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SAFEGUARDING POLICY

Date of Policy: Spring 2018

**Committee: Staffing &
Students**

Next Review Date: Spring 2019

The School will ensure that the policy is applied fairly to all employees and does not have a negative impact in relation to the school's equality strands: race, sex, religion and belief, sexual orientation, age, disability, gender reassignment, marriage and civil partnership and pregnancy and maternity.

Safeguarding Policy

Introduction

Alperton Community School (ACS) recognises its legal duty under s175 Education Act 2002 (section 157 in relation to independent schools and academies) and the 1989 Children Act and is committed to safeguarding and creating a culture of vigilance. The school recognises that effective child protection work requires sound procedures, good inter- agency co-operation and a workforce that is competent and confident in responding to child protection situations.

These procedures aim to provide a framework which ensures that all practice in the area of safeguarding and child protection is consistent with stated values and procedures that underpin all work with children and young people. Statutory guidance defines a child as anyone who has not yet reached their 18th Birthday.

Safeguarding and Promoting the Welfare of Children

At Alperton Community School, students are taught about safeguarding, including online, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum. Children are taught to recognise when they are at risk and how to get help when they need it.

Child Protection has to be considered within professionals' wider "safeguarding" responsibilities that include a duty to co-operate under the updated Children Act 2004 and takes account of the need for children to 'be healthy' and 'stay safe'. All staff and volunteers need to have read and be familiar with the Child Protection Policy.

Any staff member, volunteer or governor who becomes the subject of a police investigation in relation to physical or sexual offences against adults or children, or are charged with such a criminal offence, must inform the Headteacher. Staff must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before, or during their employment at the school. The Headteacher will discuss any potential safeguarding matters with the LADO and any required action will be agreed.

This document also seeks to make the professional responsibilities clear to all staff (teaching and support staff) governors and volunteers, temporary and supply staff to ensure that statutory and other duties are met in accordance with the school's Safeguarding requirements and procedures.

All staff will work to ensure that:

- Children and young people feel listened to, valued and respected
- Staff are aware of indicators of abuse and know how to share their concerns appropriately
- All paid and unpaid staff are subject to rigorous recruitment procedures
- All paid and unpaid staff are given appropriate support and training
- They have read and understand all the policies referred to in this document

Visitors:

- No visitors, including tradespeople, should be allowed to wander around the premises unaccompanied when children and young people are present
- Staff should be alert to strangers frequently waiting outside a venue with no apparent purpose

Contractors:

Maintenance worker and contractor positions are not included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and therefore, there is no eligibility for a criminal record check through the DBS if an individual is carrying out such a role in a general capacity.

However, if this work takes place in a specified establishment (i.e. a school), this general rule does not apply.

When the maintenance worker or contractor is working in a specified establishment where, as a consequence of anything they are contracted to do, they have the opportunity for contact with the children on site on a frequent or intensive basis and the work they are doing is for the purpose of that establishment:

- This would mean that they would be carrying out regulated activity with children and so are eligible for a DBS certificate at Enhanced level plus the relevant check against the children's barred list.

When the maintenance worker or contractor is entering a specified establishment where they have the opportunity for contact with the children on site but are not doing so on a frequent or intensive basis:

- They would not meet any eligibility criteria for an Enhanced DBS check.

Site Safeguarding:

- The school safeguards the site in a variety of ways. All entrances to the school building are secure. Access to the school site is via the main office and all visitors must sign in and wear a visitor's badge. All members of the school have a fob and an identification badge which has their name and role. A weekly survey is carried out by the site manager and the fire alarm is tested on a weekly basis as well.

This document should be read in conjunction with Child Protection, Missing Student, Whistleblowing, Recruitment Policy, Staff ICT Acceptable Use Policy, Managing Medical Conditions and Medication Policy, Reasonable Use of Force Policy and Searching, Screening and Confiscation Policy and the Serious Incident policy.

Allegations against staff

Allegations about the abuse of children must be handled in accordance with the procedure of the Brent Local Safeguarding Children Board (LSCB) <http://www.brentlscb.org.uk/index.php>

Where conduct issues relate to the safeguarding of children, it is not appropriate to terminate disciplinary action if the employee resigns before this is completed. Where such circumstances arise, the Headteacher/manager must seek advice from the Schools' HR team.

A summary of the procedure is as follows.

These procedures incorporate the guidance in "Keeping Children Safe in Education, 2018 (KCSiE)" and "Working Together to Safeguard Children 2018".

These procedures apply to any allegation that an employee or volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children

The role of the Local Authority Designated Officer (LADO) is crucial in handling all allegations of this kind. The LADO has the responsibility to ensure that allegations about abuse are handled properly and expeditiously.

The key points for head teachers/Chair of Governors/Management Committee to follow are:

- a) Inform the LADO **within one working day** of any allegation that comes to the school's attention that meets the criteria as mentioned in section 2 of LSCB procedures. b) When informed of the concern or allegation, no attempt should be made by Headteacher/Chair of Governors/Management Committee to investigate the matter or interview the member of staff concerned or potential witnesses.
- c) If the matter is referred to a multi-agency meeting, the School should continue to take no action, unless advised to do so.
- d) If the matter is handed back to the school, whether at the first strategy meeting or at some later stage, the School must take account of the recommendations of the strategy meeting and must liaise with the LADO about the next steps
- e) To liaise with the schools HR team in these instances

Statements from students

The principles stated below will apply whenever statements are taken from students and not only in safeguarding cases.

Statements must be taken from students as soon as possible after the alleged disciplinary matter has occurred. They must be taken individually and students must be kept separately until this has happened so that any possible collusion is avoided.

- a) This is a sensitive area where the search for truth needs to be conducted in such a way as to avoid causing emotional harm to the student whose evidence is required. Care needs to be taken to ensure that the student does not, as far as possible, feel intimidated by the process. This is particularly true for a student who might have been the subject of the alleged misconduct. When dealing with an area which is not around child protection, the same procedure should apply.
- b) An important requirement for the protection of children is that children should not be interviewed more than once unless this is clearly necessary. If, therefore, a child has already been interviewed by the police or by a social care agency in the course of investigation into the same or similar allegations, then the interview statements must be requested from the other agency and used in the school's investigation. The child may be interviewed by the person carrying out the investigation to obtain clarification of matters in the interview statements or to obtain additional information, but only if this is clearly necessary. Advice should be taken from the schools HR team before arranging such an interview.

- c) Where a formal investigation is underway, the parent/carer of the student should always be informed and invited to attend the interview with their child. The parent/carer should be informed that an incident is being investigated and that the student's evidence may be used if it proves necessary to hold a formal disciplinary hearing. The student will not be required to attend the hearing to give evidence in person.
- d) Where the person carrying out the investigation is not well-known to the student, for example, if the person carrying out the investigation is from outside the school, consideration should be given to asking the school's Designated Senior Person for Child Protection to carry out this part of the investigation. The point here is that student should feel able to speak frankly and, as far as is possible, in a situation that is not intimidating.
- e) In any event, when interviewing students, the person carrying out the investigation should be accompanied by a second adult whose role is to ensure that a complete and accurate record is taken
- f) The person carrying out the investigation, taking into account the age and capabilities of the student, should ask the student to write down an account of what happened. Where this is not practicable, the person carrying out the investigation should write the account for the student and check carefully that the account accurately records what the student wishes to say. It is likely to be particularly helpful for the person carrying out the investigation to prepare questions in advance.
- g) The person carrying out the investigation, in questioning the student should aim to seek clarification of what the student saw and experienced. Leading questions must be avoided, but it is important to record the student's account of what happened, where and when and who else might have been present during the incident under investigation.
- h) The student's account must, like any witness statement, indicate the time, date and place at which the account was written and the names and roles of all those present at the interview

Missing Student

A child's welfare is paramount. Each child has a right to be protected from harm and exploitation and to have their welfare safeguarded. Please refer to the Missing Student policy which should be read in conjunction with this document.

Whistleblowing Policy and Procedures

Staff have a professional duty to report concerns about the conduct of other adults working in the school if there are indications that a child or children could be at risk of harm. Adults working in this school are encouraged to raise any concerns about conduct or practice so that this can be addressed appropriately. Allegations of abuse made against adults working in the school, whether historical or current, should be reported to the Headteacher (or, if the allegation is against the Headteacher, it should be reported to the Chair of Governors). Adults working in the school are also able to follow the 'Whistle Blowing Policy' if they feel unable to follow standard procedures relating to an allegation against staff. Please refer to the Whistleblowing policy which should be read in conjunction with this document.

Safer Recruitment

Part 3 of Keeping Children Safe in Education (2018) outlines Safer Recruitment processes in education settings. At least one member of staff on every recruitment panel has undertaken training in Safer Recruitment

Safer Recruitment processes aim to:

1. Deter potential abusers by setting high standards of practice and recruitment
2. Reject inappropriate candidates at the application and interview stages
3. Prevent abuse to children by developing robust policies and agreeing on safe practice

E-Safety

The growth of different electronic media in everyday life and an ever developing variety of devices including PC's, tablets, laptops, mobile phones, webcams etc. place an additional risk on our children. Please refer to the Child Protection and Staff ICT Acceptable Use Policy which should be read in conjunction with this document.

Managing Medical Conditions and Medication Policy

The Children and Families Act 2014, part 5, places a duty on school governing bodies to make arrangements for supporting students at their school with medical conditions. At Alperton Community School we understand that we have a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enroll in the future. Students with medical conditions are encouraged to take control of their condition and if appropriate we support and encourage those who are able, to take responsibility to manage their own medicines. The Managing Medical Conditions policy is understood and supported by the whole school and local health community. Please refer to the 'Managing Medical Conditions and Medication procedure' which should be read in conjunction with this document.

Restraint and Positive Handling

The law forbids a teacher or other members of staff from using any degree of physical contact that is deliberately intended to punish a student, or that is primarily to cause pain or injury or humiliation.

Teachers at a school are allowed to use reasonable force to control or restrain students under certain circumstances. In some circumstances, teachers and authorised members of staff can restrain students in order to protect them and others. Please refer to the Reasonable Use of Force Policy and Searching, Screening and Confiscation Policy which should be read in conjunction with this document.

Any concerns or allegations that a member of staff may have acted inappropriately should be brought to the Headteacher immediately, in confidence. The Headteacher, in turn, will contact the Local Authority Designated Officer (LADO).

Links with other School Policies

This policy document should also be considered within the context of other policies and documents.

This Safeguarding Policy will be reviewed annually by the governing body.

The Designated Safeguarding Lead (DSL) in this school is:

Miriam Manderson

The deputy DSL is:

Candise Lazare

The Designated Safeguarding Officers in this school are:

Agamemnon Varvias	Nilota Banerjee
Andria Zafirakou	Pam Bailey
Candise Lazare	Parveen Rufo
Indira Warwick	Paulette Minott-Statham
Louise Alexander	Steve Hawes
Marie Woolford	Sue Green

The person with overall responsibility for Safeguarding is:

Gerard McKenna, Headteacher

The Nominated Governor for Safeguarding is:

Mona Shah

The Chair of Governors is:

Mona Shah

Other relevant documents all staff must have read:

- Keeping Children Safe in Education (2018) [Part One]; and school leaders and staff that work directly with children should also read Annex A
- Staff Code of Conduct
- Child Protection Policy
- Behaviour for learning Policy
- Missing Children Policy

Other related Policies: *Anti-Bullying Business, Continuity Plan, Disciplinary, Managing Medical Condition & Medication, Performance Management, Preventing Radicalisation, Reasonable use of Force, Recruitment, Risk Register, Serious Incident, Sex Education (RSE), Staff ICT Acceptable Use, Teaching & Learning, Use of Prayer Room, Volunteering, Whistleblowing Procedure, Equality objectives.*