



# Safeguarding & Child Protection Policy

**SIGNED -**  **HILARY HOULT**  
(GOVERNOR)

Ratification Date: -

October 2018

Review Date: -

October 2019

*individuals matter.*



**Key personnel within the school who have lead responsibilities relating to Safeguarding policy and procedure and are part of the Safeguarding Team:**

Head of School / Designated Safeguarding Lead @ Bents Green  
**Amanda Costello**

Designated Safeguarding Lead @ Sheaf Training  
**Frank Hunter**

Designated Safeguarding Deputy @ Westfield  
**Diana Noble**

Designated Safeguarding Deputy @ Westfield  
**Alex Walker**

Designated Safeguarding Deputy / Safeguarding & Inclusion Manager  
**Cathy Varley**

Designated Safeguarding Deputy / Safeguarding & Inclusion Deputy  
**Alicia Jowett-Jones**

Designated Safeguarding Deputy  
**Louise Usher**

Governors  
**Hilary Houl**

Chair of Governors  
**Laura Gillespie**

**This policy statement was revised in December 2017  
and will be reviewed during the Spring term of each year  
by the Senior Management Team of the school,  
in consultation with staff, and the Governing Body.**

# Safeguarding and Child Protection

Safeguarding at Bents Green School includes all aspects of promoting safe, happy and healthy lifestyles for all of our students and their families. This is done through the provision of an appropriate personalised curriculum, safe, nurturing environment and the investment into building positive relationships. Some students and families need additional support to enable this and will need further personalised input from tutor teams and / or the safeguarding team within school, in liaison with other professionals as needed.

We recognise that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Through training and regular safeguarding briefings staff are made aware that behaviour, mood and injury may relate to possible abuse and not just the child's SEN or disability. Staff at Bents Green School have a thorough understanding and awareness that children with SEN have a higher risk of peer group isolation and they work closely with parents and other early help agencies to attempt to create appropriate social opportunities. Some children at Bents Green School have significant communication difficulties, strategies including visual resources are put in place to help pupils communicate their wishes, feelings and views.

Safeguarding procedures are in place to ensure that all concerns about students' welfare are effectively considered by the school's safeguarding team, and appropriate action taken to ensure students and their families are supported to the best of our ability, through effective collaborative working between home, school and other agencies.

Where a child is considered to be at significant risk of harm this becomes a **Child Protection** issue (still part of safeguarding). In the event of a Child Protection issue, our safeguarding procedures will be initiated (in line with safeguarding Sheffield children policies) and may involve other agencies, if appropriate to ensure our children are safe from harm.

Our Safeguarding policy includes awareness of and adherence to the Prevent Duty. The Designated Safeguarding Lead and Deputy have attended the compulsory WRAP training. All staff in school have been made aware of the [Prevent Duty](#) and receive training updates throughout the academic year.

Our Safeguarding policy incorporates training and advice relating to the following areas as found on the Safeguarding Sheffield Children's Board Website: Mental health, Domestic Abuse and Forced Marriages, Drug and alcohol misuse, Sexualised behaviour, abuse and exploitation, Disability and health issues, Online Safeguarding, Community and peer issues, Parenting and carer issues.

***Bents Green School adopts the Sheffield Safeguarding Children's Board Policies which can be found on the [school website](#) and on the ['Safeguarding Sheffield Children's' website](#).***

# Rationale and aims

## Safeguarding in Education is Everybody's Business

The school policy aims:

- To establish a safe environment in which children can learn and develop.
- To establish clear parameters within which all adults working in the school are expected to operate, when dealing with safeguarding and child protection issues.
- To ensure that we practice safe recruitment by checking the suitability of prospective staff and volunteers to work with children
- To support individuals in making sound judgements and taking appropriate actions, which are legal, consistent with the aims and values of the school and **in the best interests of each child**.
- To raise awareness of child protection issues and provide support and protection to pupils, adult workers, and the school as an organisation.
- To ensure that children are equipped with the skills and knowledge needed to keep themselves safe and healthy.
- To promote an ethos where students feel safe to talk, in which different viewpoints can be shared and extreme beliefs / behaviours sensitively challenged.
- To provide information to others about the school's responsibilities, policies, procedures and practice.
- To act as a point of reference for the continuing development of good professional practice.
- To work collaboratively with families and wider agencies to support the needs of all young people within the school

The policy applies to:

- **All adults** employed on contract at the school, whether permanent or temporary.
- **Other adults, who work at the school on a regular basis**; this includes professionals from other agencies (e.g. Educational Psychologists, Area Health, Speech Therapy ...) and volunteer workers.

The policy is to be considered alongside other, closely related school policies, which include:

- Behaviour Policy and Reward Strategy
- Policy Statement and Staff Guidelines on Physical Support and Intervention.
- Online Safety policy and Acceptable User Policies
- Staff Code of Conduct
- Data Protection Policy
- Peer Abuse policy
- Whistleblowing policy
- Safeguarding response to children who go missing from Education

## At Bents Green School we believe that:

- All children have a right to freedom from abuse.
- Children have a right to be treated with respect and dignity, as do the adults who work with them.
- The welfare of the child is paramount.
- It is the responsibility of all adults to protect children.
- All adults working within the school, either on a paid or on a voluntary basis, have a responsibility to protect children from harm, wherever they are in a position to do so.
- All children must have the opportunity to express their views about decisions taken about their lives.
- All work with children and young people must be informed by equal opportunities and anti-oppressive practice and will reflect the diversity of need and the communities being served.
- All those working with, or on behalf of, children must reflect and promote the value of working together with parents, colleagues, other agencies and the child, in order to create safe environments and protect children from harm.

**We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:**

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSD and computing curriculum for children to develop the skills they need to recognise and stay safe from abuse, both on and offline.
- Be alert for signs of vulnerability and / or abuse and ensure concerns are reported in line with school and Safeguarding Sheffield children procedures and policies.
- Ensure all staff are aware of children missing from education
- Respond promptly to reports of peer on peer abuse including sexual violence and sexual harassment and all incidents are dealt with sensitively and seriously and recorded using the schools safeguarding protocol.

**All Schools and Education Establishments are required by law to follow the Statutory Guidance**

- Keeping Children Safe in Education, DFE 2018
- Working Together to Safeguard Children, DFE July 2018
- What to do if you're worried a child is being abused, DFE 2015
- Information Sharing: advice for practitioners providing safeguarding services, DFE 2015
- SSCB Child Protection & Safeguarding Procedures Manual
- Disqualification under the Childcare Act 2006, DFE 2015
- The Counter-Terrorism and Security Act 2015
- Children Missing from Education, Sept 2016

To meet these duties we will follow the policies and procedures as set out by the Safeguarding Sheffield Children's Board.

## Head Teacher Responsibilities and Governor Responsibilities:

- Ensure we have a designated Safeguarding Team who have received appropriate training and support for this role.
- Ensure that there are at least two members of the Senior Leadership Team, including the Head of School, who are fully trained and part of the Safeguarding Team.
- Ensure that the Safeguarding Team have adequate support and time in order to effectively carry out the duties associated with the role.
- Ensure we have a nominated governor responsible for child protection and who has received appropriate training.
- Ensure we have a nominated governor responsible for safe recruitment and that they have received the appropriate training.
- Ensure that all staff in school receive appropriate Safeguarding training as detailed in the Safeguarding Children in education Pathway (SSCB)
- Ensure that details of the designated safeguarding staff and are available to parents on the [school website](#)
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the [school prospectus](#) and on the [school website](#)
- Ensure safe recruitment practices are always followed. These practices include keeping a Central Register, in line with DfE guidance, which includes the check on identity, qualifications, suitability to employment and the use of DBS checks. (see the SSCB vetting, barring and recruitment policy)
- Ensure that the school curriculum supports and encourages all children towards leading safe, healthy and fulfilling lives now and in the future.
- Develop and follow procedures where an allegation is made against a member of staff or volunteer.
- Monitor all aspects of safeguarding in school Lead in all cases of allegations against a member of staff or volunteer, including liaising with LADO, HR and where necessary the police to decide on appropriate procedures and outcomes. (Head Teacher)
- The Chair of Governors is responsible for leading in cases of allegations made about the Head Teacher.
- Lead and support the Safeguarding Team in the absence of the Designated Safeguard Lead(Head Teacher)
- Lead or as needed in an emergency situation (Head Teacher)
- Monitor the work of the Safeguarding Team. (Head Teacher)

## Designated Safeguarding Lead & Safeguarding Team Responsibilities:

- Ensure that a safeguarding report is completed annually for governors and for the Safeguarding Sheffield Children's Board (DSL)
- Implement, monitor and evaluate the Safeguarding policy and practice across school
- Ensure every member of staff (including temporary, supply staff and volunteers) and the governing body knows the names of the designated [safeguarding staff](#) in school
- Develop open, honest relationships with parents and families, encouraging joined working to best support the needs of individuals
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the school Safeguarding Team.
- Ensure that all staff understand the systems for reporting safeguarding and child protection concerns to the school Safeguarding Team
- Promptly notify social care of any unexplained absence of a student who is the subject of a child protection plan.
- Promptly notify social care if a child who is subject to a child protection plan leaves the school.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences and child in need meetings.
- Keep records of concerns about children, even where there is no need to refer the matter immediately. These records will be dated and signed by the person who has completed them.
- Where appropriate, ensure concerns are raised promptly with social care.
- Ensure all records are kept securely; separate from the main pupil file, and in locked locations.

- Ensure that all safeguarding information about a student is transferred securely to the new setting when a child leaves the school.
- Ensure that all staff are aware of the government guidance as listed above and the Safeguarding Sheffield Children's board policies adopted by Bents Green School and that these are available on the school MLE and in staff workrooms.
- Ensure that current issues, updates and findings of serious case reviews are passed on to staff as needed so that staff can make appropriate changes to their practices and curriculum.
- Ensure that the school's Safeguarding Team meets at least weekly to review any reports of concerns which have been raised. Incidents requiring instant attention will be discussed and dealt with as a matter of urgency on the day that they are raised.
- Attend training provided by Safeguarding Sheffield Children's Board and provide feedback to safeguarding colleagues and the wider staff team as appropriate.
- Undertake relevant online training courses to support the safeguarding roles, responsibilities and current issues in school.
- Provide guidance and procedural information to staff during safeguarding refresher trainings, weekly briefings and otherwise as needed.
- Support families experiencing times of difficulty through cooperative working and the undertaking of Family Common Assessment Forms (FCAF)
- Ensure that information is shared promptly with appropriate agencies ensuring that the Data Protection Act 2018 and General Data Protection Regulation (GDPR) do not prevent or limit the sharing of information for the purposes of keeping children safe.

### **All Staff Responsibilities:**

- Attend and undertake safeguarding training as directed by the CPD programme
- Read and ensure understanding of the school safeguarding systems and policies including all Safeguarding Sheffield Children's policies adopted by the school and Keeping Children Safe in Education 2018 part 1 and Annex A.
- To stay abreast of changes in legislation / policies and ensure that their practice complies with policy.
- Liaise with the Safeguarding Team, parents and other professionals as required to support students, their families and multi-agency work.
- Pass on all concerns to safeguarding staff in line with the school systems and record promptly as advised.
- Continue to raise ongoing concerns to the Safeguarding Team
- Raise concern to the Safeguarding Team if it is felt that sufficient action to safeguard a child has not been undertaken
- Establish frequent, honest and open relationships with parents
- Provide a safe learning environment where students feel supported and listened to.
- Provide an atmosphere in which students can talk about sensitive issues, discuss different viewpoints and challenge extreme beliefs / behaviours
- Provide a positive and preventative curriculum which teaches students to make good choices about healthy and safe lifestyles and who to ask for help if they encounter difficult situations
- Ensure all bullying issues are dealt with appropriately with in class and by informing the Senior Leadership Team.
- Ensure students are taught how to keep themselves safe on and off-line through a carefully planned and responsive curriculum and that they know who to turn to for help if they are worried.
- All staff may contact social care directly if they feel concerned that appropriate action has not been taken to keep a child safe.
- All staff should be prepared to identify children who may benefit from Early Help and follow school procedure to refer for Early Help intervention.

### **Administrative Staff**

- Ensure all visitors to school are asked to read key safeguarding information
- Ensure safeguarding information around school is up to date
- Ensure safeguarding information on the [school website](#) is kept up to date
- Ensure all visitors to school follow sign in procedures and that appropriate DBS and identity checks are made.

- Ensure visitors who have appropriate checks in place are given a green lanyard.
- Ensure visitors who have not had appropriate checks in school are given a red lanyard and that they are assigned to a member of staff who will be responsible for ensuring that they are fully supervised whilst in school,
- Send out information to parents / carers as requested by the Safeguarding Team
- Pass on all concerns received about students to the Safeguarding Team
- Ensure the Safeguarding Team are made aware about absences linked to identify students.
- Follow all safeguarding protocols in school if they have a concern about a child
- Attend safeguarding training and read any information provided.
- Liaise with external agencies as needed to set up meetings / phone calls for members of the Safeguarding Team
- Provide admin support for the Safeguarding Team as needed.
- Read Keeping Children Safe In Education 2018 part 1 and Annex A

### **Policy Development, Implementation, Monitoring and Review Processes**

- This policy was developed by members of the school Senior Management Team, in consultation with the Governing Body.
- The policies adopted have been approved by OFSTED for use by Sheffield Schools. They are regularly reviewed and updated by Safeguarding Sheffield Children's Board.
- These policies are made available for staff and parents to view via our [school website](#). This ensures all reference to policies is up to date.

The Head Teacher and Designated Safeguarding Lead will take responsibility for ensuring that all staff are aware of and implement the school and Local Authority designated policies and that all recording and reporting systems are consistent with legislative expectations.

The Designated Safeguarding Lead will meet termly with the governor responsible for safeguarding and produce the Yearly Head Teachers safeguarding report. This policy statement and ensuing procedures and practice will be formally reviewed, Spring Term, in consultation with staff and the school Governing Body.

The following documents and policies have been adopted by Bents Green School, September 2018:

### **Policies and Procedures 2018-19:**

**Any changes or additions made to these policies by the Safeguarding Sheffield Children's board will be adopted by Bents Green School**

These policies are available for staff and parents via the school website and hard copies available on school reception and in staff room.

- [A Safeguarding Children Policy Front Sheet, Sept 18](#)
- Adult Safeguarding, Sept 18
- [A Good Practice Guide to Safeguarding in Education, Sept 18](#)
- [Abuse & Neglect, Sept 18](#)
- [Abuse of Trust, Sept 18](#)
- [Allegations of Abuse against Staff in Education Settings, Sept 18](#)
- [Alternative Education Provision, Sept 18](#)
- [Behaviour Guidelines, Sept 18](#)
- [Child Sexual Exploitation, Sept 18](#)
- [Children Missing From Education, Sept 18](#)
- [Conferences, Plans and Core Groups, Sept 18](#)
- [Designated Safeguarding Lead & Deputy Role, Sept 18](#)
- [Domestic Abuse, Sept 18](#)
- [Educational Visits, Sept 18](#)
- [Female Genital Mutilation, Sept 18](#)
- [First Aid, Sept 18](#)
- [Governing Body Safeguarding Role, Sept 18](#)
- [How Education Settings Safeguard Children, Sept 18](#)
- [Information Sharing, Sept 18](#)
- [Medical Conditions & Support, Sept 18](#)
  - [Mobile Devices, Sept 18](#)
  - [New Staff, Governors & Volunteers, Sept 18](#)
  - [One-to-One Working, Sept 18](#)
  - Online Safeguarding, Sept 18
  - [Parental Responsibility, Sept 18](#)

- Peer Abuse, Sept 18
- Personal Care, Sept 18
- Photographs, Videos & other Images, Sept 18
- Preventing Extremism Radicalisation, Sept 18
- Private Fostering, Sept 18
- Pupil Transitions, Sept 18
- Reasonable Force, Sept 18
- Recording & File Transfer, Sept 18
- Referring your safeguarding concerns, Sept 18
- Showers and Changing Rooms, Sept 18
- Special Education Needs and Disability, Sept 18
- Staff Safeguarding Supervision, Nov 17
- Training Pathway - Safeguarding in Education Settings, Sept 18
- Transgender Students, Sept 18
- Transporting Pupils, Sept 18
- Uncollected Children, Sept 18
- Under 5s in Schools, Sept 18
- Vetting, Barring and Recruitment, Sept 18
- Visiting Professionals, Sept 18
- Whistleblowing, Sept 18
- Work and Study Placements, Sept 18

## Bents Green at Westfield

A group of Bents Green students are educated on a daily basis at Westfield School within the Bents Green Hub. The staff working in the hub follow Bents Green School recording and reporting systems. All concerns are recorded on safeguarding **CPOMS** and are discussed with the Westfield Hub Designated Safeguarding Lead (Diana Noble). All cases are then discussed with the Bents Green Designated Safeguarding Lead, or one of the deputies, on a weekly basis to support and monitor practice. Any urgent or serious issues are supported by telephone or in attendance by an additional member of the Safeguarding Team (from Ringinglow Road Site). Where additional support is needed and it is not possible for the Bents Green Designated Safeguarding Lead or deputy to attend Westfield, support will be sought through the Westfield Safeguarding protocols and personnel. All such action must be recorded using Bents Green student safeguarding files to enable appropriate sharing and collection of information.

*In the current absence of the lead teacher (Diana Noble) all safeguarding duties will be undertaken by members of the Bents Green Safeguarding Team and all concerns will be referred directly to them immediately for consideration and action.*

## Bents Green Post 16 at Sheaf Training Centre

Frank Hunter is the Designated Safeguarding Lead (DSL) for the Bents Green's Post 16 provision. Staff in Post 16 follow Bents Green School procedures for reporting and recording. In the instance where the Post 16 DSL is not available staff will contact school for Safeguarding Advice via the Safeguarding Team.

Sheaf Training Centre has its own DSL who is available on site on a daily basis and will address / support with any urgent issues in liaison with the Bents Green Post 16 Designated Safeguarding Lead.

Amanda Costello (DSL for Bents Green) will meet regularly with Frank Hunter (DSL for Bents Green Post 16) to monitor and discuss cases, records and action needed.

# Bents Green School Flowchart of Safeguarding Procedures

**Staff/Visitor have a concern about a child**

Concern about a child – **Member of staff shares concern with designated safeguarding lead or deputy. This must be done as soon as possible in a confidential space.**

Concern about a member of staff – **Discuss concern with Head teacher. Produce reports as requested**

Concern about the Head teacher – **Contact Chair of Governors, Laura Gillespie**

Log concern on CPOMS as requested by DSL or DSD.

**Ensure all concerns (however small are passed on to the safeguarding team. Small information can form part of a much bigger picture).**

All allegations will be taken seriously and investigated with support, as needed, from the Local Authority Designated Officer and Human Resources following Safeguarding Sheffield Children's Board Protocols

Concern considered action to be discussed by safeguarding team in light of other intelligence.

If the concern is an Online Safety Issue

Concern needs to be reported externally

If the concern can be dealt with internally

Safeguarding Team follows **Safeguarding Sheffield Children's Board (SSCB)** protocols for referring concerns.

This could include;  
Seeking advice from the Safeguarding advisory panel  
Informing Sheffield Safeguarding Hub of concerns (with parent awareness under most circumstances) and completing a MACF, informing police, informing other agencies / partners – MAST, residential, producing reports, attending meetings, case conferences as needed.

**Decisions made which could include:**

Advice to tutor team re contact home, additional supervision, modifications to timetables, specific teaching input needed.  
Additional support at breaks / lunches  
Monitoring of situation  
Phone call home to be made and by whom  
Meeting to be arranged with family to discuss concerns / consider FCAF/early help assessment.

Once reported to the Safeguarding Team they will follow the **Safeguarding Sheffield Children's Board (SSCB) Protocols** for Online Safety Concerns.

This could include:

Either Safeguarding team or staff who made the initial concern need to report concerns to the school IT Support Technician. Who will then log the concern to Fresh Desk and will make a request for the website/content to be blocked so that no student can access the content again.  
Advice to tutor team re contact home, additional supervision, modifications to timetables/computer and electronic device use and specific teaching input needed. Additional support at breaks / lunches. Monitoring of situation. Phone call home to be made and by whom  
Meeting to be arranged with family to discuss concerns / consider FCAF/early help assessment.

If the concern is in the home environment. Parents/carers informed.  
Offer school support putting the appropriate blocks on hand held devices.

If the concern needs reporting further Safeguarding Team will take appropriate action and notify CEOP's, Police, Sheffield Safeguarding Hub and notify parents if safe to do so.

All actions taken are logged on CPOMS/ICT Audit.

**ALL STAFF SHOULD CONTINUE TO RAISE CONCERN IF THEY FEEL A CHILD IS AT RISK OF HARM AND APPROPRIATE/SUFFICIENT ACTION HAS NOT BEEN TAKEN. SPEAK TO SAFEGUARDING TEAM AND HEADTEACHER OR CHAIR OF GOVERNORS. IF YOU ARE STILL CONCERNED CONTACT SOCIAL CARE YOURSELF. ALL STAFF HAVE A DUTY OF CARE TO SAFEGUARD AND KEEP CHILDREN SAFE.**