

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 nonteaching) 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/DBS 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.

Under these circumstances, this will be reported to the relevant MASH/Central Duty Team.

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 who will take the following actions:

- > REMOVE & REPLACE: The staff member who has the allegation made against them will be removed and a replacement member who is adequately trained will step in until further notice.
- > CONTACT LADO: We will follow their instructions (please see relevant details below)
- > CONTACT OFSTED: 0300 123 1231 and follow up in writing to enquiries@ofsted.gov.uk
- > INFORM PARENT: Parents will be contacted and informed about any incidents involving their child/children unless the LADO have advised against this.

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.

HAMPSTEAD & FINCHLEY ROAD JW3 (BARNET)

Report child welfare concern

MASH

Telephone: 020 8359 4066

Email: mash@barnet.gov.uk

Address: Multi-Agency Safeguarding Hub (MASH), North London Business Park (NLBP), Oakleigh Road, South, London N11 1NP

Report Allegation against Staff

Please report this via MASH details provided above

DULWICH (TOWER HAMLETS)

Report child welfare concern

MASH

Telephone: 020 7525 1921

Emergency (out of hours): 020 7525 5000

Email: mash@southwark.gov.uk

Address: MASH Team, Sumner House, Sumner Road, London SE15 5QS

Follow up report in writing and email to LADO.

Report Allegation against Staff

LADO

In Southwark the LADO role is based within the Quality Assurance Unit.

Contact numbers:

- QAU duty number: 020 7525 3297
- QAU service manager: 020 7525 0689
- Head of social work improvement and quality assurance: 020 7525 0387

Follow up report in writing and email to LADO.

CANARY WHARF (TOWER HAMLETS)

Report child welfare concern

MASH

Telephone: 020 7364 3444 | 020 7364 2972 | 020 7364 2904 | 020 7364 5601 | 020 7364 5606

Emergency (out of hours): 020 7364 4079

Report Allegation against Staff

LADO

Contact Person: James Gilley

Telephone: 020 7364 3506 | 07949 636698

Email: early.years@towerhamlets.gov.uk

Address: Integrated Early Years Service, Children's Services Directorate, Mulberry Place, 5 Clove Crescent London E14 2BG

Follow up report in writing and email to LADO.

ST. ALBANS (HERTFORDSHIRE)

Report child welfare concern

MASH

Telephone: 0300 123 4043

Report online:

<https://www.hertfordshire.gov.uk/services/childrens-social-care/child-protection/report-concerns-about-a-child-form.aspx>

Report Allegation against Staff

LADO

Contact Person: Caroline Aitken

Telephone: 01992 556988

Address: HSCB Business Manager, Room 147, County Hall, Hertford SG13 8DF

Contact Person: Mary Moroney

Telephone: 01992 555388

Address: HSCB Development Manager, Room 147, County Hall, Hertford SG13 8DF

WESTMINSTER

Report child welfare concern

Contact: Tri-Borough MASH Team Manager,
Sarah Moran

Telephone: 020 7641 4000

Emergency (out of hours): 020 7641 6000

Email: Smoran1@westminster.gov.uk or
accesstochildrenservices@westminster.gov.uk

Address: Frampton Street, London NW8 8LF

Report Allegation against Staff

LADO

Contact Person: Duty Child Protection Advisor

Telephone: 0207 641 7668

Email: LADO@westminster.gov.uk

TONBRIDGE (KENT)

Report child welfare concern

CENTRAL DUTY TEAM

Telephone: 03000 41 11 11

Emergency (out of hours): 03000 41 91 91

Email: CentralDutyTeam@kent.gcsx.gov.uk

Report Allegation against Staff

Telephone: 03000 41 08 88

Email: GCSXsafeguardingunit@kent.gcsx.gov.uk or
kentchildrenslado@kent.gov.uk

RICHMOND

Report child welfare concern

Telephone: 020 8547 5008

Emergency (out of hours): 020 8770 5000

Report Allegation against Staff

LADO

Contact: Richmond Single Point of Access (SPA) -
020 8547 5008

Emergency (out of hours): 020 8770 5000

CHESTER (CHESTER WEST & CHESTER)

Report child welfare concern

Contact: Integrated Access and Referral Team (i-ART)
or Emergency Duty Team (EDT)

Telephone: 0300 123 7047

Telephone (out of hours): 01244 977277

Report Allegation against Staff

Download follow up report and email to LADO.

MAIDENHEAD (BERKSHIRE)

Report child welfare concern

MASH & EARLY HELP

Telephone: 01628 683150

Email: MASH@RBWM.gov.uk

Address: MASH Team - Royal Borough of Windsor and
Maidenhead, Adults, Children and Health, Maidenhead,
Town Hall, St Ives Road, Maidenhead SL6 1RF

Report Allegation against Staff

LADO

Telephone: 01628 683 202

Email: lado@rbwm.gcsx.gov.uk

Fax: 01628 683 141

Download follow up report and email to LADO.