



Knowsley Central School

Safeguarding Policy

Reviewed by:	Michelle McFadden	Date: September 2023
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Last reviewed on:	September 2023
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Next review due by:	September 2024 (Annually)
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LINKED TO SAFER WORKING PRACTICE AND WORKING TOGETHER TO SAFEGUARD CHILDREN PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT 1. Safer Recruitment and Selection

Knowsley Central School pays full regard to current DfE Guidance

- Keeping Children Safe in Education: September 2021
- Working Together to Safeguard Children December 2020
- Teachers Standards December 2021

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. 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 and undertaking List 99 and Disclosure and Barring Services (DBS) checks.

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

- A DBS check is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll. 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's 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's workforce before the appointment is made.

Members of SLT and the Governing Board have undertaken the LA safe recruitment training. Two of the above will be involved in all staff and professional coach appointments and arrangements (including, where appropriate, contracted services)

2. Safe Practice

Our school complies with the current Safe Practice guidance to be found in Knowsley's Safeguarding Procedures at www.safeguarding@knowsley.gov.uk

Safe working practice ensures that pupils 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 colleagues where possible in situations open to question
- discuss and/or take advice from school leadership team 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 against them.

3. Safeguarding Information for pupils

The pupils in our school are made aware of a number of staff who they can talk to. Staff understand that pupils with communication difficulties will display concerns through changes in their behaviour, staff are able to recognise this and report to appropriate people within the school for further consultation with parents and other professionals. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. We inform pupils that they have the right to be listened to and heard, for those pupils with limited communication we seek their views through a wide range of communication strategies to ensure that we can support pupils. Through P.S.H.C.E we support pupils in understanding how to protect themselves from harm and keep themselves safe.

4. Partnership with Parents/Carers

The school shares a purpose with parents/carers to educate and keep children safe from harm and to have promoted child protection and safeguarding procedures to parents/carers.

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. Knowsley Central 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/carers to discuss any concerns they may have. We make parents aware of our policy upon induction to the school and by sign posting them to the schools website for further information and parents/carers are made aware that they can view this policy upon request.

5. Schools Prospectus

Knowsley Central School is committed to ensuring the welfare and safety of all children in school. School follows the Knowsley Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents/carers 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/carers. The school's child protection policy is available upon request.

6. School Practice

Knowsley Central understand that safeguarding children is paramount and therefore have policies and procedures in place to ensure that all staff are fully aware of their duty of care and responsibilities while pupils are under their care.

Policies and practice that relate to this are:

Behaviour policy and care and control policy– Slueth is used to monitor Behaviours, physical interventions, pupils on plans and informs school and other professionals of levels of support required and next steps, a key area of this is the implementation of Positive behaviour plans, Positive handling plans, class and individual risk assessments.

Personal care policy – this supports pupils in intimate care of pupils as many pupils within Knowsley Central are unable to be independent in this area. Therefore, staff follow guidance to ensure that both the pupil and themselves are safeguarded and that the pupil is able to keep their dignity whilst being cared for.

Medications policy – Knowsley Central are happy to support those pupils who require medication throughout the day. Individual care plans are drawn up to support pupils with involvement of parents and medical professionals were possible. Staff receive administering

medication training. All medication given to pupils or staff is recorded appropriately and medicine is kept in a lockable cupboard.

Educational visits and minibus policy – Knowsley encourage pupils to experience learning in the wider community. Each educational visit has been risk assessed before a group attend.

Individual assessments are in place for pupils as well as class risk assessments which ensure that there is the correct ratio of staff for pupils and that all pupils are accounted for. Staff are to be vigilant in ensuring that pupils are not at risk whilst out in the community or on the minibus. Therefore, pupils may require specialist equipment such as booster seats, five-point harness etc. All will be listed in the pupil's risk assessment.

Details of educational visits are presented and approved by the Governors in relation to residential or exceptional days out that are not part of the school's weekly routine.

7. Partnership with others

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in Knowsley Safeguarding Children Board. There is a joint responsibility on all agencies to share information to ensure the safeguarding of all children.

8. School Training and Staff Induction

The school's SLT member of staff with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (that is provided by Knowsley Safeguarding Board) and refresher training at 2 yearly intervals.

The head teacher 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 whole school refresher training on an annual basis.

9. Support, Advice and Guidance for Staff

Staff will be supported by the SLT of the school, LA and professional associations. Daryl McConnell the designated senior person for Safeguarding/Child Protection will be supported by the Safe Guarding Governor. Advice is available from the LA Safeguarding Lead and the

Knowsley MASH Team. Visit the website below for all the up to date information, [resources](#), [referral](#) forms and [processes](#) related to child protection and safeguarding of young people in Knowsley.

www.knowsleyscp.org.uk

10. Related School Policies

The school's Safeguarding procedures cover more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying and a range of other issues, for example, arrangements for meeting medical needs of children and providing first aid, school security, drugs and substance misuse, positive behaviour and positive handling procedures/policies. There may also be other safeguarding issues that are specific to the local area or population.

11. Children Missing from Education

The school follows Knowsley LA procedures relating to children missing in education. Where the children on roll do not turn up, and this school has made the usual enquiries they should refer the case to the School Attendance Service(SAS) and where necessary the social care team in the usual way. If the allocated worker cannot locate the child/family they will inform the Education Improvement Team and the school will be advised by them or the SAS when they can take the child of roll.

12. Confidentiality

The school has regard to Information Sharing: Advice for Practitioners Providing Safeguarding Services (DfE July 2018) "Where harm is a concern that the child may be suffering or at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration." Refer to the school's Confidentiality Policy

13. Pupil 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 regarding:

- names and contact details of persons with whom the child normally lives
- names and contact 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 at Risk 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

14. Roles and Responsibilities Our Governing

Body will ensure:

- The school has a child protection policy and procedures in place that are in accordance with the LA 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 LA and locally agreed inter-agency procedures;
- A senior member of the leadership team is designated to take lead responsibility for child protection

Staff undertake appropriate child protection training to ensure;

- They remedy, without delay, any deficiencies or weaknesses regarding child protection
- 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 head teacher
- Where services or activities are provided on the school premises by another body, the body concerned have appropriate policies in place in regard to safeguarding 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

Our Head teacher will ensure that:

- The policies and procedures adopted by the Governing Body are fully implemented, and followed by all the 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 Referrals

- Liaise with the head teacher to inform him of any issues and ongoing investigations and ensure there is always cover for this role.

15. Training enables staff to:

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how Knowsley 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 induction training
- obtain access to resources and attend any relevant or refresher training courses at least every two years

16. 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 pupil file. If a child goes missing or leaves to be educated at home, then the child protection file be copied and the copy forwarded to the School Attendance Service and LA Safeguarding Lead.

- where the parents inform school that they wish to 'parentally educate' their child, the School Improvement Team would be informed, who would contact the parents to discuss this and to ensure all statutory measures were put in place for this to happen.

All staff, visiting professionals and volunteers will:

- Fully comply with the school's policies and procedures
- Attend appropriate training
- Inform the designated safeguarding officer if you have any concerns.

Relevant policies to consider in relation to this policy are:

- Safer recruitment Policy
- Child Protection Policy
- Behaviour policy
- Care and Control Policy
- Health and Safety Policy and Handbook

Please see school website for further details.