

# Tring School Safeguarding Policy

**Policy Date: September 2016**

**Approved on:** 22 May 2013

Amendments made June 2014 in line with statutory requirements

Additions made September 2015 in line with statutory requirements

Amendments made in September 2016 in line with statutory requirements

**Issue No: 5**

**Review due: September -2017**

**Statutory Requirements applying: Various Acts, Regulations and documents, including: Keeping Children Safe in Education - September 2016 (DfE), Working Together to Safeguard Children - March 2015, The Children's Act - 1989, The Education Act – 2002, Counter Terrorism and Security Act 2015**

**Approved by: Full Governing Body** (*Students, Learning & Community Committee*)

**Date: September 2016**

**Note:** Used in conjunction with Child Protection Policy as required

**Attachments to the policy for are: Appendices 1-4**

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## **INTRODUCTION**

One of the aims of Tring School is to ensure students have the opportunity to learn in supportive, caring and safe environment, where students feel that they are listened to and taken seriously.

*“Every person has a value and dignity which comes directly from the creation of male and female in God’s own image and likeness. Christians see this potential as fulfilled by God’s re-creation of us in Christ. Among other things this implies a duty to value all people as bearing the image of God and therefore to protect them from harm”*

*quote from intro of All God’s Children, the C of E report on Safeguarding.*

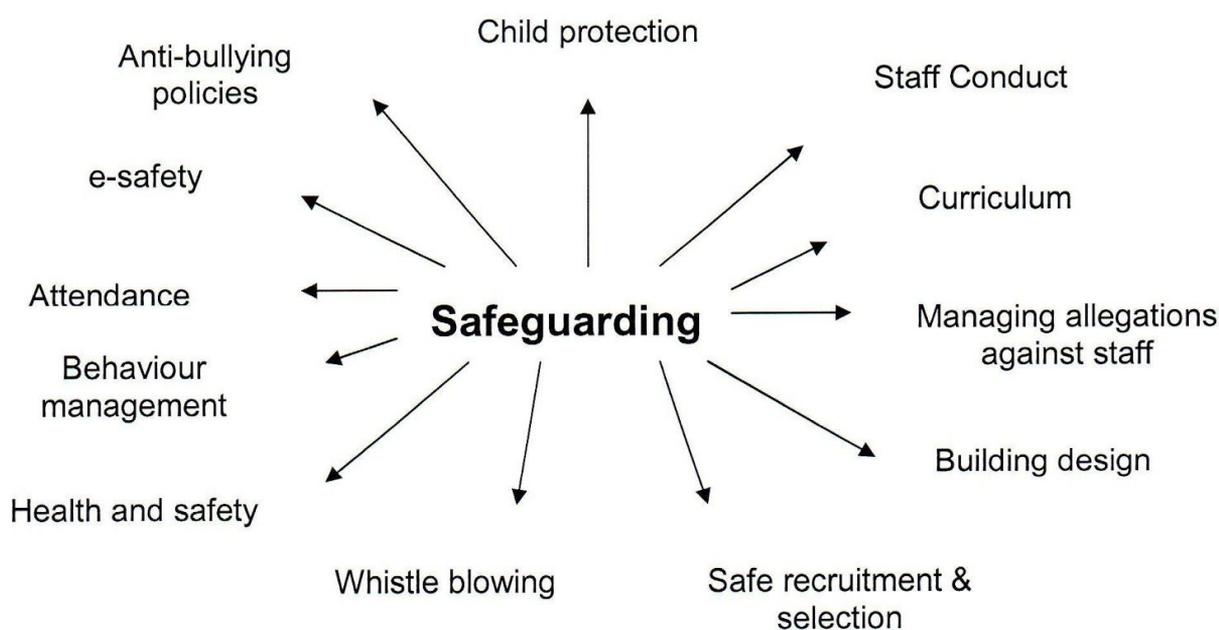
Tring School follows the procedures established by the Hertfordshire Safeguarding Children Board – a guide to procedure and practice for all professional staff in Hertfordshire who work with children.

All school staff and volunteers are particularly well placed to observe outward signs of abuse, changes in behaviour and failure to develop because they have daily contact with children.

Tring School is aware of the important role the school has in the early recognition of the signs and symptoms of abuse or neglect and the appropriate referral process.

## **SCHOOL COMMITMENT**

Tring School is committed to safeguarding and promoting the welfare of all of its students. As a school community, we are aware that safeguarding incidents could occur anywhere and at any time. Staff should be vigilant and alert to any possible concerns and raise their concerns in line with school policy. Each student’s 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 students.



## **PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT**

### **1. Safer Recruitment and Selection**

The school pays full regard to current DFE guidance 'Keeping Children Safe in Education' July 2015. 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 e.g. governors, 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, DBS checks, barred list checks and prohibition checks.

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

- an enhanced DBS check with barred information is obtained for all new appointments to our school's workforce through staffing personnel, payroll, all volunteers and governors.
- 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 Hertfordshire County Council Personnel and Payroll departments
- 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 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, in partnership with Hertfordshire County Council

The following members of staff have undertaken Safer Recruitment Training:-

- Headteacher Sue Collings
- Deputy Headteacher Sally Ambrose
- Assistant Headteacher Nigel Barlow
- Assistant Headteacher Andrew Dobberson
- Assistant Headteacher Gayle Raybould
- Pastoral Leader Lucy Monger
- Dep CPD Director Dave Redwood
- Director of Learning Chris Lickfold
- Director of Learning Jules Curtis
- Director of Learning Heather Golla
- KS3/4 Interventions Claire Trump
- Headteacher's PA Anna Wiltshear
- HR Administrator Emma Ogden
- Governor Janis Donald
- Governor Rev Huw Bellis
- Governor Liz Ayling (pending – March 2016)

The above members of staff are involved in staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

## **2. Safe Practice**

Our school will comply with procedures to ensure that all staff and students are kept safe in the work place.

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;
- apply the same professional standards regardless of gender or sexuality;
- 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 Students**

All Students in our school are aware of a number of staff who they can talk to. 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. All Students know that we have a senior member of staff with responsibility for child protection and know who this is. 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. Information is distributed to our students via the schools extensive Lifeskills & assembly programme.

Tring School will ensure that students are made aware that information can be found through; Connexions, help lines, posters, Child Line, NSPCC and our own website.

School's arrangements for consulting with and listening to Students are; House Council, Tutor Time Activities & Student Question Time

We make Students aware of these arrangements through our Lifeskills and assembly programme.

### **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.

Tring School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with Mr Barlow designated person.

We make parents aware of our policy via the school website ([www.tring.herts.sch.uk](http://www.tring.herts.sch.uk)), the school prospectus & newsletters). Parents will be made aware that they can view this policy on request.

Tring School is committed to ensuring the welfare and safety of all children in school. All staff will follow these Safeguarding procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's child protection policy is available on request.

## **5. Partnerships with others**

Our school recognises that it is essential to establish positive and effective working relationships with other agencies e.g. the LA, Social Care Services, Barnardo's, Police, Health, School Nurse, District Council, Childline in partnership with schools & the NSPCC. 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 senior member of staff with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (that is provided by Hertfordshire County Council) and refresher training at 2 yearly intervals. The Headteacher, all staff and governors will 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 3 yearly intervals. Visitors to the school are issued with a visitors badge, which has guidance regarding child protection concerns on the reverse of it.

All staff (including temporary staff and volunteers) are provided with a booklet regarding safeguarding and are informed of the school's child protection arrangements on induction.

## **7. Support, Advice and Guidance for Staff**

Staff will be supported by Nigel Barlow (DSP), the LA and professional associations. The designated senior person for Safeguarding/Child Protection will be supported by Andrew Dobberson (deputy DSP) & Huw Bellis (governor with responsibility for child protection). Advice is available from Hertfordshire duty & Assessment Team, CP Unit and Police Child Abuse Investigation Team. Counselling is also made available to staff who may require emotional support after dealing with a safeguarding incident.

## 8. Related School Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as student's health and safety, 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'

*Keeping Children Safe in Education DFE-2016*

Other related policies include: Child Protection, Whistle Blowing, Behaviour, Work experience, Admissions, Drugs & Illegal Substances & Health & Safety.

### Children Missing from Education

The school follows LA procedures "Children Who May Be Missing/Lost From Education ". Contact Missing Education Team on: **01992556867** Where children on roll at a school do not turn up, and the school has made usual enquiries they should refer the case to the education Social Work Service in the usual way. 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 of roll (normally after 4 weeks).

### Confidentiality

School has regard to "Information Sharing: Practitioner's guide" HM Government (DFE-2015) "Where there is a concern that a 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 should have a clear and explicit 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 Student's and/or parent's confidentiality must not be breached**
- c) That information is shared on a need to know basis**

## 9. Students Information

Tring school will attempt 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 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. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child 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 child

The school will collate, store and agree access to this information via the SIMS management system

## 10. 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 senior member of the school's leadership team is designated to take lead responsibility for child protection (and deputy);
- 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 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

**The 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 children, 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 Hertfordshire Safeguarding 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 within 7 days of taking up their post
- keep detailed accurate secure written records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

### **Raising Awareness**

- ensure the child protection policy is updated and reviewed annually and work with the Governing Body regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main Student's file. If a child 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 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 EARS service who monitors 'Parentally Educated Children' (PECS).

***All staff and volunteers will:***

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

## **11. Child Protection Guidance – Staff**

### **IMPORTANT INFORMATION**

Staff requiring guidance on all matters regarding child protection, should refer to the school's Child Protection Policy which can be located in the staff handbook on the school's intranet system or get a hard copy from the HR Administrator..

If staff have any concerns relating to child protection, they should speak with Nigel Barlow or Andrew Dobberson immediately.

Tring School  
Governing Body  
Reviewed July 2014  
Reviewed Sept 2015

## **Appendix 1 – Useful Information**

### **Websites**

#### **Keeping Children Safe**

KS2/3

[www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Domestic Violence

[www.thehideout.co.uk](http://www.thehideout.co.uk)

Internet Safety

[www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)

[www.childnet-int.org](http://www.childnet-int.org)

KS2/3

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

Jenny's story

[www.childnet-int.org/jenny](http://www.childnet-int.org/jenny)

Safe Practice in Physical Education in Schools - Chapter 9 – ISBN 978-1-905540-54-9

### **Documents**

#### **DFE Documents**

Keeping Children Safe in Education (DFE 2016)

Working Together to Safeguard Children (DFE-2015)

The Children's Act (DFE-2004)

The Education Act (DFE-2011)

[Counter Terrorism and Security Act 2015](#)

#### **School Documents**

Guidance for Safe Working Practice for the Protection of Children and Staff in Education Setting

Guidance for Staff facing an Allegation of Abuse

Definitions and Thresholds for Managing Allegations against School Staff

Managing the Aftermath of Unfounded and Unsubstantiated Allegations

**NEOST Guidance**

[www.lg-employers.gov.uk](http://www.lg-employers.gov.uk)

## **Appendix 2 – Use of CCTV at Tring School**

### **CCTV Statement**

This statement sets out the appropriate actions and procedures, which must be followed to comply with the Data Protection Act in respect of the use of CCTV (closed circuit television) surveillance systems managed by Tring School.

The CCTV System includes static cameras and is used for the purpose of:

- The prevention, detection and investigation of criminal activity;
- The security of the premises;
- Safeguarding the safety of pupils, staff and visitors

### **Responsible Person**

The person who has been appointed to oversee the system and procedures is:

- The Site Manager – Mr Robert Terefenko

### **Images recorded**

Signs are displayed to notify all users that CCTV is in operation

- The images that are filmed are held in a secure location and can only be accessed by those who are authorised to do so.
- Digital media is used to record images.
- The system has been set up to provide good quality images.
- Every camera records simultaneously and the images are stored on the server for a period of 30 days. After that time, all images are erased apart from any which related to an incident subject to an on-going investigation, which will be burnt onto a disc.
- Routine checks are made to ensure that the system is operating in accordance with the terms of this policy, and that information relating to the recordings (date, time etc) are accurate; these details are entered into the CCTV control held in the server room and the Site Managers office. The person who operates the system fills in the log sheet. These logs will then be collected and securely stored by the Site Manager every month.

## Use of disclosure of images

Downloading images is strictly controlled and limited to the following staff:

- Site Manager, Assistant Headteacher (SST) & Heads of House - **View and download**
- Senior Leadership Team - **View Only**

All saved data must be handed to the Headteacher or a member of the SLT – key staff are trained to understand the administrative regime to control the use of the images.

Access to images by Tring School staff is restricted to

- |                   |                            |
|-------------------|----------------------------|
| ● Leadership      | <b>View Only</b>           |
| ● Pastoral Staff  | <b>View &amp; Download</b> |
| ● Reception Staff | <b>View Only</b>           |
| ● Site Team       | <b>View Only</b>           |

### Access by individuals

Tring School recognises the rights of staff, students and visitors to the school to make a subject access request for details of personal data held.

- Applications should be made in writing to the Headteacher

### Access by the Police

- The request must be made to the headteacher, specifying the date and time (as far as possible) of the image.
- If the decision is taken not to release the images, then the image in question will be held and not destroyed until all legal avenues have been exhausted.

## Appendix 3 – Use and Disclosure of Images

### PROTOCOL

Legitimate public concerns exist over the use of CCTV and many of the specific guidelines are designed to satisfy the community that the use of cameras is subject to adequate supervision and scrutiny. It is of fundamental importance that public confidence is maintained by fully respecting individual privacy. All employees that are authorised to view the CCTV imaged within Tring School Academy must read this protocol alongside the CCTV Policy and confirm that they understand and agree to abide by the policy and protocol.

CCTV images may only be viewed by authorised employees.

All authorised employees viewing the CCTV images will act with utmost probity at all times.

All images viewed by **authorised employees** must be treated as confidential.

All authorised employees are to ensure that whilst viewing CCTV images, **unauthorised employees** or visitors cannot view the images.

All authorised employees are responsible to ensure that CCTV images are not left on any screen without an authorised employee being left in charge. An authorised employee should log out of the programme when leaving the screen.

Every viewing of the images will accord with the purposes and key objectives of the CCTV system and shall comply with the CCTV Policy.

All authorised employees viewing CCTV images should be aware of exercising prejudices, which may lead to complaints of the system being used for purposes other than those for which it is intended. The viewers may be required to justify their interest in any particular individual, group of individuals or property at any time.

All authorised employees viewing CCTV images are responsible for their viewing of the images, which must be justifiable.

Any breach of the CCTV Policy or CCTV Protocol will be dealt with in accordance with existing discipline regulations. Individuals must recognise that any such breach may amount to gross misconduct, which could lead to dismissal.

Any breach of the Data Protection Act 1998 will be dealt with in accordance with that legislation. All authorised employees viewing CCTV images must be aware of their liability under this Act.

*I understand and agree to abide by the CCTV Policy and the CCTV Protocol:*

NAME	JOB TITLE	SIGNATURE	DATE

#### Appendix 4 - Meetings with parents or visitors

- All meetings should be by appointment unless circumstances are really exceptional
- If someone arrives unexpectedly extra care must be taken
- Always make an assessment as to whether it would be advisable to have two members of staff present. If there is any doubt, err on the side of caution. This is both for personal safety and to witness what is said
- Reception staff must always be informed of any appointments made. You should also agree with them any arrangements for greeting a visitor
- Always meet a visitor promptly. Frustration increases in proportion to waiting time
- Discretion must be used over meetings arranged prior to 8.15am and after 4.30pm when Reception is closed. Always ensure that another member of staff is aware of when and where the meeting is to be held
- Should a parent arrive without an appointment every effort must be made to arrange a mutually convenient time. Staff should not feel pressurized into seeing them immediately unless they wish to do so, but suggestions for another time or a promise of a phone call should always be offered
- A brief record of all meetings with parents should be kept. Parental contact forms are available
- If a meeting has been unsatisfactory in any way make sure a note is passed to your line manager. Ensure your record is accurate and factual in case of a later "come-back"
- Any meeting, in which you felt threatened, intimidated or in any way uncomfortable should be reported to the Headteacher
- All visitors to the school should report and sign in at Reception. If anyone arrives in another part of the building without going through this procedure, ask them to go to Reception, regardless of whether you believe it to be a genuine mistake or an attempt to by-pass the system. Always report such instances to reception
- On arrival all visitors should be issued with a visitor's pass which includes vital safeguarding information on the reverse.