

Safeguarding Children Policy

Introduction

FunTech School fully recognises its responsibilities for safeguarding children.

Our policy applies to all staff working in the school.

The aims of this policy are:

- > To support the children's development in ways that will foster security, confidence and independence.
- > To provide an environment where children feel safe, secure, valued and respected. Should they face any difficulties of any matter a member of staff shall be willing to listen and help to provide suitable action.
- > To raise awareness of all staff (either teaching or non-teaching) of the need to safeguard children and their responsibility in identifying and reporting possible cases of abuse.
- > To monitor children that may be at the risk of harm and provide the best environment to accommodate their requirements.
- > Provide good levels of communication between all members of staff and children.
- > Ensure all staff working at the school are suitable to carry out the job in question by checking and verifying identification, carrying out a CRB check and also undergoing First Aid Training.

Procedures and Responsibilities

Procedures will follow those that have been set out by the Local Safeguarding Children Board (LSCB).

- > Ensure there is a Designated Senior Member of Staff. – **Sheineez Barber**
- > Ensure there is a Deputy Member of Staff in the absence of the Designated Senior Member of Staff – **Mamta Chauhan**
- > Ensure there is a Nominated Member of Staff in the absence of the Designated Senior Member of Staff and Deputy Member of Staff – **Phil Barber**
- > Ensure that all members of staff are aware of the relevant nominated members of staff.
- > Ensure that duty of care towards students and staff is carried out by raising awareness of illegal, unsafe and unwise behaviour.

These procedures will be reviewed annually.

When staff join this school they will be required to read through this policy and have a chance to ask any questions as part of their induction programme.

The basic induction programme will include information on how to notice signs and symptoms of abuse, how to manage a disclosure from a child, whom to inform and finally how to record any evidence and plans of action.

Managing a disclosure

Teachers and non-teaching staff in schools are in a unique position to observe children's behaviour. In most cases staff members build a pastoral relationship with children and will play the part to listen and comfort the children during trying times. FunTech staff will listen carefully to a child's disclosure and will ask questions of the following nature:

- > How did that happen?
- > Was there anything else happening at that time?
- > Have you spoken to someone about this?

Under no circumstances will staff demand or forcefully pressurize the child. All answers will be documented and reported to the appropriate body.

Supporting children

We recognise that a child who is abused or witnesses violence may feel helpless, humiliated, may blame themselves and find it difficult to develop and maintain a sense of self-worth. Our school may provide some form of stability in the children's lives where they want to open up to personal matters.

Allegations against Staff

We understand that a pupil may make an allegation against a member of staff.

If such an allegation is made, the member of staff receiving the allegation will immediately inform the Designated Senior Member of Staff.

Should you feel that matter cannot be discussed with internal members of staff, please contact LADO.

The Royal Borough of Windsor and Maidenhead LADO can be contacted on 01628 683 202. However all telephone referrals should be followed up with a written referral form. Completed referral forms should be sent securely to lado@rbwm.gcsx.gov.uk or faxed to 01628 683 141.

Supporting staff

As FunTech provides a very pastoral environment to children, it may prove to be rather stressful or upsetting for a staff member to comfort a child that is experiencing such difficulties. As duty of care to staff FunTech will offer the opportunity for staff to talk through their anxieties and provide any support required to ensure they are able to work with children.

Confidentiality

We recognise that cases dealt with any child are treated with respect and as a private matter.

Other issues

With relation to safety of children, FunTech also treats the following as urgent matters: Bullying, Racism, and any other form of abuse.

Health and Safety

This policy has been documented separately and can be found on the Internal FunTech Noticeboard or as per request.

Record keeping

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse will make a notification to the Designated Senior Member of Staff, Deputy Member of Staff and/or Nominated Member of Staff.

This incident will be documented together with the plan of action and/or outcomes with dealing with relevant bodies such as the Local Police or Council.

Complaints or Concerns expressed by Pupils, Parents and/or Staff

We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare.

We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the school will take but also the length of time that will be required to resolve the complaint. The school will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint..

APPENDIX 1:

 <p>The Royal Borough Windsor & Maidenhead</p>	<p><i>For referrals from professionals of allegations against STAFF or VOLUNTEERS</i></p> <p>Please fax to RBWM Quality Assurance Team: 01628 683141</p> <p>Telephone: 01628 683202</p>
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IT IS NOT APPROPRIATE FOR EMPLOYERS TO INVESTIGATE INCIDENTS OF ALLEGED ABUSE: ALWAYS CONSULT THE LADO BEFORE TAKING ANY OTHER ACTION

Referrals should be completed by the Senior Manager of the establishment (e.g. Head Teacher, Chair of Governors (if the allegation is against a Head Teacher), Operations Manager (Social Care) etc)

1 Name and type of establishment where member of staff* works? (e.g. name of school and whether it is primary, secondary, Special, FE, or Independent; foster care; day nursery; etc)

* NB The term 'member of staff' will be used in this document to refer to both employees and volunteers.

2 Details of Member of Staff

Family Name:		Forenames:	
Date of birth:		Gender:	
Address:		Name and age of children living with employee (if known):	
Postcode:		Marital status (if known):	

Telephone No.:		Ethnicity:	
Employee's role:		Date of employment:	
Date of last CRB check:		Current employment status:	
3	Alleged incident details. Please include where the incident took place.		
	Name and status of any witnesses to the incident. Please attach any statements they have already made about the incident, but do not seek any further statements at this stage.		
5	Names, dates of birth and address of child/ren involved. Please give details of any injuries sustained during the incident? Was medical advice sought?		
6	Have there been any previous allegations made against this member of staff? Please give details.		
7	Has the child (or any of the children) made any previous allegations against members of staff? Please give details.		
8	When did you discuss this with the LADO? Please include dates and summary of the advice given.		

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9	What other action has been taken about this incident? Who else has been informed?
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10	What has the member of staff been told about the allegation?
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11	Who is your HR provider? When did you contact them?
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12	Are the child's parents aware of this allegation? What do they think should happen now (if known)?
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13	Are you aware that this member of staff works with children in any other setting, on either a paid or a voluntary basis?
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14	Please give contact details of Senior Manager making this referral.
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Name (please PRINT):			
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Contact address details:			
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Postcode:		Tel no:	
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Secure email address:			
Signature:		Date:	

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