



UPPER BATLEY HIGH SCHOOL
Educating tomorrow's successful men

**SAFEGUARDING [CHILD PROTECTION]
including
CHILDREN LOOKED AFTER [CLA]
POLICY**

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This policy has been drawn up in line with the Kirklees Safeguarding Children Board Child Protection Procedures www.kirkleessafeguardingchildren.co.uk, "Working Together to Safeguard Children" (1999 and 2006) and 'What to do if you are worried a child is being abused' (2006)

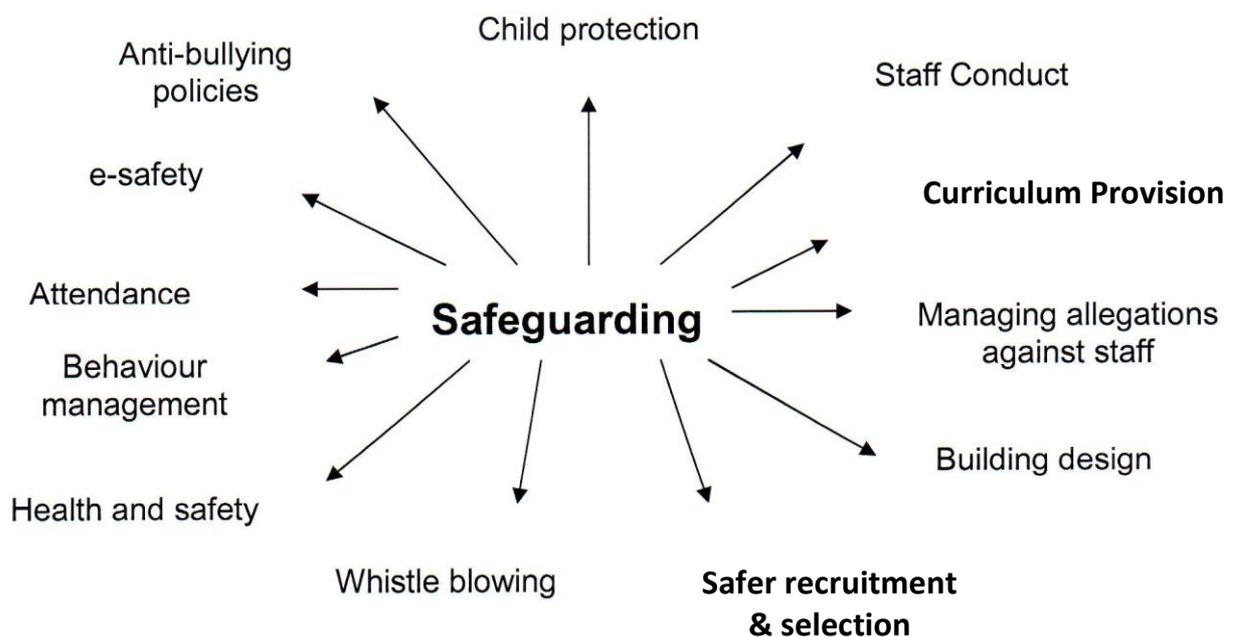
This policy applies to all adults, including volunteers, working in or on behalf of the school.

'Everyone working in or for our school shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting'

SCHOOL COMMITMENT

UBHS is committed to Safeguarding and Promoting the Welfare of all of its learners. Each learners welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our learners.



PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

The school pays full regard to current DCSF guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and undertaking List 99/Criminal Records Bureau checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- a CRB Enhanced Disclosure is obtained for **all** staff who work at the school and new appointments to our school's workforce through staffing personnel and payroll, **from October 2009 there will be a requirement for employees to be registered with the Independent Safeguarding Authority**
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff – a copy is also held at the Personnel and Payroll Unit, Kirklees Council
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff and PFI staff have undergone the necessary checks and will be made aware of this policy
- our PFI partners provide regular details of staff CRB checks, this information is kept alongside our central record
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA

..... (Headteacher)

..... (School Personnel Manager)

and (Business Manager)

have undertaken the National College for School Leadership Safe Recruitment training (www.ncsl.org.uk). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

2. Safe Practice

Our school will comply with the current Safe Practice guidance to be found in Kirklees Safeguarding Procedures at www.kirkleessafeguardingchildren.co.uk and in the UBHS staff handbook.

Safe working practice ensures that learners are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality, ethnicity or religion;
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Safeguarding Information for learners

All learners in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that learners are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. We inform learners of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. Learners are made aware of the school's guidelines for reporting bullying incidents and the school website ensures that learners are made aware that information can be found at appropriate websites e.g. [NSPCC and Childline 'kidzone'](#)

The school also has an e-safety policy and there is guidance in the student planner.

4. Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

We will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see 3 Action by Senior Designated Leader)

We encourage parents to discuss any concerns they may have with form tutors and Child Protection Officer.

5. Partnerships with others

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Kirklees Safeguarding Children Board. The school is also in the 'Safer Schools' partnership. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

6. School Training and Staff Induction

The school's designated Child Protection Officer and Headteacher will undertake level 3 child protection training and training in inter-agency working, (that is provided by the Kirklees Safeguarding Children Board and other appropriate training providers).

All other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training.

All staff are provided with the school's child protection guidelines and informed of school's child protection arrangements on induction.

7. Support, Advice and Guidance for Staff

The designated person for Safeguarding/Child protection will be supported by the Headteacher and SEN Governor.

All members of the senior leadership team will be at least level 1 trained.

All members of the **Student Support/Learning Mentor** team will receive some CAF training.

8. Children Looked After (CLA)

The school has a designated person for CLA. A key worker will also always be allocated. They will be responsible for:

- Admission and induction
- Following the LA and school admissions policy
- Liaising with the LA Looked After Team and providing information regarding attendance and progress
- Working with a designated social worker to draw up a PEP and attend review meetings for the PEP
- Attending social care meetings as required
- Liaising with the carer and if appropriate the parents to ensure all needs are met
- At transition times ensure that all the relevant agencies involved are informed.

• 9. Related School Policies

'safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying and a range of other issues, for example, arrangements for meeting the medical needs of children providing first aid, school security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population'
Safeguarding Children and Safer Recruitment in Education DfES 2007

Related school policies and arrangements: SEN policy, Anti-bullying, e-safety, sex education, health and safety, drugs awareness, whistleblowing are all in place and regularly reviewed.

Children Missing from Education

The school follows the Kirklees LA procedures "Children Who May Be Missing/Lost From Education". Where learners on roll do not turn up, and the school has made the usual enquiries we will refer the case to the education Social Work Service. If the allocated worker cannot locate the child/family they will inform the Children Missing Education team and the school will be advised by them or the ESW Service that they can take the child off roll.

Confidentiality

School has regard to "Information Sharing: Practitioner's guide" HM Government, 2006
www.ecm.gov.uk/deliveringservices/informationsharing

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. "

The School has a confidentiality policy.

The school policy should indicate:

- a) When information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm
- b) When the learners and/or parent's confidentiality must not be breached
- c) That information is shared on a need to know basis

10. Pupil Information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them.

- names and contact details of persons with whom the learner normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the learner from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)

- if the learner is or has been on the Child Protection Register or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the learner
- Passport and Visa details including UK status.

11. Roles and Responsibilities

Our Governing Body will ensure that:

- the school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a member of the school's leadership team is designated to take lead responsibility for child protection;
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the Headteacher
- where services or activities are provided on the school premises (when the school is in session) by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

Our Headteacher will ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to learners, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Member of Staff with Designated Responsibility for Child Protection will:

Referrals

- refer cases of suspected abuse or allegations to the relevant investigating agencies;
- act as a source of support, advice and expertise within the educational establishment;
- liaise with the Headteacher to inform her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how Kirklees Safeguarding Children Board operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- ensure that all staff have access to and understand the school's child protection policy;
- ensure that all staff have induction training;
- keep detailed accurate secure written records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses

Raising Awareness

- ensure the child protection policy is updated and reviewed annually and work with the SEN Governor regarding this;
- parents/carers should be aware of the child protection policy and that it is available on request, that referrals may be made sometimes without the knowledge/permission of the parent/carer.
- where a learner leaves the establishment, ensure the learners protection file is copied for the new establishment asap and transferred to the new school separately from the main

student file. If a learner goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.

- where the parents inform school that they wish to 'parentally educate' their child, the ESW Service endeavours to undertake a home visit to discuss this with the parents and the information is then passed to the LA to monitor 'Parentally Educated Children' (PECS).

All staff and volunteers will:

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

Appendix A

Child Protection Guidance

In situations where there is serious concern about the well being of a child or when a disclosure has been made to a member of staff, it is essential that correct procedure be followed if there is suspected abuse.

The types of abuse are:

- Physical
- Emotional
- Sexual
- Neglect

Any concerns/disclosures should be noted at the time and advice taken from the school's Child Protection Co-ordinator (Mrs D Goldthorpe).

Advice on receiving a disclosure

In all situations where a child or young person tells you about a suspicious incident or situation:-

Explain

- That you cannot keep the information to yourself
- That in order to help them you will have to pass it on to someone who can do something to stop what is happening/has happened
- What will happen next

Listen

- Listening can be more important than it appears, it is important not to interrupt
- Do not ask leading questions - use open questions Tell me, Explain to me, Describe to me
- Do not express surprise, shock, anger or moral judgment - the child or young person may feel that the abuse is, in part, their fault and may love the abuser

Clarify

- Only clarify to check whether you have understood what you have been told
- Do not ask for further details about the abuse - this is the role of the police and social services and can cause problems if the wrong questions are asked

Reassure

- Be honest - don't promise things that are outside of your power to deliver
- As appropriate, explain to the child or young person that you will support them

Make notes, using words by child/young person and yourself.

Ensure date, time and location are recorded. Do not destroy this record, even if you have transferred the information to an official form.

Know who to pass the information on to - CP Co-ordinators: D Goldthorpe, J Birdsall, S Vickers

Appendix B

Whistleblowing

Introduction

Whistleblowing occurs when a member of staff raises a concern about a dangerous or illegal activity that they are aware of through their work. Whistleblowing is relevant to all organisations and all people. This is because every business and every public body faces the risk of things going wrong internally. Where such a risk arises, usually the first people to realise or suspect the wrongdoing will be staff.

It can be difficult to know what to do. You may be worried about raising such issues or may want to keep the concerns to yourself, perhaps feeling it's none of your business or that it's only a suspicion. You may feel that raising the matter would be disloyal to colleagues, Headteacher or to the Council and sometimes it may seem difficult to speak up because of a fear of harassment or victimisation.

However, we expect the highest standards of behaviour and all staff have a responsibility to voice any concerns that they have, normally with their Line Manager/Headteacher. We have introduced this policy to enable staff to raise genuine concerns about such malpractice at an early stage and in the right way. We would rather you raise the matter when it is just a concern, rather than wait for proof.

The whistleblowing policy is independent and confidential. It can be anonymous if you wish. We will make sure that you will not be victimised or suffer disadvantage if you report your genuine concern.

It allows staff to bring to the attention to those who can make a difference, any practice which they believe or suspect:

- is unlawful
- is a serious breach of the Council's/UBHS's policies, procedures and rules
- falls substantially below established standards of practice
- amounts to improper conduct

It is difficult to come up with a complete list of issues which might cause concern but you should report the following:

- fraud, corruption or financial irregularities
- the physical, mental or sexual abuse of employees
- unfair discrimination
- abuse of power
- dangerous practices
- criminal conduct
- serious damage to the environment
- negligence
- unprofessional behaviour and evasion of statutory responsibilities

The malpractice might be carried out by staff, governors, contractors, external agencies or councillors.

This procedure is not to be used if you are generally dissatisfied at work or as a replacement to your existing employment rights with the council.

What happens if you are implicated?

If you blow the whistle and actively cooperate with an investigation in which you may be implicated in any wrongdoing, you are likely to receive a lighter sanction than might otherwise have been the case (unless the misconduct is so serious that no amount of cooperation or other mitigating conduct can justify a decision not to bring any action).

How to raise a concern

a) Through your line manager

Normally you should contact your line manager in the first instance who will then, if required, liaise with the Headteacher. But if you feel that you can't do this – for example, if you believe that they are involved – then you should contact your Headteacher.

You will be required to write a statement, setting out the background and history of your concerns (giving names, dates and places where possible) and indicating the reasons for your concerns. Please make it clear that you are raising your concern as part of our Whistleblowing Policy.

School will then investigate your concern, following school investigation procedures, and we will let you know the outcome of the investigation, so that you can see that the matter has been properly addressed.

b) Through the Whistleblowing route

If you do not feel able to contact your line manager or your Headteacher you should call the council's Whistleblowing answer phone – ring 01484 225030 or email whistleblowing@kirklees.gov.uk

You should give as much information as you can, including names, dates, places, history and why you are concerned. You are encouraged, but not required, to leave your name and contact details – it is much easier to investigate a concern if we can speak to you directly and confidentially.

All messages on the answer phone and email will be heard and seen only by the Council's Corporate Customer Standards Officer. Who will then review all messages confidentially, and contact either the Head of Audit and Risk or the Head of Human Resources.

How your concerns will be dealt with by the Council

All allegations will be investigated: how and by whom depends on how serious they are and who they involve. The investigation maybe handled internally, or referred to an external such as the Police or Audit Commission.

If you raise your concerns under this policy then we will write to you within 10 working days saying:

- what we intend to do
- how long we think this will take
- whether any more information is required from you

We will let you know the outcome of the investigation, so that you can see that the matter has been properly addressed.

The Executive Management Group will receive a quarterly report summarising all concerns raised under this policy.

Raising your concerns elsewhere

The Whistleblowing policy has been drawn up so that you can have your concerns dealt with properly, independently and confidentiality by the council. But if you have no faith in this process, then you may consider contacting:

- a councillor – contact details in all libraries and information points
- the Police – phone 0845 6060606
- the Audit Commission – an independent body responsible for ensuring that public money is used economically, efficiently and effectively – at <http://www.audit-commission.gov.uk> or phone 0845 052 2646 (confidential public interest disclosure line)
- Public Concern at Work – independent charity – <http://www.pcaw.co.uk/index.htm> on 0207 404 6609, or email helpline@pcaw.co.uk. Public Concern gives free and confidential advice on whistleblowing matters

Council employees have a responsibility not to undertake any action which might bring the council into disrepute. If you do decide to report any concerns outside the council, you must ensure that you have a good reason for doing so and you must not disclose confidential information.

Appendix C

Children Looked After (CLA)

The Education of Children Looked After by the Local Authority

The school aims to maximise opportunity for every learner to succeed. Children and young people who are looked after by local authorities are one of the groups most likely to under-achieve nationally. This school is committed to supporting looked after learners to achieve their potential alongside other learners and to experience success in school.

Aims

To work together with the LA and Social Services in an effective partnership to ensure that the learners needs are met.

To contribute to the provision of successful and integrated service for children who are looked after by the Local Authority.

To ensure that children who are looked after have equality of opportunity in school, enabling them to access, experience and benefit from education in the normal way alongside their peers, and respecting their wishes for anonymity, so that they are not identified as being different if this is their wish.

To comply with the national and LA guidelines on the education of looked after children and young people. (Appendix 2)

Objectives

To achieve our aims, the school will:

- Identify a designated teacher to coordinate the education of the Children Looked After and act as a link to other agencies.
- Ensure that staff are aware of any looked after children in school, know who the carer is, and whether parents have parental rights so they know who should receive copies of newsletters, reports etc.
- Liaise effectively with other agencies involved with the child and attend review meetings.
- Work in partnership with carer, parents and others with parental responsibility to ensure that Children Looked After receive their entitlement (see Appendix 1).
- Ensure that records and plans are kept and maintained appropriately.
- Provide information to the Governing Body and LA about progress and outcomes of Children Looked After on the school roll.
- Secure training for the designated teacher or others as appropriate to ensure that the school can meet the needs of Children Looked After.

This policy has been written in accordance with the LA guidelines, approved by staff and governors, and will be reviewed annually unless LA guidelines change prior to this.

Entitlement of Children Looked After

Children Looked After are entitled to (LA Guidelines July 2004):

Information

- A clear explanation of the roles and responsibilities of professionals involved.
- A copy of their Education plan if this is appropriate to their age and understanding.
- Information about where they can go for support and advice.

Respect

- An assurance of the greatest possible confidentiality.
- Equal and appropriate treatment, at school and at home.
- Recognition of their achievement.

Support

- High expectations from adults
- Appropriate educational support in school
- Appropriate educational support at home

Access

- To a broad and balanced curriculum
- Opportunities to make decision about their education
- Opportunities outside school to develop sporting, creative, social and artistic interests.

Roles and responsibilities in school (LA Guidelines July 2004)

The Governing Body

Governors will fulfil their responsibilities to looked after children through:

- ensuring that this policy is implemented.
- nominating a governor to maintain interest in the well-being of Children Looked After, liaise with the Head/Class teacher and report back periodically to the Governing Body.
- ensuring that the governing body takes up suitable training opportunities.
- monitor appropriate training for school staff.

The Headteacher

The Headteacher has day to day responsibility for the management and organisation of the school, and is the first point of contact for any matter relating to learners.

The Headteacher will fulfil their responsibility to looked after children through:

- ensuring that this policy is approved by the governing body and that it is reviewed on a regular basis
- ensure that any practical guidelines needed to ensure the well being of any particular child are identified
- to nominate a teacher to take pastoral responsibility and ensure the well being and education of the looked after child
- to maintain a secure file for each looked after child, giving up to date admin details and info and defining clearly who should have access to which part of the file
- the legal position with regard to parental access
- who should get school reports

- who are the Key workers and Carers
- sensitive reports relating to the child's past experiences
- any other relevant information

The Headteacher should report periodically to the governing body on:

- admissions
- progress and achievements of looked after children
- significant behaviour issues e.g. acts of bullying either as a victim or perpetrator
- level of attendance in relation to college averages

The Headteacher should ensure appropriate training opportunities are taken up, and promote and maintain good working relationships with other key personnel in other agencies.

The designated teacher

The designated teacher will fulfil their responsibilities to the looked after child through

- liaising with the Headteacher, SENCO, foster carer or other agency workers as requested to ensure a coherent approach
- be aware of the Care Plan for each learner
- contribute to the development and maintenance of the Personal Education Plan in partnership with other relevant professionals
- know who has parental responsibility of the learner
- know who are the primary carers
- ensure that information is provided for those who are entitled to receive it
- work sensitively with information to ensure that looked after children are not exposed to inappropriate or intrusive attention from staff or learners
- establish good relationships and lines of communications with key workers and foster carers
- contribute to or attend meetings as requested
- maintain an overview of the experience and education of the child
- participate in appropriate training to develop the skills and knowledge needed to support the Children Looked After.