



Safeguarding Policy

September 2016

St Martin's School



This document describes procedures and processes relating to safeguarding at St Martin's School. We fulfill our safeguarding responsibilities as indicated in Safeguarding and Child Protection Policies from the States of Jersey. These can be found on www.gov.je/educationpolicies.

St Martin's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. St Martin's School is committed to helping children achieve good outcomes by providing a safe learning environment and to enable them to access all available services to achieve the most of their life chances.

Safeguarding/Child Protection Definition

Safeguarding is the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced. Safeguarding is everyone's responsibility.

Main responsibilities within the school

The Headteacher will:

- Be responsible for the safeguarding of young people and adults in their care.
- Support all staff and volunteers to meet their safeguarding responsibilities.
- Facilitate safeguarding training for staff and volunteers where appropriate, including allocating necessary resources and time (which was last updated in September 2016).
- Implement the child protection policy and other Safeguarding policies.
- Ensure appropriate site security arrangements are in place.
- Ensure school representation at Departmental and Safeguarding Board briefings e.g. subsequent to serious case reviews.
- Ensure oversight and implementation of the following requirements.

St Martin's School will ensure staff and volunteers:

- Are recruited via the official safe recruitment process.
- Are aware of their responsibilities to be alert to signs of abuse and neglect and are aware of the correct process regarding how to escalate those concerns.
- Receive training to enable them to meet their responsibilities.
- Are provided with the name and contact of the school's senior designated person for child protection (and their designate in case of absence).



Parents at St Martin's School:

- Have access to our safeguarding policy and other policies as needed.
- Understand that it is their parental responsibility to keep their children safe.
- Communicate to school about children's absence and changes in person or delay in picking up or dropping off
- Understand that it is the St Martin's responsibility to monitor children's well being, health and safety at school.
- Work in partnership with their child's school to ensure the wellbeing of their child and others.
- Be vigilant and raise any concerns they may have about a young person's safety with the school and appropriate agencies.

St Martin's will ensure that the Senior Designated Person for Child Protection is:

- Is a member of the Senior Management Team with the mandate to manage child protection issues and allocate resources.
- Receives training in child protection, inter-agency co-operation and online safety, updated at two yearly intervals, and additional training as appropriate.
- Keeps up to date with changing legislation, Departmental policies and guidance.
- Manages cases, supports pupils and staff and refers cases to relevant agencies where appropriate, including MASH enquiries.
- Keeps thorough child protection logs and records.
- Ensures that the Child Protection is available to all staff in school.

St Martin's will

- Ensure that children are aware of their right to be safe and have the opportunity to raise any concerns
 - Ensure that children have details of external support and receive equal protection and information if they have additional and individual needs
 - Engender an environment where students treat all members of the school community with respect.
- St Martin's School Safeguarding Team:

Staffing

The Designated Lead for Safeguarding, Child Protection and Health and Safety is Jenny Pryke. Karen Cooper is the Deputy Lead for Safeguarding, Child Protection and Health and Safety. Ian Kearns is responsible for day to day Health and Safety of the school building. Shirley Dimaro is the Designated Safeguarding Lead for the Education Department.

St Martin's School Safeguarding Ethos

St Martin's are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We believe that

- All children have the right to be protected from harm



- Children need to be safe and feel safe at school
- Children need support which matches their individual needs including those who may have experienced abuse
- All children have the right to speak freely and voice their values and beliefs
- All children must be encouraged to respect each other's values and support each other
- All children have the right to be supported to meet their emotional/social needs as well as their educational needs.
- Schools can and do contribute to the prevention of abuse, victimization, bullying, exploitation, extreme behaviours, discriminatory views and risk taking behaviours.
- All staff and visitors have an important role to play in safeguarding children and protecting them from harm.

Reporting safeguarding concerns

Staff and volunteers must report safeguarding concerns to the Designated Safeguarding Lead. They are required to record the information on a 'Log of Concern' which is available in the staffroom as soon as possible after their concern. All safeguarding concerns are recorded, including any action or non action taken and the reasons why.

Serious care reviews have told us that Education staff receive the most amount of disclosures. If a child discloses to a member of staff, the member of staff must:

- Be mindful of your reaction and body language- you must remain calm
- Reassure the child or young person that they have done the right thing
- Illicit enough information to decide if this is a safeguarding issue. **DO NOT investigate**
- **ONLY** use open ended questions. **Never ask leading questions.**
- **Use the T.E.D model: Tell Explain Describe** (*i.e: tell me more about that, explain what you mean by that, describe what happened*)
- Do not leave the child or young person alone
- **Tell the Designated Safeguarding Lead IMMEDIATELY**
- Record your conversation as soon as possible using the child/YP's words - not your own interpretation of events using a log of concerns sheet.

(Remember: your notes may be used as part of the MASH enquiry or as police evidence. MASH will decide on the appropriate action)

Staff at St Martin's School aim to:

- Be approachable
- Give children the time they need
- Ask children how they are regularly and invite them to share their experiences from outside of school. Teacher to share their own experiences - fun times outside of work. (humanising the professional)
- Speak openly about protective behaviours - keeping safe work
- Are professionally curious and 'think the unthinkable'
- Can identify the signs and indicators of the 4 categories of abuse
- Notice changes in behaviours/physical presentation: tell them that you have NOTICED they are unhappy / noticed a bruise, change in behaviours.... Sometimes just noticing is the key to breaking down barriers.



- Ask in a direct and developmentally appropriate manner - ensuring they are safely able to disclose.
- Know how to manage disclosures
- Share our concerns with the Designated Safeguarding Officer as soon as they emerge
- Keep being available to the child. Remember the barriers that prevent a child from disclosing: it may take a long time for a child to trust you.

School Security

St Martin's School provides a safe and secure environment for pupils and staff to work in, however the school is only as secure as the people who use it. Therefore, all people on site have to adhere to the rules which govern it.

- Visitors and volunteers must only enter through the main entrance and must sign in/out and wear identification badges.
- Staff must sign in/out using the board in the staffroom. They must also wear ID badges.
- Children will only be allowed to go home with adults with their parental responsibly or adults with pre-arranged permission. Classteachers are responsible for ensuring this and if there is any doubt, they must ask the school secretary to make a phone call to the parents to confirm.
- Any children who are picked up during the day e.g. for medical appointments, feeling unwell must be signed out at the office.
- Registers are taken twice a day (at the beginning of the day and after lunch).
- Adults only must use the adult toilets. There is a sign on the front of the door of the toilets to indicate this. Children must use the children's toilets.
- Swipe card access through the main office and the Foundation Phase doors is used. Doors at the end of the Y1/Y6 corridor must be locked during the day, except for lunchtime and breaktime, where the Y1 door will be opened
- If any outside agency are collecting children which has been pre-arranged, the school must have had prior notice and permission, and they must have their ID badges checked.
- Contractors or companies who wish to access school during the time, must have an appointment booked and must be supervised by the Caretaker. Contractors/Companies are requested to attended out of hours that children on are site.

School Trips

St Martin's School will:

- Actively seek out opportunities for children to access learning outside the classroom environment.
- Follow the Safeguarding and School Trips policy.

Data Protection

St Martin's School will:

- Register with the Information Commissioner annually as a data controller.
- Ensure that all staff are aware of the Data Protection Law and ensure that all personal and sensitive personal data is processed securely and within the Law.
- Not publish a picture of a child without written permission from a parent.



- Ensure that the school secretary puts an up to date list of all parental permissions (e.g. photographs, websites) are available for teachers to refer to (saved on the Q drive/04 Child Protection)
- Not transfer personal data to a third party (including web based companies such as Google) without completing a risk assessment.

Records Management

St Martin's School will:

- Transfer ALL school records (including child protection records and other sensitive records) to the destination school in a secure manner.
- Will seek and obtain school records from the previous school of a transferring pupil.
- Adhere to the retention schedules for storing and destroying data and will not destroy data until the retention period has expired.
- Ensure that a pupil/student's school record remains at the last educational establishment they attended (including Highlands College) until they reach 25 years of age.

Online Safety

St Martin's School will:

- Oversee and monitor the safe use of technology when children are in their care and take action immediately if they are concerned about wellbeing.
- Ensure that all staff receive appropriate online safety training that is relevant and regularly updated.
- Ensure there are mechanisms in place to support young people and staff facing online safety issues.
- Implement online safety policies and acceptable use policies, which are clear, understood and respected by all.
- Educate young people, parents and the school community to build knowledge, skills and capability in online safety.
- Monitor how the school is portrayed online by parents, children and staff- and demonstrate how this is monitored.
- Not request for a website to be unblocked or application installed unless a risk assessment has been completed.

Children missing from education

St Martin's School will:

- Monitor attendance and follow up unexplained or unauthorised absence speedily and rigorously.
- Refer all cases of concern to the school's Attendance Officer, Education Welfare Officer, the Department's Designated Safeguarding Officer - and escalate to the police where appropriate.



Health and Safety

St Martin's School will:

- Have a designated individual responsible for health and safety within the school.
- Be aware of and disseminate all the Department's Health and Safety Policies and the critical incident guidance.
- Ensure that staff and volunteers are competent and trained to an appropriate level.
- Ensure that premises and accommodation are maintained to a high standard.
- Ensure that ALL staff know how to cope with critical incidents or emergencies such as fire. Undertake appropriate hazard identification and risk assessments to cover the school's premises, equipment, on-site and off-site activities.
- Report ALL notifiable accidents to the Department via the online portal.
- Keep thorough records of health and safety incidents and issues.

Promoting safeguarding via learning

St Martin's School will:

- Use a range of strategies to promote safeguarding, e.g. teaching children/ young people how to stay safe, how to keep themselves from harm and how to take responsibility for their own and others' safety.
- Teach children and young people to recognise dangers and harmful situations and to know the preventative actions they can take to keep themselves safe.

Food Hygiene and Safety

St Martin's School will:

- Follow the most up to date guidelines for food hygiene and safety
- Ensure that a member of staff has food hygiene qualifications

Animals in School

St Martin's School will:

- Support the ethos of handling animals with respect and care
- Allow animals in the school building/outside area if it has been pre-planned and authorized by a member of the senior leadership team, carefully managed and a full risk assessment has been completed.
- Seek out parental permission for children to handle animals and provide appropriate hygiene associated with this

First Aid

St Martin's School will:

- Follow the guidelines set out by the Education Department for First Aid requirements within a school e.g. ratios of first aiders to children.
- Follow their school policy regarding how first aid is dealt with within the school



Others policies which are referred to above or form part of Safeguarding:

First Aid Policy

Health and Safety policies (Fire and Evacuation, Manual Handling, Electricity at Work, COSHH, Display Screen Equipment, Lone Worker Policy, Management of Contractors on Site, Physical Education Safety, Severe Weather, Science, Swimming risk Management, Work Place Health and Safety)

Digital Safeguarding

Acceptable User Policies

School Owned Devices

Critical Incident Management

Educational Visits Policy

Playground Policy

Counter Bullying Policy

Lunchtime Policy

Students and Volunteer Policy

Data Protection Policy

Attendance Policy

Administration of Medicines in School

Minibus Policy

