing the internet or using technology.

10 Use of mobile phones and cameras

Personal mobile phones

- 10.1 Personal mobile phones belonging to members of staff are only to be used in the privacy of the office during the hour 12-1.
- 10.2 At the beginning of each individual shift, personal mobile phones are stored in a locked office drawer.
- 10.3 In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the manager.
- 10.4 Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- 10.5 If members of staff take their own mobile phones out on outings for the use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- 10.6 Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- 10.7 Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor's company/organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras and videos

- 10.8 Members of staff must not bring their own cameras/video recorders into the setting.
- 10.9 Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- 10.10 Photographs or recordings of children are only taken on equipment belonging to the setting.
- 10.11 Camera/video use is monitored is monitored by the headteacher/EYFS manager.

- 10.12 Where parents request permission to photograph/record their own children at special events, permission will be gained from all parents for their children to be included.
- 10.13 Photographs/recordings of children are only taken if there is written permission to do so (found on individual child's registration forms/letters).

11 Staff recruitment and continuing professional development

- 11.1 The person chosen as lead for safeguarding matters needs to have regular training and development opportunities so their skill and competence level remains high. They must also attend multi-agency training so that our school maintains effective working relationships with all other agencies.
- 11.2 All adults in the school receive regular training to raise their awareness of safeguarding issues, and to improve their knowledge of safeguarding procedures that have been agreed by the local Safeguarding Board. The maximum period of time before refresher training must take place is three years.
- 11.3 We will do all we can to ensure that all those working with children in our school are suitable to do so. This involves scrutinizing applicants, verifying their identity and obtaining references, as well as the mandatory checks from The Independent Safeguarding Authority (ISA) Children's Barred list and DBS checks. We follow the DCSF guidance set out in *Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service*, DCSF 2002/0278.

12 Allegations against staff

- 12.1 If an allegation is made against a member of the school staff (or a volunteer helper), it will always be investigated by the headteacher or, in the case of the allegation being against the headteacher, by the chair of the governing board. If it is felt, after these initial investigations, that a further enquiry is needed, then the member of staff will be suspended. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the school will do all it can to balance the interests of any individual with that of the need to keep children safe. The school will seek advice from the LA on these matters, and comply with national and locally agreed guidance.

13 The Leadership and management of safeguarding

- 13.1 All members of staff have a part to play in ensuring that our pupils are safe and that their wellbeing is supported. The overall responsibility for safeguarding issues is the Headteacher although this may be delegated to the *Nominated Child Protection Officer* on a day to day basis.
- 13.2 The *Nominated Child Protection Officer* will have responsibility for maintaining accurate records of all incidents and liaising with external agencies. They will also oversee the training programme for all staff and ensure that staff are kept up to date with all relevant safeguarding policy matters.
- 13.3 The Headteacher will retain responsibility for all matters of staff recruitment and related safeguarding issues such as the appropriate CRB checks and reference documentation is obtained when employing staff.
- 13.4 The governing body will oversee the safeguarding policy and will have a nominated governor responsible for working with the Headteacher and *Nominated Child Protection Officer* on related matters.

14 Monitoring and review

- 14.1 The Academy Committee will ensure that the school has a senior member of staff designated to take lead responsibility for dealing with safeguarding issues. The Academy Committee will regularly monitor and review any incidents detailed in the interventions book, while a named Academy Representative participates in the school's training with regard to child protection procedures.
- 14.2 This policy is reviewed annually by the Academy Committee.
- 14.3 The policy will be monitored on an annual basis through the Principal's report to governors.