



# Safeguarding Statement

Review Period: Annually – Summer Term

Review By: Leadership Group & P&R

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## Safeguarding Statement

### AIM

The school aims to ensure all stakeholders are safe, secure and enjoy learning and activities at SHS and in the wider community.

This includes the following areas, most of which are covered in more detail in individual policies given.

### Staffing and Volunteers

#### Single Central Record

- The Headteacher monitors feedback on DBS checks and interviews staff when necessary to establish the relevance of any offences divulged.
- The Headteacher, in discussion with our HR advisors, advises governors regarding appropriate action.
- All employees, volunteers, governors etc. are interviewed by a member of staff holding the Safer Recruitment Certificate, are checked for suitability to work with children through DBS and records kept by the Headteacher's P.A. (See Child Protection Policy)

#### Appointments

- A minimum of one person on all interview panels has completed and passed the DfE Safer Recruitment course including Governors, Leadership Group Members, Site Staff. Additional staff are trained when finances allow and courses are identified.
- A rigorous recruitment process is followed in all appointments, including internal promotions.
  1. Job description/person specifications are drawn up along with additional, appropriate details of the post and school.
  2. Posts are advertised appropriately
    - Internally
    - School website
    - Warwickshire website / Vacancies bulletin
    - Local press
    - National press (TES)
  3. Candidates complete a standard application form which meets Statutory Requirements for Employment Law.
  4. Short listed candidates are invited for interview and references sought when permission has been given.
  5. The interview panel will discuss and agree a set of generic questions to ask all candidates and agree which other selection activities are appropriate. E.g. lesson observation, in tray exercise, pupil and/or School Council interviews.
  6. Records of responses and discussions regarding each candidate are retained for 5 years.
  7. The successful candidate will be offered the post in writing subject to references (when necessary), medical checks and DBS checks. If necessary the Headteacher will act on any disclosures etc.
  8. Unsuccessful candidates will be offered oral or written feedback.
  9. Applicants not short listed are thanked for their application and informed in writing that they have been unsuccessful.
  10. The school will issue a Contract of Employment.

#### Child Protection

See Child Protection Policy **SP13**



### Training

- All staff with specific responsibilities for Child Protection have their training kept up to date as necessary.
- New staff are offered training in Child Protection on appointment as part of their induction package.
- All staff are given the required 4 hour training in Child Protection issues at least every 3 years.
- All staff are given training on e-safety.

### Behaviour and Anti-Bullying

See Anti-Bullying Policy – part of the Behaviour Policy **SP06**

### Site Security

- CCTV cameras monitor most areas of the school.
- Notices advise all visitors to report to reception, which is clearly signposted.
- All visitors are issued with a lanyard identity slip (carbonated)
- Pupils and staff are regularly trained in how to deal with unbadged strangers on the school site.
- The governors and Headteacher are actively pursuing building proposals which will reduce the number of access points by connecting the existing buildings and creating a new secure main entrance.
- A new biometric identification system for cashless catering may allow for more secure access to buildings. Both of the above will be achieved as funds allow.

### E Safety

See ICT and **E-Safety Policy OP06**

- Staff trained in ESafety are delivering safety training to all pupils through PHSEE
- The schools ICT system is protected by the 'Rocket' firewall installed on the school's server.
- All pupils and staff agree to follow the school's e-safety policy

### Health and Safety Related

#### First Aid

- See Health and Safety Policy **SP14**
- An appropriate number of staff are trained First Aiders who cover the school staff and minor pupil incidents.
- All major incidents are referred to Hospital A&E and parents.
- A continual programme of training for additional emergency first aiders is actioned to provide expertise in all areas of the school. These individuals are support staff to ensure availability.

#### Educational Visits

- SHS has two fully trained Education Visits Co-ordinator's (EVC's)
- The Educational Visits Policy is followed in all areas.

#### Mini-Bus

See Mini-Bus Policy **OP30**