



Heathside Preparatory School

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Safeguarding and Child Protection Policy 2009 Heathside Preparatory School Overall Policy Document

Key Contacts

Name of School: Heathside Preparatory School

Headteachers: Melissa Remus Elliot & Jill White

Designated Child

Protection Teacher: Melissa Remus Elliot

Deputy Designated

Child Protection Teacher: Sarah Fortna

Safeguarding and Child Protection Policy Heathside Preparatory School

October 2009

1. Purpose of Policy

All the adults working at Heathside Preparatory School are committed to delivering good outcomes for pupils by providing a safe learning environment that promotes their welfare and helps them to develop socially and emotionally so that they can make the most of their life chances.

In line with the Education Act 2002, and following the Every Child Matters agenda, the school will ensure that arrangements are in place to safeguard and promote the welfare of pupils by:

- providing a safe, healthy environment that allows them to develop to their full potential
- safeguarding their welfare, particularly those pupils who are most disadvantaged
- providing pupils with opportunities to discuss issues and report problems affecting their safety and welfare
- ensuring safe recruitment practices
- ensuring robust procedures for recognition and referral where there are welfare or child protection concerns
- raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns
- monitoring and supporting pupils who are subject to child protection plans and contributing to the implementation of their plan
- promoting partnership with parents and professionals.

1.1

Definition of Safeguarding

Safeguarding covers a broad agenda and aims to achieve the following:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- enabling children to have optimum life chances so they can enter adulthood successfully.

Safeguarding is a preventative agenda that helps children to achieve their full potential regardless of negative factors such as poverty or social exclusion by providing services and support to overcome barriers to achievement. The important thing is that they both are safe and feel safe.

This document states the overall policy for Safeguarding the pupils attending Heathside Preparatory School. We have specific policies and procedures in place for the following:

- Anti-bullying
- Anti-discrimination (including racist abuse, harassment)
- Attendance
- Child Protection (including procedures for referring a child to Safeguarding and Social Care)
- Children who go missing
- Complaints Procedures
- E-Safety
- First Aid and administering medication
- Health and Safety (including school outings and educational visits)
- Procedure for when allegations are made against staff
- Whistleblowing
- Keeping safe and appropriate relationships
- Special Educational Needs

2. Roles and Responsibilities

The roles and responsibilities outlined below will be taught to staff at induction and training sessions.

2.1 Camden Children Schools and Families (CSF)

CSF and the Safeguarding and Social Care (SSC) division will support the school to safeguard and promote the welfare of pupils by:

- co-ordinating the delivery of integrated children's services within the borough
- providing services under the Children Act 1989 for those children who have been assessed as being in need, in need of protection or requiring alternative accommodation
- providing the school with advice, support and guidance, policy and procedures, training and dedicated lead officers with responsibility for child protection and safeguarding
- dealing with allegations against members of staff and volunteers
- taking responsibility for those children who are not in education.

2.2 Guidance

Hard copies of relevant DCFS Guidance will be available in the Lower School staffroom and in Sarah Fortna's office in the Upper School.

2.3 Head teachers

The headteachers of Heathside Preparatory School will ensure that:

- staff are fully aware of the school safeguarding and child protection policies through annual training and in discussions and updates at termly staff meetings.
- the designated child protection teacher and deputy is given sufficient time and resources to carry out their responsibilities.
- staff are released to attend child protection conferences, core group meetings and other meetings held to discuss safeguarding issues concerning pupils at the school.
- safe recruitment practice is followed whenever recruiting to posts (See Section 5.1)
- the school offers a safe environment for staff and pupils to raise concerns about poor or unsafe practice. If staff have any concerns about another member of staff they can talk confidentially to one of the head teachers (please see our Whistleblowing Policy). If the concern is about one of the head teachers, it can be raised with the other. Pupils have a 'Worry Box' into which they can put any concerns or note that they want to talk to a teacher.
- appropriate action is taken whenever an allegation is made against a member of staff. (Please see

Procedure for Allegations Against Staff)

3. Safeguarding Children

The school recognises that pupils may face barriers to learning that may affect their prospects in later life. The school will safeguard and promote pupil's welfare by focusing on preventative actions and services so that all pupils are able to fulfill their potential under each of the 5 Every Child Matters outcomes:

- Being Healthy
- Staying Safe
- Enjoying and achieving
- Making a positive contribution
- Achieving economic wellbeing.

3.1 Being Healthy

The school will promote pupils' health by educating them on healthy diets and lifestyles through the curriculum.

Where a pupil's health needs affect their ability to fully participate in education, the school will work with health professionals to monitor their health needs. Pupils affected by their parents or their own health needs will be referred to expert advice and support.

Please see our Child Protection Policy and our First Aid and Administering Medication policy.

3.2 Staying Safe

The school aims to provide a safe learning environment where pupils are:

- kept safe from accidents whilst at school and during outings
- protected from maltreatment
- taught to keep themselves safe via safety messages delivered through the curriculum and assemblies
- feel supported, safe and protected and able to raise concerns.

Safety messages will be delivered via the curriculum and pupils will be provided with opportunities to discuss issues they feel are affecting their safety at school and within the community.

Please see Health and Safety Policy, Complaints Procedure and E-safety Policy.

3.3 Enjoying and Achieving

The school will ensure that pupils attend regularly, enjoy learning and are achieving to their full potential.

Please see our Attendance Policy.

3.4 Making a positive contribution

Pupils are encouraged to participate in a wide range of activities at school and within the community and discouraged from engaging in anti-social behaviour. Heathside has a rigorous anti-bullying ethos and policy and will follow DCSF guidance "Recording and Reporting Racist Incidents" (<http://www.ttrb.ac.uk/attachments/a0477498-4988-44d2-b962-59a828a71268.pdf>) in responding to the very unlikely event of an incident of racist abuse or harassment by pupils. Hard copies of these and other guidelines are available in the Lower School staffroom or in Sarah Fortna's office at the Upper School.

3.5 Working with parents and carers

The school recognises the importance of working in partnership with parents and carers to ensure the welfare and safety of pupils. To this end we:

- Make sure all school policies are available on the school website.
- Provide opportunities for parents and carers to discuss any problems with class teachers and other relevant staff through regular formal parents' evenings and weekly headteacher surgeries.
- Listen to the views of parents and carers.
- Have a robust complaints system in place to deal with issues raised by parents and carers (please see our Complaints procedure)
- Provide advice and signpost parents to other services and resources where pupils need extra support.

3.6 Inter-agency working

The school will lawfully share information with agencies in order to ensure pupils receive appropriate services where necessary. We use the Common Assessment Framework to assess those children with extra needs and make appropriate referrals to agencies on behalf of the pupils.

The school will liaise with Camden's lead officers for safeguarding wherever there are any concerns of issues relating to safeguarding practice or the safeguarding of individual pupils.

4. Child Protection

In line with the relevant policy documents issued by the Camden Safeguarding Children Board, the London Safeguarding Children Board and the Department of Children, Schools and Families, the school will carry out the following:

- Identify where there are child protection concerns and refer the pupil on to Safeguarding and Social Care.
- Ensure the school has a senior member of staff who is designated to take on lead responsibility for child protection issues.
- Ensure staff are aware of their responsibilities and receive adequate training to enable them to carry these out.

4.1 Role of designated child protection teacher

The designated child protection teacher is Melissa Remus Elliot. She will take lead responsibility for child protection issues.

The designated deputy child protection teacher is Sarah Fortna. She will take the lead on child protection issues in the absence of Melissa Remus Elliot.

Their role is to:

- Refer appropriately cases on to relevant agencies.
- Provide advice and guidance for staff on child protection issues.
- Take the lead in developing, monitoring and reviewing the school child protection policy and procedures.
- Oversee child protection systems within the school, including management of records, providing of information to other agencies and the monitoring of pupils who are subject to child protection procedures.
- Ensure staff are aware of the school policies and procedures and ensure appropriate training is carried out.
- Ensure parents are aware of the school policies and procedures.

4.3 Child protection procedures.

Please see the Heathside Child Protection Policy for details of the actions that will be taken by the school if child protection concerns regarding a pupil arise. Please also see section 5.1 of this document for how we ensure the safe recruitment of staff and volunteers at Heathside.

The main elements of this policy are:

- Raising awareness: ensuring staff are well trained in child protection issues and equipping children with the skills needed to keep them safe
- Recognition: identifying and reporting cases or suspected cases of children suffering from abuse or neglect
- Response: disclosure, referral, supporting children who have been abused or neglected in accordance with his/her agreed child protection plan.

The designated teacher will liaise with Safeguarding and Social Care (SSC) to ensure that all relevant information held by the school is provided to SSC during the course of any child protection investigation.

The designated teacher will ensure that the school is represented at child protection case conferences and core group meetings.

5. Safe Learning Environment

5.1 Safe Recruitment

- The school will carry out extensive enquiries on applicants for all positions, including support roles, such as club teachers.
- The school will ensure that all current staff who have regular or unsupervised contact with pupils have an up-to-date CRB checks.
- A central record of all staff with details of checks and outcomes of these checks will be kept.

5.1.1 Recruitment of new staff

When new staff are recruited the school will:

- Verify the applicants' identity and immigration status from their passport
- Carry out enhanced CRB and List 99 checks
- Check the applicant's academic and vocational qualifications
- Make enquiries of referees, including previous and recent employers.

5.2 Visitors

- The headteachers will decide whether or not individual visitors or contractors should be subject to CRB or

List 99 checks depending on the level of access they are likely to have to pupils.

- All visitors working or spending extended time at the school and will be asked to read the school health and safety standards policies and training handbook.
- Contractors must ensure that equipment and working practices are in line with health and safety procedures.
- Visitors are required to sign a signing in book.
- Supervision - no visitor who is not CRB checked is left alone with children at any point.

5.3 Staff

5.3.1 Induction and Training

- Staff will be fully inducted by the designated teacher on child protection and safeguarding procedures.
- Staff will receive appropriate safeguarding training provided by Camden Safeguarding Children Board.
- The designated teacher and deputy designated teacher will receive the additional requisite training stipulated by Camden Safeguarding Children Board.

5.3.2 Conduct and safe teaching practice

- Staff all sign a code of conduct agreement that sets out the school's expectations with regards to standards of professional behavior.
- Staff and club teachers will be made aware of the current guidance on safe teaching practice contained in the DCSF 'Guidance for safer working practice for adults working with children & young people' (2009).

5.3.3 Behaviour management and use of restraint

Heathside follows the Camden Children, Schools and Families Directorate guidance on the use of reasonable force and restraint with children.

We understand that any kind of physical contact is potentially sensitive and must be carefully managed. Contact between children and adults can be appropriate in some situations, for example calming, reassuring contact, guiding a pupil away from or to a location or a gentle touch to re-focus attention.

However, if staff become aware of, or have need to become involved in, situations where a child/pupil may be at risk of hurting themselves or others, or if the behavior of a child/pupil seriously disrupts good order in the school or causes significant damage to property, staff may need to take steps to intervene physically. Examples of situations where physical restraint may be used are when:

- Pupils are fighting
- A pupil is causing, or at risk of causing, injury or damage by accident while playing
- A pupil is running in a corridor or stairway in a way in which he or she might cause accident or injury to themselves or others.

Physical restraint will only be used on a child if other verbal attempts at intervention have failed.

5.3.4 Dealing with allegations against staff and whistleblowing

Please see Procedure for Allegations made Against Staff and Whistleblowing Policy.

5.3.5 First aid and administering medicines

Please see our First Aid and Administering Medicines Policy.

5.3.6 E-Safety, photography and video

Please see our E-Safety, Photography and Video Policy.

6. Monitoring and Reviewing Policies

The school keeps a central record of all accidents and incidents including what action was taken and by whom.

Staff are made aware of their responsibility to record accidents/incidents during training and induction sessions.

For every child about whom child protection concerns have been raised, the Safeguarding Children Return form will be completed and sent to Camden Safeguarding and Social Care at the end of every term.

These policies are subject to regular reviews.