



CHAIGELEY
EDUCATIONAL FOUNDATION

realising potential

Safeguarding Children Policy

(Safeguarding/Child Protection Policy)

Introduction.

This policy is written with reference to the written guidelines set by the Warrington Safeguarding Children Board (Pan Cheshire Safeguarding Children Procedures – December 2010 amended August 2012), along with Statutory Guidance on making arrangements to safeguard and promote the welfare of children under Section 11 of the Children Act 2004 and subsequent relevant documents such as “Working together to Safeguard Children” and “Safeguarding Children - Safer Recruitment in Education”, “Residential Special Schools National Minimum Standards, 2013” and most recently “Keeping Children Safe in Education” September 2016 and “The Prevent Duty” June 2015. The school has a statutory responsibility to co-operate with other agencies, under the Children Acts 1989, 2004 and the Education Act 2002, in securing the most effective assessment, intervention and development of resources to safeguard and promote the welfare of children.

Statement.

The welfare of children is paramount and Trustees and staff have an on-going responsibility to help protect children from harm and to ensure the provision of a safe and secure environment.

The partners and adult dependents of employed staff who live on Chaigeley Education Foundation (CEF) site are required to have DBS clearance at the Standard Level (See NMS Standard 27.3) – see ‘Policy statement on vetting of new employees’.

This policy should be read in conjunction with the following policies: Positive Handling; Anti-bullying; Behaviour Support, Handling Allegations made against Adult Members of Staff.

The promotion of children’s welfare is paramount within Chaigeley. To this end equipping children at Chaigeley with the tools to keep themselves safe is a key aspect – this is promoted through the 24-hour curriculum in the form of PSHE, the use of external visitors, e-safety; general guidance given by staff and on CEF’s website.

Relevant local contact details:

Warrington Safeguarding Children Board: **Tel No 01925 443126. Email: wscb@warrington.gov.uk**

Warrington Duty and Assessment Team: **01925 443400** in normal working hours (out of hours call **01925 444400**).

Web site: www.warringtonlscb.org

NB: If a possible safeguarding concern is held which relates to the Principal or that is inappropriate to report directly to CEF then please refer immediately to ‘Guidelines for Staff – para. vii, viii + ix’ below.

Aims.

- ❖ To ensure the safety and well-being of all children and young people at CEF.
- ❖ To contribute to an inter-agency approach to safeguarding children by developing effective and supportive communications between staff, parent/carer and other professional agencies.
- ❖ To provide children with the relevant information and skills to help make themselves feel safe.
- ❖ To create an atmosphere where children feel confident about confiding in staff about issues of abuse, neglect and deprivation.
- ❖ To protect the rights of all children, particularly those who have difficulty in expressing themselves, and to consult them about any actions being taken on their behalf.
- ❖ To take allegations of abuse made by, or on behalf of a child, seriously and to make initial enquiries in a manner, which takes into account the child's well-being.
- ❖ To monitor children who have been identified as 'at risk'.
- ❖ To work with parents/carers so that they understand the CEF's responsibilities to ensure the welfare of all children and that, occasionally, matters may be referred to other investigative agencies to help with this.
- ❖ To ensure that all staff are familiar with the Safeguarding Children Policy and the procedures to follow if a child discloses abuse or a member of staff suspects abuse.
- ❖ To protect children from possible harm from prospective employees. (see procedures for handling allegations against staff, recruitment and vetting policies).

Actions.

- The foundation employs the Safeguarding procedures and systems laid down by the Warrington Safeguarding Children Board.
- The children are provided with a 'Complaints Procedure' upon their admission, which gives them information about who to contact if they are unhappy.
- Aspects of the 24-hour curriculum provide information to children on health, hygiene and safety, and help to raise their awareness of their own personal safety.
- CEF provides an environment in which the children feel safe and secure, where they are valued as individuals and where they are listened to. The children are treated with respect and are expected to treat other children and staff with respect.
- CEF keeps Safeguarding records in a secure location, records children's progress, and whilst maintaining issues on confidentiality, provides reports to reviews and case conferences and attends case conferences as requested.
- Regular liaison between CEF and parent/carers takes place except where this may be considered to be prejudicial to the well-being or safety of the child.
- Regular Safeguarding training is provided to the staff at CEF and the senior staff participate in multi-agency training as provided by the Warrington Safeguarding Children Board. All staff undergo initial training in safeguarding children as part of their induction. A complete copy of the safeguarding children policy is provided for each member of staff to consult within the Staff Policies Handbook. Further training is given throughout the Continuing Professional Development (CPD) process. Temporary supply staff are made aware of the Safeguarding policy through the Induction process for temporary staff.
- CEF has fully adopted and implemented the DfE "Keeping Children Safe in Education" statutory requirements. The Principal, the Head of Admin & HR and Chair of the Trustees along with other governors will have completed Safer Recruitment training. This guidance has been adopted by the DfE.

- CEF is subject to inspection by Ofsted on an annual basis to determine whether the welfare of pupils is adequately safeguarded and promoted while they are accommodated by the foundation.
- All significant events relating to the safeguarding of children in the foundation are notified by the Principal of the school, Registered Manager or Designated Safeguarding Officer for safeguarding children to the appropriate authorities.
- In cases of suspected, alleged or reported child abuse the Principal, Registered Manager or Designated Safeguarding Officer seeks and takes advice from the appropriate Safeguarding Children Board – usually Warrington.
- All staff undertake regular Safeguarding training in which they look at aspects such as receiving disclosure, recognising abuse, reporting concerns, etc.
- New and temporary staff take part in an induction process which includes safeguarding procedures.
- Visitors receive an information booklet which summarises Chaigeley’s safeguarding procedures.
- This policy will be monitored by the Governing Body through the SPD committee. This will involve assessing the steps taken in investigating allegations/incidents alongside the guidelines, keeping up to date with any local or national advice and guidance and following training that may have been attended.
- The policy is made available to parents and carers on CEF’s website and in hard copy if requested.

Guidelines for Staff – The implementation of the Policy for Staff

Designated Persons: Jan Barlow (DSL School), Stephanie Hewitt (DSL Residential), Lilian Oakes (Deputy DSL) , Anne Oldham (Deputy DSL).

Designated Trustee: Chris Zastawny

- 1) Where a member of staff receives a disclosure from a child or has a concern that a child might be being abused, he/she should: -
 - i) Make initial discrete enquiries and assess the nature of any concern or allegation they receive of any child abuse or risk of abuse (note must be taken of Point (ii) below).
 - ii) Seek information about the What? When? Who? Where? from the child with tact and sympathy. (Care must be taken in asking and interpreting a child’s responses to questions about indications of abuse i.e. do not ask leading questions)
 - iii) Make a written record of the information on a Cause for Concern Form and pass it on to the Principal, Registered Manager or a Designated Safeguarding Officer. The note should record the time, date, place, people who were present as well as what was said. (Records of the child’s words should be as accurate as possible.)
 - iv) Display tact and sensitivity in responding when the child discloses in confidence, reassuring the child whilst explaining the need to inform other professionals.
 - v) Continue to support the child whilst investigations are carried out by the police and/or social services.
 - vi) Take any necessary steps to ensure the safety of children.
 - vii) If the concern or allegation is against the Principal this should be reported to the Chair of Trustees and the Trustee with responsibility of Safeguarding as well as a Designated Safeguarding Officer.
 - viii) If for any reason that the person bringing the concern (including those about the Principal) feels uncomfortable reporting to the Chair of Trustees or other senior member

of staff then they should approach Warrington Safeguarding Children Board (see below) and ask for the LADO in the first instance – guidance will be given on what steps to take.

ix) In all cases of concern any member of staff is able to contact Warrington Safeguarding Children Board for advice and support. **Tel No 01925 443126.** Or by calling Warrington Duty and Assessment Team: **01925 443400** in normal working hours (out of hours call **01925 444400**)

- 2) The Designated Safeguarding Officer in consultation with the Principal will then make a decision using the information provided to decide what action to take
 - ❖ No further action
 - ❖ To continue to monitor the situation
 - ❖ To consult with Warrington Safeguarding Children Board
 - ❖ Immediate referral to Social Services.
- 3) If the allegation is demonstrably false then CEF would not take further action, other than to record the information and place it in the Safeguarding Children file which is located in the Principal's office. **ALL ALLEGATIONS AGAINST STAFF MUST BE REPORTED TO THE LADO.**
- 4) The Principal or Designated Safeguarding Officer will consult Warrington Safeguarding Children Board / LADO for advice if they are unclear about making a referral to Social Services about any concern or suspicion.
- 5) A formal referral will be made to the duty officer of the relevant social services if the result of CEF's initial enquiry is that it is possible that the allegation or concern is true and may require further investigation.
- 6) Every allegation, suspicion or concern is recorded on a cause for concern form, regardless of the action taken.
- 7) If the decision is to make a referral to Social Services, then the Service Reception Team is contacted and this is followed up with a completed joint-agency assessment and referral form within 48 hours. Sometimes the referral is made to the area social services in which the child resides.
- 8) The referral will activate the Safeguarding investigation process and the local authority (LADO) will follow their safeguarding children procedures and advise CEF accordingly about any further actions required.
- 9) If the allegation is against the Principal, the Designated Safeguarding Officer will follow the above steps (1 to 8) in consultation with the Chair of Trustees.
- 10) During any investigations which require outside agency involvement the Chair of Trustees and the Trustee with responsibility for Safeguarding will be kept informed. Following any investigation Trustees will be kept informed through the normal Governing Body meeting schedule.

Proactive Action and Support

- 1) The Designated Trustee for Safeguarding will undertake unannounced visits to CEF's provisions, at least once a term, but not limited to. The focus of these visits will be :
 - (i) To undertake checks on the welfare of Children and Staff
 - (ii) To ensure staff are individually aware of safeguarding procedures
 - (iii) To ensure that records for safeguarding incidents are up to date

- 2) Following an unannounced visit the Safeguarding Trustee will report any findings to the Chair of Trustees and the Principal along with any recommendations.

This policy should be read in conjunction with:

- Missing Child Policy
- Positive Handling Policy
- Behaviour Support Policy
- Anti-Bullying Policy
- Child Protection and Safeguarding Policy

Committee	Date Reviewed	Review Date
Source: Personnel	Date: March 2018	Review: March 2019