



De La Salle School

Safeguarding Policy

Approved by:

Signed:

Date:

Review Date:

Safeguarding Policy

INTRODUCTION

This School Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the school and is an over-arching document which demonstrates how everyone working in or for our school service, shares an objective to help keep children safe from harm and abuse.

We aim:

- to ensure that children within our school feel safe at all times
- to ensure that all stakeholders are safe and feel that they are able to put the welfare of the children first without concern that there will be any negative consequences attached to their actions
- to ensure that all adults who have contact with children in school have been properly vetted and cleared as suitable to work and support children in our care/charge.
- to ensure that all adults who have contact with children in school have been trained to undertake their safeguarding responsibilities effectively.

SCHOOL COMMITMENT

De La Salle School and Language College is committed to safeguarding and promoting the welfare of all its students. We recognise that some children may be especially vulnerable to abuse and that children who are abused or neglected may find it difficult to develop a sense of worth and to view the world in a positive way. We will always take a considered and sensitive approach to support all of our students and recognise that each student's welfare is of paramount importance.

PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

Safer Recruitment and Selection

The school pays full regard to current DfE guidance, Keeping Children Safe in Education. 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. The school follows the Essex County Council 'Pre-Employment Procedure' guidance to ensure safer recruitment practice is followed.

The Headteacher, members of SLT and admin staff and some Governors have undertaken and completed the safer recruitment training and one of these will be in attendance at interview for all staff appointments:

Safer Working Practice

Our school will comply with the SET (Southend, Essex and Thurrock) Safeguarding and Child Protection Procedures.

Safe working practice ensures that students are safe and that all staff, volunteers and governors:

- 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 incident or decisions made.
- apply the same professional standards regardless of gender, race, disability or sexuality.
- be given the Code of Conduct and part one of the Keeping Children Safe in Education guidance at induction.
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

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.

PSHE materials we use to help students learn how to keep safe are:

Road Safety Programme

Fire Safety Talks

PSHRE/RSE teaching and learning materials

Self-Harm Awareness

The Senior Designated Person for child protection in our school is:

Mr D Fogarty (Designated Safeguarding Lead) Extn 311

The Deputy Senior Designated Person for child protection in our school is:

Mrs Sarah Starling (Deputy Designated Safeguarding Lead) Extn 115

Mr D Butler (Deputy Designated Safeguarding Lead) Exn 323

Mrs T Carlane-Smith (Deputy Designated Safeguarding Lead) Extn 202

Partnership with Parents

The school shares a purpose with parents to educate, keep children safe from harm and 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 until we have permission or it is necessary to do so to protect a child.

De La Salle 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 De La Salle School. We make parents aware of our Safeguarding and Child Protection Policies and parents are aware that they can view these policies on request or on the school website.

School Training and Staff Induction

The school's Senior Designated Person with responsibility for child protection and any named deputies undertake specific child protection training which includes how to undertake their role. Refresher training is undertaken at two yearly intervals.

All other school staff, including non-teaching staff, volunteers and governors undertake appropriate in house training to equip them to carry out their responsibilities for child protection effectively. This is kept up to date by refresher training at three yearly intervals as a minimum requirement.

Health and Safety Policy

The school has a health and safety policy, which is monitored each year by the relevant committee of the School Governing Body.

The Headteacher, with the staff member with responsibility for Health and Safety, and a governor with responsibility for Health and Safety oversee the policy. Any concerns from staff, volunteers, governors or students are reported to any of the above and the staff member responsible for Health and Safety carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings. The school conducts an annual fire risk assessment.

There is a critical incident management plan that details what staff and parents should do in the case of emergencies.

First Aid

In school the following members of staff are trained to oversee first aid:

Mrs. S. Barry	Art/Technology	Ext 205
Mr. R. Conway	PE	Ext 311
Miss. H. Perfect	Teaching Assistant	Ext 212
Mrs. N. Mackenzie	Admin Office	Ext 102
Miss. K. Kelsey	Science	Ext 300
Mr. M. Brinklow	PE	Ext 311
Mr. P. Futcher	Geography	Ext 208
Miss. S. Hull	Teaching Assistant	Ext 212
Miss. S. Rothwell	PE	Ext 311
Mr. K. Jacobson	Science	Ext 301
Miss. M. Reynolds	Teaching Assistant	Ext 212
Miss. T. Perry	Food Technology	Ext 302
Mrs. D. Bourke	Student Services	Ext 200

First aid kits are situated around the school in the following locations:

Science Office, School Kitchen, Student Services, Food Tech Office, Caretaker's office and PE Office.

When a child is unwell or has suffered an accident in school or on the school grounds, the following steps are followed:

Step 1: A trained first aider is immediately called to provide assistance and advice.

Step 2: The incident/accident is logged in the incident/accident register. (Held in Student Services)

Step 3: The parent is notified of the incident/accident as soon as necessary.

Step 4: Review of risk assessment is undertaken by the department with the H&S Officer

Step 5: The Local Authority Health and Safety Team and/or the Health and Safety Executive are notified of the incident/accident where there is a statutory duty to do so.

Site Security

De La Salle School aims to provide a secure school site but recognises that the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules, which govern it. It is recognised that laxity can cause potential problems to safeguarding. Therefore, the school ensures that:

- the side gates are locked except at the start and end of each day.
- **School site entrance key code secure gate.**
- Main entrance/reception Maglock entry
- wherever possible visitors and volunteers only enter through the main entrance and must sign in at the office.
- children are only allowed home with adults/carers with parental responsibility or confirmed permission has been received in advance.
- CCTV is used in public areas outside and inside school.
- should a child leave the school premises without permission, staff have been informed never to chase after a child, but to report immediately to Student Services. Parents will then be immediately informed of the circumstances

Welcoming other Professionals

Visitors with a professional role, such as the school nurse or members of the Police should have been vetted to work with children through their own organisation. When there is a planned visit to the school and checks will be carried out in accordance with guidance in the ECC 'Pre-employment Checks Procedure'.

When the said individuals make adhoc or unplanned visits to the school, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to the children until confirmation of their vetting status has been confirmed. No examination/medical treatment of any child will be allowed unless the professional has suitable clearance prior to their visit.

Child Protection Policy

The Designated Safeguarding Lead Mr Dave Fogarty. The Deputy Designated Safeguarding Leads are Mrs Sarah Starling, Mr David Butler, Mrs Tracey Carlane-Smith and the Designated Governors for Safe Guarding is Mr Liam Connolly and Toni-Ann Robinson (Deputy) There is a detailed Child Protection Policy operating within the school, which is available from the school office. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All allegations of abuse by or complaints about a teacher, other member of staff or volunteer, will be managed in accordance with the SET procedures. A copy of these procedures can be found on the DLS Info Link. The Chair of Governors should be contacted directly where there are allegations/complaints against the Headteacher.

The Local Authority Designated Officer for Child Protection oversees all allegations made against those who work with children and can be contacted at any time for advice on 03330139797.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education relevant discussions around related issues take place with the children. Topics include such themes as Drugs, Alcohol, Sex and Relationships, Stranger Danger, and e-safety issues. Children are encouraged to discuss and explore consequences of choice in regards of these issues.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PE and Design and Technology. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate and agreed student/adult ratios are always maintained. The lead adult always risk assesses visits and trips to ensure children are safeguarded and protected from harm before the event is finally authorised by the Headteacher, who is the School Educational Visits Coordinator.

Visiting speakers, with correct clearance and/or constant supervision are always welcome into school so that they can give specialist knowledge to the children.

Internet / E-Safety

Children are encouraged to use the internet as much as is possible but at all times in a safe way. Parents are asked to give permission for their children to use the internet on entry to the school. Parents, students and staff must sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. If staff know of misuse, either by a teacher, staff member, volunteer or child, the issue must be reported to the Headteacher/Designated Safeguarding Lead or Deputy Designated Safeguarding Lead without delay (see e-safety procedure attached)

The Headteacher has overall responsibility for internet safety and will have access to all email addresses and passwords provided. The school follows guidelines for Internet use/E-safety laid down by E-Safety Support.

The school will ensure that:

- software is in place to minimise access and to highlight any person accessing inappropriate sites or information.
- students will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (If this results in child protection concerns, the Senior Designated Person for child protection should be informed immediately).
- every effort is made to encourage students not to give out their personal details, phone numbers, school, home addresses, computer passwords etc.
- students adhere to the school policy on mobile phones and devices.
- training is provided to students, staff and volunteers on e-safety matters where necessary.

Inclusion Opportunities

Within the School Prospectus there is a statement around “Inclusion Opportunities” which asserts:

Inclusion statement

Our school is committed to providing an appropriate and high quality education to all the children living in our local area. We believe that all children, including those identified as having special educational needs, have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them; and that they should be fully included in all aspects of school life.

We believe that all children should be equally valued in school. We will strive to eliminate prejudice and discrimination, and to develop an environment where all children can flourish and feel safe.

Our School is committed to inclusion. Part of the school’s strategic planning for improvement is to develop cultures, policies and practices that include all learners. We aim to engender a sense of community and belonging, and to offer new opportunities to learners who may have experienced previous difficulties.

This does not mean that we will treat all learners in the same way, but that we will respond to learners in ways which take account of their varied life experiences and needs.

We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background. We pay particular attention to the provision for, and the achievement of, different groups of learners:

- *girls and boys, men and women;*
- *minority ethnic and faith groups, travellers, asylum seekers and refugees;*
- *learners who need support to learn English as an additional language (EAL);*
- *learners with special educational needs;*
- *learners who are disabled;*
- *those who are gifted and talented;*
- *those who are looked after by the local authority;*
- *others such as those who are sick; those who are young carers; those who are in families under stress; pregnant school girls and teenage mothers;*
- *any learners who are at risk of disaffection and exclusion.*

Positive Behaviour Policy

Good behaviour is essential in any community and at (school name) we have high expectation in this area. The school has a Behaviour Policy that must be adhered to by all children and a copy is available from the school office. This is shared with parents and is available on the school website and from the school office. Although the emphasis is always on the positive, there are also times when children have to be disciplined in order to maintain the safety and security of all children.

There are numerous rewards available to children including:

- team points
- certificates
- trophies / awards

But the sanctions range from:

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- having to discuss their behaviour
- being removed from the class
- loss of breaktime
- reporting to a senior member of staff
- a letter home
- detention
- exclusion
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Care, Control and Physical Intervention

The circumstances in which staff can intervene with a student are covered by the 2011 Education Act. Staff may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others.

Anti-Bullying Policy

The school's response to this is unequivocal.

Adults must be informed immediately and action will take place.

Although bullying in this school is rare, the school always acts swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

There is a more detailed Anti-bullying Policy available on the school website and from the school office.

Equalities and Racial Tolerance

Equality information and objectives

Statement of intent

De La Salle School and Language College is firmly committed to the concept of equality of opportunity in relation to their employment practices and the provision of education. They oppose all forms of unlawful discrimination, and seek to provide a working and learning environment which is free from discrimination.

We have a duty under the Education Act 1944 to secure, preserve and develop the character of the school as a Roman Catholic voluntary aided school and to conduct the school in accordance with the provisions of its Trust Deed. The Governors have formulated criteria for student admissions based largely on commitment to Christian beliefs and in line with Brentwood Diocesan approval.

De La Salle School and Language College recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds, with different skills and abilities. De La Salle School and Language College will take positive steps to create an employment culture through its governing body, managers and other employees, workers and volunteers, in which people can feel confident of being treated with fairness, dignity and tolerance, irrespective of their individual differences. This commitment extends to the whole school community and others connected with it. We have an Equality and Diversity in Employment policy complements other equalities policies within the school.

The school has an "Equality and Diversity Policy" that has a section on racial tolerance. This includes information about what the school, through education, challenge and discussion, will do to ensure incidents do not happen.

Racism and Homophobic, biphobic and transphobic (HBT) is tackled in both the RE and in the PSHE, RSE curricula. The children will take part in discussions designed to raise awareness and address prejudices. This work ensures that racial tolerance is at the forefront of everything we do.

What is HBT bullying?

Homophobic, biphobic and transphobic (HBT) bullying is the targeted abuse of an individual who identifies as lesbian, gay, bisexual, transgender or someone who is questioning their sexual orientation or gender identity (LGTBQ).

Photographing and Videoing of Children in School

At De La Salle School we have taken a sensible and balanced approach to photographing and videoing children on the school site. Photo/Videoing will take place for school use purposes only. Permission must be obtained from the parent/carer or child (over 13) before photographs/videoing can take place. Displays containing photographs will not include the student's full name. **The school has a Twitter account and a clear procedure relating to its management and use.**

Whistleblowing

If members of staff, volunteers or governors have any concerns about people working in a paid or unpaid capacity with children, they have a duty of care (and in some cases a professional duty) to inform management accordingly. This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence.

The school follows the Local Authority's policy on whistleblowing and a copy of the "Code of Conduct Policy" is available from the school office.

The following policy's fall under safeguarding and are available on the DLS Info Link or in hard copy form from the school office:

- ✓ Accessibility
- ✓ Alternative Education
- ✓ Anti-bullying
- ✓ Attendance
- ✓ Positive Behaviour and Exclusion
- ✓ Capability – Staff
- ✓ Child Protection
- ✓ Code of Conduct
- ✓ Collective Worship
- ✓ Complaints
- ✓ Curriculum
- ✓ Data protection
- ✓ Disciplinary
- ✓ Drugs
- ✓ E-safety

- ✓ Equality and Diversity in Employment
- ✓ Exclusion
- ✓ First Aid
- ✓ Grievance - Staff
- ✓ Health, Safety and Wellbeing
- ✓ Inclusion
- ✓ Internet – Acceptable use
- ✓ Learning Support
- ✓ Pre-employment checks
- ✓ Race Equality
- ✓ Recruitment
- ✓ RSE
- ✓ School mini bus
- ✓ Statement of procedures for dealing with allegation of against staff
- ✓ Visitors