



**JAMES  
BRINDLEY  
SCHOOL**

*A Bridge For Learning*

# **‘Safeguarding Statement’**

**July 2013 based on information from Sheffield City Council (in the absence of a Birmingham City Council Safeguarding policy)  
Di Hoban**

<b>Principles</b>	<p>Safeguarding and promoting the welfare of children is defined in 'Working Together to Safeguard Children (March 2013) as:</p> <ul style="list-style-type: none"><li>• Protecting children from maltreatment</li><li>• Preventing impairment of children's health or development</li><li>• Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and</li><li>• Taking action to enable all children to have the best outcomes.</li></ul> <p>Safeguarding children and young people and promoting their well-being is therefore more than just child protection. In order to safeguard children and young people and ensure their personal development, we will have safeguarding at the heart of our purpose.</p>
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<p><b>Procedures</b></p>	<p>Everyone in our school will:</p> <ul style="list-style-type: none"> <li>• Undergo an induction which will include safeguarding guidance and child protection awareness.</li> <li>• Follow all policies and procedures with regard to individual and organisational safeguarding roles and responsibilities.</li> <li>• Ensure all visitors and non James Brindley staff are correctly signed in and issued with identification in line with the latest visitors procedures (see Safeguarding Guidelines 2013).</li> <li>• Monitor &amp; support children who have safeguarding needs and ensure they have effective support to communicate their needs to staff and feel valued.</li> <li>• Provide curriculum-based awareness education of children’s needs, emotional development, abuse, neglect and bullying, assertive training, resilience, drug and alcohol education and sex and relationship education.</li> <li>• Develop an understanding of other practitioner’s roles and responsibilities to safeguard children.</li> </ul> <p><b>Situations of one-to-one working between members of staff and children.</b>  This should be as part of an agreed plan as far as possible. However, if one-two-one contact is appropriate, 1:1 intervention barrier teaching (hospitals), Home Teaching, then it is important to assess any risk the situation presents and judge how best to avoid or minimise it. If the risk is viewed as unacceptable then staff and children should not be put in that position. If you are involved in one to one working, you should do the following:</p> <ul style="list-style-type: none"> <li>• Home Teaching, follow the policy and procedures in place.</li> <li>• Inform someone about the activity, the location, the likely duration and let them know when it has ended.</li> <li>• Avoid working in isolated parts of the building, and leave the door open if possible so you and the child can be seen.</li> <li>• Work in rooms that have visibility panels wherever possible.</li> <li>• Where this is not possible (when carrying out 1:1 interventions, barrier teaching or for Home Teaching, for instance) then alternative safeguards should be put in place. This might include a location in which the staff member and child are visible through a window or door panel. In hospitals in line with ward procedures.</li> <li>• Make sure the child is comfortable with the arrangement.</li> </ul>
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- Avoid unnecessary physical contact, i.e. sitting too close.
- Any incident of concern which arises during a one to one activity should be reported to a member of the management team immediately, along with a detailed written report including names dates and times etc.

**There are a number of things that you need to consider when using images of people, especially children, please check the permissions data:**

All parent/carers have to agree to this. See Permissions Consent for (Appendix 1).

A child's image (video or photo) being used on the school gateway/ website?  
 A child's image (video or photo) being displayed **within** the school including display boards & plasma screens?

A child's image (video or photo) being displayed **outside** the school including display boards & plasma screens?

A child's image (video or photo) being used in outside publications including local newspapers, school newsletters and school brochure?

- Don't use full names or personal contact details of the subject of any image you use.
- Be aware that children and families fleeing domestic abuse may be recognised via photos/images and whereabouts revealed to an abusive partner.
- No images of a looked after child should be created or used without prior consent from Social Care.
- Don't use images of children in swimming costumes or other revealing dress – this reduces the risk of inappropriate use.

**Children and young people are entitled to respect and privacy when changing clothes (see PE and Leisure policy).**

They need appropriate supervision to ensure their welfare, health & safety and see that bullying does not occur.

- Supervision should be appropriate to their needs and age and sensitive to the potential for embarrassment
- Consider the gender balance of the adults supervising.
- In public swimming pools take care to ensure the children have sole occupancy of the changing areas.

- Where physical contact between staff and child is unavoidable it must be appropriate, and consider the child's comfort with the staff member concerned.
- Staff need to be aware of gender, cultural or religious issues prior to initiating physical contact.

**There are occasions when staff volunteer to provide transport for children to attend trips or need to be taken home for some reason.**

Any organisation or individual who carries other people's children have a legal duty to ensure they carry them safely, called their 'Duty of Care'.

Before agreeing that a journey can be made, a risk assessment must be undertaken, in consultation with a member of the management team, considering whether:

- The journey is necessary and appropriate.
- The child's behaviour is likely to be difficult or inappropriate.
- The length of time the journey could take.
- The child requires medication or has complex health or mobility needs, and that these needs can be met during the journey.
- What safeguards can be put in place to reduce any risks identified i.e. do two members of staff need to be present.

**The INTERNET is a valuable resource that we will make as safe as possible**

- Designated members of staff use Impero to monitor the use of key words and frequently used websites to identify, and deal with, potential risks.
- CEOP trained staff deliver e-safety training
- Students are made aware of who to report safety concerns to and how to do it.
- An icon  is on student laptops that links to CEOP reporting pages.

<p><b>Roles and Responsibilities</b></p>	<p>The Principal and Leadership Team will ensure:</p> <ul style="list-style-type: none"> <li>• Clearly identify practitioners with specific safeguarding roles e.g. DSP's; the Safeguarding Governor, and ensure they have the appropriate resources to fulfil the role.</li> <li>• The Single Central Register is maintained by the Strategic School Business Manager.</li> <li>• All temporary and permanent staff and volunteers are appropriately trained in safeguarding children, know their responsibilities &amp; who to refer concerns to.</li> <li>• The Safeguarding Guidelines for the management of non- James Brindley School staff are adhered to.</li> <li>• That parents understand and can fully access safeguarding policies/ procedures and include a summary of your safeguarding responsibilities in the prospectus.</li> <li>• Confidential &amp; securely stored safeguarding records are kept, share information with other agencies, attend meetings &amp; conferences as required.</li> <li>• A system is in place to manage data and data flow.</li> <li>• All staff are aware of how to deal with allegations of child abuse made against members of staff, and are supported to do so.</li> <li>• That “children missing from education” procedures are followed when children do not attend school on a regular basis.</li> <li>• Regular reviews of DBS and pre-recruitment checking procedures and their associated record-keeping.</li> <li>• Driving licenses of all drivers in accordance with council policy are checked and make a judgement about their suitability to drive if they have any offences e.g. points on their licence. A check also needs to be made that the vehicle insurance is current, fully comprehensive and insured for business use.</li> <li>• Staff are informed that they must not use/show their mobile phones in school. If expecting an emergency call staff may have phone on in their pocket on silent vibrate and then return the call when appropriate.</li> </ul>
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- Staff to beware of security settings and who they are friends with on social networking sites, e.g. Facebook and e mails and not to write anything that can be misconstrued. No photos of any school activity – such as staff nights out – are to be published on Facebook. Staff to be informed that use of social media sites is not the responsibility of the school.
- That no personal cameras/video recorders are to be used for school. School cameras only.
- Staff know that home e mails must not be used for school business.
- Staff know that their personal details must not be disclosed to pupils, e.g. mobile phone number, e-mail address, address.
- Members of staff are CEOP trained
- Policy central is used to monitor usage of the INTERNET
- There is a training programme to ensure two first aiders are attached to all sites and that the management of medical needs is adhered to.

All staff are expected to:

- Ensure all relationships are appropriate to the persons age, gender and understanding
- Ensure their language and conduct does not give rise to speculation.

From time to time staff or volunteers may encounter children, young people or vulnerable adults who display attention seeking behaviour, or profess to be attracted to them.

Staff should:

- Deal with those situations sensitively and appropriately.
- Ensure that their behaviour cannot be misinterpreted
- Ensure that a senior colleague is made aware of the situation immediately

	<p>The Governing Body will ensure that:</p> <ul style="list-style-type: none"> <li>• A member of the governing body (usually the Chair) is nominated as the Child Protection Governor/Safeguarding Governor.</li> <li>• The nominated governor has a clear written remit of their responsibilities (see below).</li> <li>• Visits by the nominated governor to the school are recorded.</li> <li>• Arrangements are made for the nominated governor to report back to a committee or the full governing body.</li> <li>• Staff understand the nominated governor’s role.</li> <li>• Mechanisms of support are available from the Chair/Vice Chair of the governing body.</li> <li>• The school has procedures for dealing with allegations of abuse against staff and volunteers.</li> <li>• The Chair (or Vice Chair) takes responsibility for liaising with the Principal and Local Authority regarding child abuse allegations against staff and volunteers</li> <li>• Where there is a child abuse allegation against the Principal, the Chair (or Vice Chair) will liaise directly with the Local Authority, unless another member of the governing body has the expertise to take on this role.</li> </ul>
<p><b>Monitoring and Evaluating</b></p>	
<p><b>Date accepted by Governors (review date)</b></p>	<p>8<sup>th</sup> July 2013</p>
<p><b>Date of original Implementation</b></p>	<p>June 2010</p>
<p><b>Date for Review</b></p>	<p>July 2015 <span style="color: red;">Sentence on permissions added to page 4 and Appendix 1 added September 2013</span></p>

