

Learn 4 Life Independent School



Safeguarding Children Policy

Mission statement for the school

There are three main elements to our child protection policy

- **Prevention:** (positive school attitude, teaching & pastoral, supporting students etc)
- **Protection:** follow agreed procedures, ensure staff are trained with accordance to Sec 175 Education Act 2002 which states that training should be every 2 years for designated teachers of child protection & every 3 years for the rest of the staff, including non teaching ass. & welfare staff.
- **Support:** to students & school staff and to students who may have been abused.

This policy applies to all staff at Learn 4 Life Independent School.

School Commitment

"We recognise that for children high self esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps prevention."

Our school will therefore:

- a) Establish and maintain an ethos where students feel secure and are encouraged to talk and are listened to. If a young person volunteers information about abuse to a member of staff it may often be done obliquely rather than directly. An abused young person is likely to be under severe emotional stress and the staff member may be the only adult whom they are prepared to trust. When information is offered in confidence, the member of staff will need to display tact and sensitivity and offer reassurance. They will need to retain trust whilst explaining the need for action, which will necessarily involve other adults being informed.
- b) Ensure that students know that the adults in the school can be approached if they are worried or in difficulty. It is acknowledged that, since the students on roll at the school are LAC and have Statements of SEN, regarding BESD, the group is statistically, highly vulnerable, therefore:
 - supporting the student to maintain a stable routine at the school;
 - promoting good behaviour through the school's policy;
 - fostering a consistent and sensitive approach to the behaviours and attitudes of the students;
 - ensuring that all efforts are made by the education staff to develop positive communication with parents and carers;

are all crucial to supporting the students.

- c) Include in the curriculum activities and opportunities for PSHE, within Personal Development lessons, which equip students with the skills they need to stay safe from abuse. More information on this may be seen in the curriculum policies for Personal Development, as a subject, and for Personal Development as a whole school policy.
- d) Include in the curriculum material, which will help students to develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills. Once again, more information on this may be seen in the curriculum policies for Personal Development, as a subject, and for Personal Development as a whole school policy.

1. INTRODUCTION

- 1.1 The staff at Learn 4 Life Independent School are committed to protecting and safeguarding all their students to ensure, as far as possible, that they are free from harm.
- 1.2 The school recognises that students sometimes suffer abuse from those who should be caring for and protecting them. Abuse can take place within any socio-economic group and can occur at home or in institutions such as schools.
- 1.4 This document sets out the procedures, which Learn 4 Life Independent School has in place for exercising its duties in relation to safeguarding students.

2. THE SAFEGUARDING BOARD

- 2.1 Schools or agencies working alone cannot achieve the safeguarding and protection of children. It is a multi-agency task and depends on agencies working well together.
- 2.2 The Safeguarding Board is made up of representatives from all groups, including the Education, Social Care, Health, YOT, Police and other services whose work brings them into contact with children.
- 2.3 There is an obligation on all member agencies of the Safeguarding Board to comply with these procedures at all times. The procedures outlined in this document therefore reflect those of the Safeguarding Board.
- 2.4 In addition to the Lancashire area's Safeguarding Procedures, Learn 4 Life Independent School will have particular regard to the Department of

Health, Home Office and Department for Education and Skills joint publication, *What To Do If You're Worried A Child Is Being Abused*.

3. THE DESIGNATED TEACHER FOR CHILD PROTECTION

3.1 As required by central government guidance, Learn 4 Life Independent School has a designated senior member of staff, known as the Designated Teacher for Child Protection, who is responsible for co-ordinating child protection issues within the school and for liaising with other Services. There is also an alternative Co-ordinator who acts in the Designated Teacher's absence.

3.2 At Learn 4 Life Independent School, the above roles are undertaken by:

Danny Curran, Proprietor as the Senior Officer for Child Protection

Gary Thistlewood as the Designated deputy for the proprietor for Child Protection

Elaine Booth, Head of Learn 4 Life School as the Designated Teacher for Child Protection

Cath Briggs, SEN Teacher as the alternative Co-ordinator for Child Protection

These people's names will be given, when requested, to the Local Authority.

3.3 The Designated Teacher for Child Protection and alternative Co-ordinator will be released from school to attend specialised child protection training, which will up-dated at least every two years.

3.4 It is the Designated Teacher for Child Protection's responsibility to ensure that **all** staff, teaching and support, paid and volunteers know who is the Co-ordinator and alternative Officers, that they **all** receive, on a regular basis, information which enables them to identify child protection matters and respond appropriately.

4. RECOGNISING POSSIBLE ABUSE

4.1 Children can be harmed in a number of ways. Abuse can be physical, sexual, and emotional or it can take the form of neglect. Children sometimes suffer more than one type of abuse at a time.

4.2 Learn 4 Life Independent School will ensure that Designated teachers are trained every two years and the rest of the staff members are trained every three to recognise signs of possible abuse or neglect and will know what to do if they suspect that a student is suffering harm.

4.3 The school will strive to create an atmosphere in which students feel able and safe to talk about their worries and fears. Staff will listen carefully to anything students want to tell them. They will

- **not** ask leading questions
- **not** promise to keep the matter secret
- **not** attempt to investigate a situation themselves.

Staff might also have concerns about a student's safety because of the way he or she is behaving.

4.4 Whether suspicions arise through disclosures students make or as a result of observations, the member of staff concerned **must**

- make a written note, signed, dated and timed of what was said or seen
- refer the matter **immediately** to the Designated Teacher for Child Protection.

Staff will be aware of the possibility that their records might have to be used as evidence in court, and must therefore be aware of the need to distinguish fact from opinion.

5. MAKING REFERRALS TO SOCIAL CARE

5.1 The Designated Teacher for Child Protection will refer all cases of suspected abuse to Social Care **immediately**. Where practicable, the school will inform parents of the referral before it is made, or at least as soon as possible afterwards if contact cannot be made with them quickly. The only circumstances in which a parent will not be informed of a referral are if it is considered

- the child might be at greater risk of harm as a result
- such action might impede a criminal investigation
- the child might be the victim of fabricated or induced illness.

5.2 Referrals of suspected abuse or neglect would be made by telephone to the Children's Central Duty Team on 01942 828300, for Wigan based students and to 01772 532634 for Lancashire based students. This telephone call will be recorded, noting the name of the person spoken to, and will be followed up by a written referral being sent, one copy to the CCDT and the other to the Child Support Team. This will be sent by first class post (or hand delivered) to CCDT within **24 hours**.

- 5.3 Any other referrals (i.e. those not of an immediate child protection nature) which Learn 4 Life Independent School makes to CCDT will also be made as a written referral. In these circumstances the agreement of the child's parent will always be obtained beforehand.
- 5.4 The CST will contact the referrer after seven days following the CCDT having received the professional referral form. The CST will follow the referral up and will feed that information back to school.
- 5.5 Where the school believes a referral to be a matter of child protection, but staff in CCDT/Social Care are not of the same opinion, the Designated Teacher for Child Protection can write to the Manager of the service. The CST will support schools in doing this.

6. ATTENDANCE AT AND REPORTS TO CHILD PROTECTION CONFERENCES

- 6.1 If Social Care decide, having received a referral from the school, that a student might be at risk of harm a child protection conference may be called.
- 6.2 The Designated Teacher for Child Protection will be asked to attend this conference and it is an expectation of Learn 4 Life Independent School that he/she will do so, unless it is considered that another member of staff has greater or more relevant knowledge of the student, in which case that person will attend. Where a conference is held during a school holiday, the school will do its best to send a senior member of staff.
- 6.3 The school will provide the person chairing the conference with a written report on the student at least **48 hours** in advance. The author of the report will be aware that the student's parents will have access to it.
- 6.4 If a young person's name is placed on the Child Protection Register following a decision made at a child protection conference, a 'core group' consisting of those with the most knowledge of and involvement with that young person will be identified. The Designated Teacher for Child Protection or other relevant member of staff will attend.

7. CONFIDENTIALITY

- 7.1 Information on child protection cases will only be shared within the school with those who need it in order to ensure the safety of the children concerned.

- 7.2 All school records of child protection concerns and referrals are kept in a locked cabinet separately from the main pupil files. Only the Senior Designated Teacher for Child Protection and alternate Co-ordinator have access to this cabinet.
- 7.3 Only **one** child protection file will be kept on a young person, and will contain, on the inside front cover, a maintained chronology of events. No other information of a child protection matter will be kept anywhere else in the school.
- 7.4 Well-kept records are essential. All staff must ensure they record information as soon after an event as possible.

8. TRANSFER OF RECORDS

- 8.1 When a student whose name is on the Child Protection Register leaves Learn 4 Life Independent School, the Senior Designated Teacher for Child Protection will inform the relevant social worker and will send the child protection records to the receiving school **immediately**. If the name of the receiving school is not known, the Designated Teacher for Child Protection will notify the young person's social worker as a matter of urgency as soon as the student leaves or appears to be missing. In these circumstances, the child protection records will remain at Learn 4 Life Independent School until the student is known to have registered elsewhere.
- 8.2 When a young person joins Learn 4 Life Independent School and records from the previous school indicate his/her name is on the Child Protection Register, the Senior Designated Teacher for Child Protection will notify Social Care **immediately**.
- 8.2 When a young person whose name is known to be on the Child Protection Register joins Learn 4 Life Independent School and no child protection records have been received from the previous school, the Senior Designated Teacher for Child Protection will contact the Co-ordinator at that school to request the records be sent **immediately**. This request will be confirmed in writing and repeated if necessary. If they remain unavailable, the school will inform the Education Welfare Service.

9. STAFF RECRUITMENT

- 9.1 Whenever recruitment takes place at least one member of the recruitment board shall have been trained in Safer Recruitment. Learn 4

Life staff are trained in the on-line Children's Workforce Development Council training.

- 9.2 Before confirmation of appointment, all staff (teaching and support) and volunteers who apply to work at Learn 4 Life Independent School will be subject to a rigorous recruitment process to ensure, as far as possible, their suitability to work with children. References will be taken up and they will be required to give evidence of their Qualifications and details of previous experience and work history.
- 9.3 As part of this recruitment process, all potential staff will be required to declare any criminal record. Enhanced Criminal Record Bureau checks will be undertaken. No one will be employed if it is considered they are unsuitable to work with children.
- 9.4 All staff, including supply teachers and other visiting staff (e.g. school nurses) and those supporting school trips, are informed of the designated teachers' name(s) and the school's policy for the protection of children:
- During their first induction to the school
 - Through the provision of a copy of this policy
 - Through the staff/personnel handbook
 - Through the induction/supply teachers' booklet
 - Information on relevant notice boards
 - Whole staff training or briefing meetings
 - Reminders at the beginning of each year - for new staff.
 - All staff need to be alert to the signs of harm and abuse. They should report any concerns if not immediately, as soon as possible, that day to the designated teacher or named deputy. If in any doubt they should consult with the designated teacher.

10. ALLEGATIONS AGAINST STAFF

- 10.1 Any allegation made against a member of staff or volunteer at School will be taken very seriously and will be referred **immediately** by the Designated Teacher for Child Protection to the Children's Central Duty Team in Lancashire. The allegation will **not** be investigated in school, other than to establish the facts. The CCDT will liaise with Social Care and the Police to determine if the allegation should be investigated internally or dealt with by Social Care / Police.
- 10.2 Where an allegation is made against the Headteacher, the alternative Co-ordinator will inform the Proprietor. As above, the CCDT will liaise with Social Care and the Police.

11. TRAINING

- 11.1 At Learn 4 Life Independent School we are committed to Child Protection training. The Senior Designated Teacher and the Alternative Co-ordinator for Child Protection will undertake the relevant training for their role, in accordance to section 175 of the Education Act 2002. They will attend refresher courses every 2 years.
- 11.2 All other staff will receive relevant training on Child Protection in accordance with section 175 of the Education Act 2002, every 3 years

12. CONCLUSION

- 12.1 The aim of these procedures is to ensure that all the young people on roll at Learn 4 Life Independent School are safe and free from harm. If they are considered to be at risk of or to have suffered abuse or neglect the school will take the steps described to minimise the risk or protect them from further harm.
- 12.2 In order to monitor the effective safeguarding of the students of the school, the Senior management team of Care Afloat will require the Headteacher to submit a termly report on child protection issues within the school. This report will **not** reveal details of any individual students.
- 12.3 In all its work to safeguard children, School will need to work in partnership other agencies and with parents.

Appendix I

A) Named Staff

Ms Elaine Booth - Head of Learn 4 Life School, Senior Manager Care Afloat

Ms Cathy Briggs - SEN Teacher

Mr Danny Curran - Proprietor, Managing Director

B) Review of Policy

| Review Date | Reviewed By | Changes |
|----------------|-----------------------------|---|
| September 2006 | Education Staff | Additions to bring policy in line with current legislation. Change to designated officers due to staff changes. |
| September 2007 | Education staff | No changes |
| September 2008 | Education staff | No changes |
| March 2009 | Head of Learn 4 Life School | Minor changes |
| March 2010 | Head of Learn 4 Life School | Minor changes |
| July 2011 | Head of Learn 4 Life School | Minor changes |

June 2012

Appendix II

This document was drafted in accordance with DCSF 04127-2006 BKT-EN "Safeguarding Children and Safer Recruitment in Education (came into force 1st January 2007).".

Further information can be found www.teachernet.gov.uk/childprotection

These Procedures are based on:

Children Act 1989

Education Act 2002

Children Act 2004

Safeguarding Children: What to do if you're worried A Child Is Being Abused: DOH, HO, DfES 2003

Contact Numbers:

For Wigan based students:

Children's Central Duty Team 01942 828300

Quality Assurance Co-ordinators 01942 487151

Child Support Team

01942 705946

For Lancashire based students:

Child Support Team

01695 724451

LADO Preston

01772 532634