

# **St Alban's Catholic High School**



## **Safeguarding Policy**

Named personnel with designated responsibility for Safeguarding:

Date	Designated Safeguarding Lead	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2022/23 onwards	Jason Horne	Helen Arthur Carolyn Land Laura Lawrence Aliyah Alleyne	Austine Adigwe	Joanna McCall

**Approved by Local Governing Body on: 26 September 2022**

**Recommission Date: September 2023**

## **Contents**

Section 1	Introduction
Section 2	School Commitment
Section 3	Providing a Safe and Supportive Environment
Section 4	Complaints and concerns about school safeguarding policies

### **Section 1 Introduction**

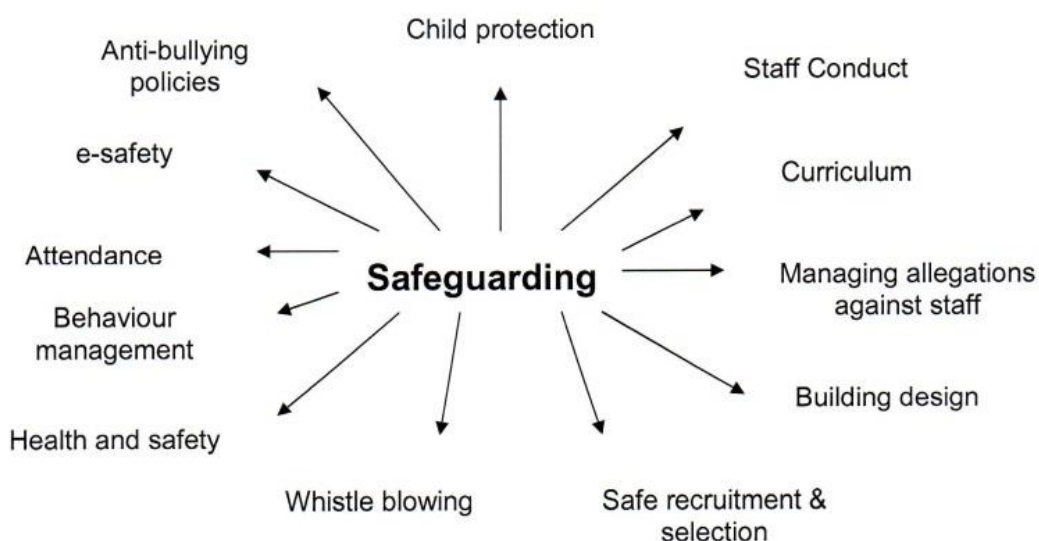
1.1 This policy is in line with the Department for Education document "[Keeping Children Safe in Education](#)" September 2022.

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

- 1.3 'Everyone working in or for our school service 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'

### **Section 2 School Commitment**

St Alban's Catholic High School is committed to Safeguarding and Promoting the Welfare of all of its students. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse and also that barriers may exist when recognizing signs of abuse for children who have SEND or from ethnic minority background for several reasons. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth, to view the world in a positive way and may present with behaviours, which need careful support. We also recognise that some children who have experienced abuse may pose a risk to others. We will always take a considered and sensitive approach in order that we can support all of our students.



## Section 3 Providing A Safe And Supportive Environment

### 3.1 Safer Recruitment and Selection

The school pays full regard to current DfE guidance Department for Education document “**Keeping Children Safe in Education**” September 2022. 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 covers the full recruitment cycle including scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the emotional commitment, health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Enhanced Disclosure and Barring Service (DBS) checks.

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

- a DBS Enhanced Disclosure is obtained for all new appointments to our school’s workforce. Where individuals are employed by third parties we will require written confirmation from their employers that an appropriate DBS disclosure has been obtained;
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff;
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate and we are guided by HR personnel for this;
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy;
- identity checks must be carried out on all appointments to our school workforce before the appointment is made.

The following have undertaken the Safe Recruitment training. One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

Mr M Baker	(Headteacher)
Mrs L Lawrence	(Assistant Headteacher)
Mrs S Morris	(Assistant Headteacher)

### 3.2 Safe Practice

Our school will comply with the current Safe Practice guidance to be found in Suffolk Safeguarding Partnership Procedures at <http://www.suffolksp.org.uk/>

Safe working practice ensures that students 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, including those by students’ peers, and share this in a timely manner with school leadership;
- apply the same professional standards regardless of individual differences;
- 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
- Commit to being involved in regular safeguarding training organised by the school and expected for their roles

### 3.3 Safeguarding Information for students

We ensure that all students in our school are aware of staff members who they can talk to. It is the responsibility of all staff to safeguard the students. The school is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. This work is completed through our extended registration programme, PYF sessions and assemblies. We ensure that all students are told who the senior member of staff is who is responsible for safeguarding. We inform students 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. This information is on display in the school, on the website and in a leaflet in reception.

Our school will ensure that students are made aware that information can be found in relevant and appropriate websites.

School's arrangements for consulting with and listening to students are in the first instances through the form tutors, pastoral team, peer mentors etc; however; students are welcome to approach any member of staff, they can also report concerns through our online reporting tool, Reported..Sorted.

### 3.4 Partnership with Parents/Carers

The school shares a common purpose with parents/carers to educate and keep children safe from harm and to have their welfare promoted. The school strives to achieve this by promoting the following websites and telephone numbers through 'Contact' on the school's website.

We are committed to working with parents/carers positively, openly and honestly. We ensure that all parents/carers are treated with respect, dignity and courtesy. We respect parents/carers 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.

The following may be useful:

<http://www.suffolksp.org.uk/>

**Customer First** 0808 800 4005,

**NSPCC Child Protection Helpline** 0808 800 5000,

**Parentline** 0808 800 2222

St Alban's Catholic High School will share with parents/carers any concerns we may have about their child unless to do so may place a child at risk of harm. Our primary focus is to safeguard the children's wellbeing whilst they are in school and to support them and their families to understand contextual safeguarding – which is safeguarding issues within the community that may undermine their welfare.

We encourage parents/carers to discuss any concerns they may have with any member of staff who may in turn direct them to a more appropriate person if and when necessary e.g. Designated Safeguarding Lead (DSL), pastoral team. We make parents/carers aware of our policy through 'Contact' and the school website. The policy is uploaded onto the policies page of the website.

In some circumstances the school will share safeguarding information with other agencies like Social Services as a legal duty to safeguard a child. In these circumstances we will support parents/carers with relevant information as much as is appropriate.

### 3.5 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 Suffolk Safeguarding Partnership. e.g. Local Authority (LA), Social Care, Barnardo's, Police, Health, District Council, NSPCC, National Youth Advocacy Service, Surestart, Children's Fund etc. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children in line with [Working Together to Safeguard Children 2018](#). The CEOP link is also on the school's website.

### **3.6 School Training and Staff Induction**

The school's Designated Safeguarding Lead with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (provided by the Suffolk Safeguarding Partnership Board) and refresher training at 2 yearly intervals.

The Headteacher and 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 at 2 yearly intervals.

The training is designed to support staff in a way that allows them to gain a greater understanding of their roles in safeguarding within and outside the school as well, Child Protection and Information Sharing requirements.

The school has records of which staff signed into the two year cycle training sessions; when there is need for new staff to be trained a session is run. This is done periodically.

All staff (including temporary staff and volunteers) are informed of school's child protection arrangements on their own induction.

### **3.7 Support, Advice and Guidance for Staff**

Staff will be supported by St Alban's Catholic High School, Local Authority and other professional associations. The Designated Safeguarding Lead for Child Protection will be supported by the nominated governor, other designated person(s) and Headteacher. Advice is available from Suffolk County Council Customer First 0808 800 4005 and the Police Child Abuse Investigation Team 01473 613500.

### **3.8 Children Missing from Education**

The school follows the Suffolk Local Authority procedures "[Children Who May Be Missing From Education](#)". The school will contact Missing Education Team on: Tel: 01473 265224 or email [cme@suffolk.gov.uk](mailto:cme@suffolk.gov.uk), where children on roll at St Alban's do not turn up, and we have made the usual enquiries, a referral will be made to Customer First. 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 Education Welfare Officer (EWO) Service about the next course of action.

### **3.10 Student 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 the school requires accurate and up to date information from other agencies and from the families regarding:

- names and contact details of persons with whom the child 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 child 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. Child arrangement order, Contact Order, Care Order, Injunctions etc.);
- if the child is or has been subject to any safeguarding procedures, including names of their current worker;
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child.

The school will collate, store and agree access to this information and all files will be archived in accordance with General Data Protection Regulation. Access to this information is permissible by application to the Data Protection Officer.

## **Section 4 Complaints and concerns about school safeguarding policies**

### **4.1 Complaints against staff**

Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff. Any complaint should be made in writing to the Headteacher, in the case of a complaint about the Headteacher, this should be made directly to the Chair of Governors.

### **4.2 Other complaints**

Any other complaints, for example, complaints about students or premises, should be made to the Headteacher. The Headteacher then may decide to delegate responsibility to the appropriate member of staff to address.

### **4.3 Whistle-blowing**

Please refer to the schools whistle blowing policy. Which can be found [here](#).

---

Signed by J McCall, Chair of Governors:

Date:

---