

## **Safeguarding and Child Protection Policy**

### **1. Introduction**

The welfare and safety of children who attend our classes is our paramount concern. We will promote the health, well-being and safety of the pupils in all we do. Qurtubah Institute 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.

This policy draws on guidance for schools set out in: The Children's Act of 2004 Working Together to Safeguard Children DFE 2006; Safeguarding Children and Safer Recruitment in Education DFE 2007 Lord Laming report on safeguarding 2009.

### **2. Definition of safeguarding**

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**

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 surrounding 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.

In promoting the health and wellbeing of pupils we aim to help children to become confident, responsible, trustworthy and resilient. At Qurtubah 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.

This policy sets out the roles and responsibilities of all adults who work or support Qurtubah Institute and in so doing provides guidance on how we will make sure our school is a safe and caring place for all our pupils.

This policy will outline the procedures we expect to happen if an incident of concern is identified with any child at the Qurtubah Institute. 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**

It is the responsibility of the Headteacher to ensure all of the following:

- a) That the board of directors of the Qurtubah Institute' adopt appropriate policies and procedures to safeguard children
- b) That these policies are implemented by all staff;
- c) That sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
- d) That all staff and adult helpers are able to voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe.

There is a named person designated as the Child Protection Officer. This is normally the Headteacher, but s/he may delegate this responsibility in some circumstances. The DCPO is guided by two principles:

- a) In accordance with the Children Act, the welfare of the child is always paramount.
- b) Confidentiality should be respected as far as possible.

All staff have a responsibility to report to the Headteacher or other trained Designated Child Protection Officer any concern they have about the safety of any child in their care.

## **5. Safeguarding Procedures**

- a) Any action taken by the named Designated Child Protection Officer(s) when dealing with an issue of child protection must be in accordance with the procedures outlined in the LAs Child Protection guidelines.
- b) All adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded.
- c) We will maintain accurate written records of all matters of concern.
- d) 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 Designated 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.
- e) If a child alleges abuse, Qurtubah Institute 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.
- f) 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**

There may be times when adults, in the course of their 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 DFE 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**

- 1. We will make sure that all activities are carried out safely. Whenever appropriate teachers will make risk assessments before activities go ahead.
- 2. Teachers will make sure pupils are given clear safety instructions whenever they are engaged in activities that have potential risks.

## **8. Confidentiality**

- a) 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.
- b) 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 DFE 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**

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. Staff recruitment and continuing professional development**

- a) The person chosen as lead for safeguarding matters needs to have regular training and development opportunities so their skill and competence level remains high.
- b) All adults employed 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.
- c) We will do all we can to ensure that all those working with children are suitable to do so. This involves scrutinising applicants, verifying their identity and obtaining references, as well as the mandatory checks from the Disclosure and Barring Service (DBS). We follow the DFE guidance set out in Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service, DFE 2002/0278.

## **11. Allegations against staff**

If an allegation is made against a member of 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 Board of Directors or other appropriate nominee endorsed by the 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.

## **12. The Leadership and management of safeguarding**

- a) 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 other trained Designated Child Protection Officer on a day to day basis.
- b) The DCPO 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.

- c) The Headteacher will retain responsibility for all matters of staff recruitment and related safeguarding issues such as the appropriate DBS checks and reference documentation is obtained when employing staff.

### **13. Monitoring and review**

The board of directors of Qurtubah Institute. will ensure that a senior member of staff is designated to take lead responsibility for dealing with safeguarding issues at all times. Directors will regularly monitor and review any incidents detailed in the interventions log.

This policy is reviewed annually by the board of directors.

Date of last review –01/08/2017