



# **St. Mary's Catholic High School**

**An 11 to 18 Specialist Mathematics and Computing College**

## **SAFEGUARDING POLICY**

**Approved by Governors: 13<sup>th</sup> January 2010**

**Signature:**

*J. Elegg*

**Next Review Date: January 2012**

**Staff Responsible: Karen Roberts**

# SAFEGUARDING POLICY

Responsible Person: Mr. D. W. Burnett - Headteacher

This policy is designed to outline ways in which staff can work together effectively to safeguard children and young people from harm, abuse and exploitation. The policy also makes clear what actions to take in response to concerns over the safety and well being of children and young people. The contents of this document will be brought to the attention of existing and newly appointed staff on a regular basis. This policy is to be presented to the Governing body for renewal on an **annual** basis.

## SCHOOL PRINCIPLES

The staff and governors of St. Mary's Catholic High School are committed to protecting and safeguarding all their students to ensure, as far as possible, that they are free from harm. This document sets out the procedures which St. Mary's Catholic High School has in place for exercising its duties in relation to safeguarding its students.

## GENERAL GUIDANCE

1. Clear guidance - child protection guidelines shall be made available to students in their *individual planners* along with the name of the designated person.
2. Pupil health and safety - the school adopts its code of conduct around the concept of respect for each other, ensuring the health and safety of students as a priority.
3. Bullying – the school will adopt an anti-bullying policy that shall be reviewed and updated annually by both staff and students.
4. Racist abuse – incidents should be recorded and reported to the School's Child Protection Officer and School Based Police Officer as and when they occur. These will be recorded on *SENTINEL*.
5. Harassment and discrimination – The school provides equal opportunities for all adopting an equal opportunities policy.
6. Use of physical intervention – The school adopts an on-call system of in-class support. Students are encouraged to remain in class. However should a student feel they need to leave a class for any reason staff are discouraged from using physical intervention to prevent them from leaving.
7. Meeting the needs of students with medical conditions – The school adopts a positive approach to supporting students with medical needs. Pastoral staff, first aiders and a *school based nurse* are on hand to attend to the needs of students with medical needs.
8. Providing first aid – the school has named first aiders. A list is displayed in the main reception of the school.
9. Drug and substance misuse - The school will work closely with the Council's Drug and Alcohol team, make referrals and work with the *school nurse* on all matters of drug and substance abuse (including smokers).
10. Educational visits – The school has an Educational Visits Co-ordinator who will oversee and approve all educational visits.
11. Intimate care – the school recognises the need for intimate care. *The School Counsellor and Student Guidance Professionals provide counselling sessions as and when required.*
12. Internet safety – Safeguarding software is installed on the schools IT network to combat cyber bullying, patrol usage, restrict sites and record inappropriate data. *This is covered annually during National Anti Bullying Week.*
13. Security – The school will identify good practice in maintaining and improving school security in and around the school and ensure a whole school approach to Risk Management.

14. Sharing of information – as data controller the school will share information with other organisations subject to the Data Protection Act. *A privacy notice is also displayed on the school's website.*

## **CARE, GUIDANCE & SUPPORT**

1. School based Police Officer – the SBPO will deal with all aspects of safety and is available to offer advice to staff, pupils and parents.
2. Pastoral staff - the school's pastoral system consists of:
  - Directors of each Key Stage
  - Lead Student Guidance Professional
  - Chaplain
  - Student Guidance Professional x 6
  - Assistant Chaplain
  - Student Inclusion Officer
  - Teaching Assistant
  - Health Education Professional
3. *Other agencies – Various agencies are available in school for immediate advice and assistance, i.e. Child Support Team, CDT, School Nurse, Drugs and Alcohol Team and Education Welfare Officer.*

## **RECRUITMENT AND SELECTION**

1. A single central record of all staff will be kept and updated on a regular basis. The SCR shall record information about all employees of the school, SLA based staff, agency workers, governors and other volunteers working with children.
2. *CRB checks and Vetting and Barring checks shall be carried out on all staff who have been employed since 2002. Checks will be updated as and when required to coincide with new legislation determined by the vetting and barring scheme.*
3. *Non employees – all non employees, visitors, and contractors will be accompanied by a member of staff when on school site. A risk assessment will be undertaken, taking into account duration, frequency, and nature of contact with children.*
4. Planning – job specifications and descriptions and other documents should be provided to applicants as and when necessary. Application forms should seek all relevant information and include statements about references.
5. Vacancy advertisement – advertisements should include reference to safeguarding policy, (i.e. statement of commitment to safeguarding and promoting the welfare of children, and need for successful applicant to be CRB checked).
6. Applications receipted – all applications should be scrutinised, any discrepancies/anomalies, gaps in employment should be noted and explored, if candidates are to be considered for shortlisting.
7. References – these should be sought directly from the referee for shortlisted candidates. Specific questions should be asked at this stage, include statement about liability for accuracy of information provided. References should be checked against the information on the application form, scrutinised, and any discrepancies/issues of concern noted and taken up with the applicant (at interview, if possible) .
8. Invitation to interview – all relevant information and instructions should be included.
9. Interview arrangements - at least 2 interviewers must have authority to appoint. At least one interviewer must have completed relevant safeguarding training. Interviewers should meet and agree issues and questions/assessment criteria/standards prior to the interview.
10. Interview – the process should explore the applicant's suitability for work with children as well as the post.
11. Evidence at interview stage – identity and qualifications of applicants must be verified on day of interview by scrutiny of appropriate original documents. Copies of documents should be

taken and placed on file, where appropriate applicants must complete an application for CRB disclosure.

12. Conditional offer of appointment - Offers of appointment are made conditional on satisfactory completion of pre-appointment checks (i.e. satisfactory references, identity is verified, qualifications are confirmed, permission to work in the UK, CRB cleared, *List 99* checked, health checked, GTC registered, QTS status, completion of statutory induction).

## **SCHOOL ACTIVITIES**

1. All activities should be assessed to ensure maximum educational benefit for pupils and provide effective management, planning, organisation and leadership.
2. School and CYPS guidelines must be followed at all times (refer to the LA's Educational Visits Policy and School trips procedures retained on the Councils intranet and at school).
3. The suitability of providers should be checked in advance and all reasonable steps taken to allow for adjustments to be put in place. This must also be in conjunction with the special needs & disability act.
4. Work placements shall be vetted to determine suitability and ensure the safe placement of pupils.
5. Risk assessments should be completed in advance.
6. The provider must comply with relevant Health & Safety regulations and accident & emergency procedures must be available for inspection.
7. If residential accommodation is provided, a current fire certificate must be obtained.
8. First aid cover must be sought and a first aid kit made available.
9. Full details of the activity including emergency contact details should be kept at school.
10. In the event of an incident occurring, the organiser will contact the appropriate persons at school.
11. Residential activities must have the full approval of the Headteacher, EVC, and Wigan Council.
12. Staff ratios will need to be agreed based on pupil numbers.
13. All reasonable checks should be taken to ensure staff, who have unsupervised access to young persons, are CRB cleared.
14. Pupils and staff shall be instructed about protocol/activity code of conduct in advance.
15. The organiser will ensure that all relevant information regarding medical needs/ emergency documentation is readily available.
16. A contingency plan should be adopted for bad weather conditions, illness, poor behaviour, accommodation/ transport problems?

## **TRAINING & ASSESSMENT**

1. All staff shall receive training in safeguarding children and young peoples' welfare.
2. Newly appointed staff shall received training in the need to safeguard children and young peoples' welfare within 12 months of being appointed.
3. The Headteacher will ensure information is shared /accessed by taking part in inter agency links/meetings (Department for Children, Schools and Families, Police, Independent Safeguarding Authority, Department for Health, Criminal Records Bureau, Information Commissioners Office, etc).

## **LINKS TO OTHER POLICY DOCUMENTS**

1. The school adopts an internet safety policy which is reviewed annually. For guidance on internet safety and cyber bullying refer to the appropriate policy retained in school. *Information is also held on the school's website.*
2. *For procedures about managing allegations or concerns of abuse against staff refer to Wigan LA's 'Employment Handbook for Schools' retained within the school staff room and on Wigan Council's intranet.*

3. For guidance about possible child abuse and /or neglect refer to the school's Child Protection Policy retained within the school.
4. *For guidance on the use of reasonable force to control or restrain pupils refer to Wigan LA's 'Employment Handbook for Schools' retained within the school staff room and on Wigan Council's intranet.*
5. *For guidance on employees abuse of the internet refer to Wigan LA's 'Employment Handbook for Schools' retained within the school staff room and on Wigan Council's intranet.*
6. For guidance on anti bullying, attendance and behaviour refer to appropriate policies retained within the school.
7. For guidance on looked after children refer to the appropriate policy retained within the school.
8. For guidance on physical intervention refer to the appropriate policy retained within school.
9. For guidance on the use of medication in school refer to the appropriate policy retained within the school.
10. *For guidance on equal opportunities refer to Wigan LA's 'Employment Handbook for Schools' retained in the school staff room and on Wigan Council's intranet.*
11. For guidance about concerns that fall outside usual procedures refer to the LA's 'Whistle Blowing Policy' available on the G drive.
12. For guidance on managing site security refer to the school's Security Policy retained at school.
13. For guidance about managing health & safety issues and safeguarding pupils and staff against potential hazards/ risks around the school refer to the school's Health & Safety Policy, *risk assessment procedures and fire policy retained at school and on the school's website.*
14. For guidance on Asbestos and Legionella refer to the school's registers held at school.
15. For guidance on the maintenance of equipment refer to the school's register of electrical testing register held at school.

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Signed: .....

Chair of Governors

Date: .....