

WILMSLOW HIGH SCHOOL SAFEGUARDING POLICY

Policy Type: **Governing Body**

Managed by: **Director of Student Services**

Governors' Link Committee: **Learning and Student Support Committee**

Designated Governor: **Chair of Governors**

Designated Safeguarding Lead: **Director of Student Services**

Deputy Designated Safeguarding Leads: **Personnel Manager**
 Inclusion Manager

Date of Policy: **September 2018**

Review schedule: **September 2019**

Review records:

Staff training info updated - 1.10.12	LSS – 17.6.13	LSS – 22.6.15	Updated by DoSS - September 2016
Safeguarding bulletins in FireFly Sept / Oct 2016 Jan / Feb / April 2017	LCSB audit updated on 27 June, 2017	Safeguarding bulletins in FireFly June / Sept 2017	Updated by DoSS - September 2017
Safeguarding bulletins in FireFly Nov 2017 / March 2018	LCSB audit updated summer term 2018	Updated by DoSS – June 2018	LSS – September 2018

“Safeguarding” is an umbrella term encompassing the whole wellbeing of a young person and recognises the importance of the preventative agenda. Child Protection is an important component of safeguarding.

1. Definition

1.1 All adults working in education have a duty to safeguard and promote the welfare of children, defined in the Children Act as:

- Protecting children from maltreatment
- Preventing impairment of children’s health and development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and
- Undertaking their role so as to have optimum life chances and to enter adulthood successfully

1.2 Wilmslow High School (‘the school’) recognises that every member of its staff has a key role in prevention of harm, early identification, intervention and support for young people at risk of significant harm and will endeavour to provide an environment where young people are valued and know that their concerns will be taken seriously. We strive to create an atmosphere where young

people feel able to disclose information and seek support and where young people are safe and feel safe. In addition, all staff are provided with Part One and Annex A of the statutory guidance '*Keeping Children Safe in Education*', DfE (2018) and are required to submit an electronic signature to indicate that they have read and understood it. The Designated Lead is able to support all staff in understanding their responsibilities and implementing it in their practice.

This policy demonstrates the school's commitment and compliance with safeguarding legislation; it should be read in conjunction with;

- Cheshire East Local Safeguarding Children Procedures
- Working Together to Safeguard Children 2015
- School online e-safety policy
- Staff Code of Conduct
- School's Safeguarding Bulletins
- School's Behaviour Policy
- School's Child Protection Policy
- School's Anti-Bullying Policy

2. Leadership and management

2.1 Wilmslow High School acknowledges that anxiety undermines good practice and has identified clear lines of accountability to ensure that staff dealing with child welfare concerns are supported and have access to appropriate training and advice. Any individual can contact the Safeguarding Leads and Designated Governor if they have concerns about a young person.

2.2 At Wilmslow High School the Safeguarding Leads are the Director of Student Services, the Personnel Manager and the Inclusion Manager. These leads attend regular safeguarding meetings with Cheshire East in order to remain fully up to date with current safeguarding issues.

3. Training

3.1 All staff must regard students' well-being to be of paramount importance and should be aware of the signs and symptoms of abuse and know how to respond appropriately to these concerns.

3.2 During the three-year period 2009-2012 all staff received safeguarding training accredited by the local Safeguarding Child Board. The school has since moved to an online training package provided by Hays Education.

3.3 The Safeguarding Leads will attend appropriate training every 2 years and will attend additional multiagency training in order to ensure the school works well with partner agencies to safeguard children.

3.4 Governors are all safeguarding trained. The Headteacher, Deputy Headteacher and Personnel Manager are Safeguarding Recruitment trained.

3.5 Guidance for visitors is provided through two formats, a more detailed booklet for staff visiting on a longer term basis and also through immediate daily safeguarding information provided through a handout sheet at reception.

3.6 This Safeguarding Policy is provided to staff on induction and is available to staff and parents on the school's website.

3.7 Staff receive periodical 'Safeguarding Bulletins' to disseminate updates provided by Cheshire East SCIES team and other agencies to ensure safeguarding remains prevalent.

3.8 All staff carry both Safeguarding and Anti-bullying procedure guidance cards with their ID badges.

4. Record keeping procedure

4.1 Any member of staff who has concerns about the welfare of a young person will share this information, without delay with the Safeguarding Lead.

4.2 Staff should make a brief accurate record of these concerns using the agreed proforma (see attached Form 1), recording any allegations that the young person makes in the young person's own words if possible and should refrain from asking leading questions at this time.

4.3 The safeguarding Form 1 will be in the Staff Handbook and in the staffroom for staff to access.

4.4 Staff in Student Services and Inclusion must follow the flow of command in relation to safeguarding incidents and record information on the designated forms.

4.5 Staff in Student Services and Inclusion complete a 'Three Houses' document with a student whenever a Form 1 has been completed so that the child's perceptions of wider contextual safeguarding and potential or existing risks at home are recorded.

4.6 Any conversations with external agencies must be documented on the designated forms.

4.7 Pre-16 records must be stored securely with the Director of Student Services ~~or School and Community Coordinator~~ and the information shared with staff only on a "need to know" basis. Post-16 records are stored securely with the Head of Sixth Form.

4.8 The Child Protection record will be transferred to the Safeguarding Lead of the admitting school should the young person change school or progress to further education.

5. Confidentiality

- We recognise that all matters relating to Child Protection are confidential
- The Head teacher or Safeguarding Lead will disclose any information about a young person to other members of staff only on a "need to know" basis.
- 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 make a promise to a child to keep secrets.

6. Referral

6.1 The designated Safeguarding Lead should assess all information available to the school about a young person and refer to the Cheshire East Consultation Service (ChECS), if appropriate, and confirm this referral in writing.

6.2 Staff in Student Services and Inclusion must follow the flow of command in relation to safeguarding incidents and record information on the designated forms.

6.3 Any conversations with external agencies must be documented on the designated forms.

Contact Number

ChECS Tel No: 0300 123 5012

SCIES TEAM: 01606 275039

Emma Hart Prevent Coordinator | Cheshire Counter Terrorism Branch

HQ Office Line: 01606 362147 | Mobile: 07769 910882 | Email: emma.hart@cheshire.pnn.police.uk

Emergency Duty Team Tel No: 0300 123 5022

7. Support for vulnerable students

7.1 Wilmslow High School believes that it has an important role in militating against the harm that children can experience because of exposure to forms of abuse e.g. by inclusive activities and programmes delivered through the school's Wider Curriculum programme which enable students to build their confidence and self worth.

7.2 We are committed to working with other agencies to support our most vulnerable students. We recognise we can contribute to this by contributing to the CAF process, attending CP conferences, child care meetings, multi-agency conferences, etc.

7.3 Wilmslow High School is committed to ensuring students are not vulnerable to child sexual exploitation. We work closely with the police and CHECS to monitor this and engage in utilising the screening tool in order to identify any associated risks.

7.4 If a student is identified as vulnerable then they should be part of the protocol with identifying students at the main reception (See protocol attached)

8. E-Safety

8.1 We acknowledge that new technologies while enhancing learning opportunities can provide ways of exposing people to potentially harmful experiences. Wilmslow High School has an acceptable user policy and all staff must take such abuse seriously. Procedures are outlined in the E-Safety policy.

8.2 Whilst we have restricted student access to WiFi on mobile devices, we have a clear policy that addresses mobile phone use in school within the school's behaviour policy.

9. Domestic abuse

9.1 Wilmslow High School takes any incidents of domestic abuse, female genital mutilation and breast ironing seriously and take a proactive role in ensuring the safety of those impacted including contributing to the MARAC (Multi Agency Risk Assessment Conference) process and referring students for additional support.

9.2 Staff in Student Services and Inclusion must follow the flow of command in relation to domestic abuse incidents and record information on the designated forms. Any conversations with external agencies must be documented on the designated forms.

9.3 Wilmslow High School participates in the police-led initiative Operation Encompass to ensure effective sharing of relevant information following any reports of domestic incidence to the police

involving a student(s) at the school. This ensures the school is aware of any incidents at the immediately in order for the school to put in place appropriate support.

10. Bullying

10.1 This policy must be read in conjunction with the anti-bullying policy. All types of bullying are addressed through a comprehensive programme. These include, verbal, physical, sexual, homophobic, cyber, emotional and racist. Our inclusive anti-bullying policy adequately addresses the needs of our SEN students to ensure they are safeguarded.

10.2 We respond to incidences of peer-on-peer abuse, sexual violence or sexual harassment by putting in place adequate individual risk assessments, when appropriate, and securing support for victims and alleged perpetrators. This support may consist of counselling and/or PCSO intervention.

11. Violence and extremism

11.1 The School's Values inform the curriculum, as it does all aspects of our work. The values include the following, which help to set the context for our attitude to extremism: mutual respect; acceptance of personal responsibility; pride; courtesy, self-discipline and success; honesty, moral courage and integrity; and good friendship.

11.2 The promotion of both personal responsibility, understanding of the differences between right and wrong and respect for the civil and criminal law and an understanding of how individuals can contribute to the wellbeing of those in the locality and beyond are addressed in many different subjects and contexts, including assemblies and the the school's Wider Curriculum programme.

11.3 Wilmslow High School takes pride in the personal and spiritual development of its young people and seeks to provide every opportunity for pupils to become positive and emotionally resilient adults with the knowledge and confidence to stand by their own convictions. Some of the most valuable work at Wilmslow High School in combating extremism is carried out in Religious Studies lessons.

11.4 Any concerns expressed about individuals in relation to violence or extremism is addressed through the above safeguarding procedures.

12. Safer recruitment of staff and volunteers

12.1 Wilmslow High School operates vetting and safe recruitment practices. The Headteacher, Deputy Headteacher and Personnel Manager are accredited in Safer Recruitment and at least one member of interviewing panels will have passed the required assessment. All staff will be given safeguarding and code of conduct information as part of their induction.

12.2 Procedures are in place to support all staff who have concerns about the conduct of any adults working in school, either in a professional role or in a voluntary capacity. Details are found within our complaints procedure.

12.3 Wilmslow High School ensures that if it is a regulated activity provider when arranging a homestay, the school makes the necessary arrangements to obtain a DBS enhanced certificate with barred list information to consider the suitability of respective adults who will be responsible. Notwithstanding this, the school carries out due diligence to minimise the risk of harm to those children during any homestay arranged via a private arrangement.

12.4 Wilmslow High School completes an individual risk assessment for every supervised volunteer working within the school. The school uses its professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

13. Allegations against professional carers

In the event of an allegation about the behaviour of a teacher or other professional carers Wilmslow High School will contact the personnel department/safeguarding unit and follow Local Authority procedures.

14. Allegations against Adults in School

In the event of an allegation about the behaviour of an adult employed at the school the Headteacher will, after investigation of the circumstances, if necessary contact the Personnel department/Safeguarding Unit and follow Local Authority procedures.

15. Reporting to the governing body

15.1 Safeguarding concerns will be reported to the governing body on a regular basis through scheduled governing body meetings.

15.2 The safeguarding group will meet on a half termly basis to discuss each individual case. This information will be stored securely and centrally and will be presented anonymously to governors.

15.3 Safeguarding Data Reports are produced termly and are made available to governors to provide an overview of the number of students subject to statutory levels of need and those students closely monitored by the safeguarding and pastoral teams.