



St. Martin's School

*Everyone who works with children should do what is in the best interests of the child.
Article 3 United Nations Rights of the Child*

Safeguarding Policy

Contents

Introduction.....	1
Safeguarding/Child Protection Definition	1
Role Responsibilities	2
St Martin's School Safeguarding Team.....	3
St Martin's School Safeguarding Ethos.....	3
Reporting safeguarding concerns	3
School Security.....	4
Physical security of the school.....	5
School Trips.....	5
Data Protection/GDPR.....	6
Records Management.....	6
Online Safety.....	6
Children missing from education	6
Health and Safety.....	7
Promoting safeguarding via learning.....	7
Food Hygiene and Safety	7
Animals in School.....	7
First Aid	8
Managing Allegations Against Staff or Volunteers in school	8
Whistleblowing and escalation of concerns.....	8
Others policies to be read which are referred to above or form part of Safeguarding:	8

Introduction

This document describes procedures and processes relating to safeguarding at St Martin's School. We fulfil 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 maltreatment (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.

Role Responsibilities

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.
- 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.
- Ensure that when updates to training are required that they are completed promptly.
- 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 on the school website.
- Understand that it is their parental responsibility to keep their children safe.
- Communicate to school about children's absence, changes in person or delay in picking up or dropping off
- Understand that it is the St Martin's responsibility to monitor children's wellbeing, 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 Children and Family Hub enquiries.
- Keeps thorough child protection logs and records (including staff training).

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

- Designated Safeguarding Lead– Karen Cooper
- Deputy Designated Safeguarding Lead – Chris Godden
- SENCo – Hilary Hince
- Day-to-day Health and Safety of the school building – Steve Martin
- Health and Safety Lead- Chris Godden
- CYPES Designated Safeguarding Lead – Dani Perrier

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, victimisation, 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' either on [My Concern](#) or using the yellow forms 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.

If the concern relates to a child suffering, or being at risk of suffering, significant harm then the Designated Safeguarding Lead should be notified immediately so that action can be taken promptly. In the DSL's absence the Deputy should be informed. Advice can also be sought from the Children and Family Hub – 519000. If a child is at immediate risk then the police should be called – 999.

If it is identified that a child, or their family, might benefit from support then an enquiry to the [Children and Family Hub](#) will be made. This will be done with the consent from an adult (with Parental Responsibility) unless doing so will put the child at risk.

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/Young Person's words - not your own interpretation of events / opinions / assumptions using a log of concerns sheet.

Remember: your notes may be used as part of the Children and Family Hub enquiry or as police evidence. The Children and Family Hub 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. Teachers are to share their own experiences – fun times outside of work. (humanising the professional);
- Speak openly about protective behaviours – keeping safe at 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 concerns with the Designated Safeguarding Lead 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 using the e-reception iPad and wear identification badges/lanyards. Visitors will be asked for ID if they are unknown.
- Staff must sign in/out using the iPad app at the front entrance (including out of hours e.g. weekends). They must also wear staff ID lanyards.
- Children will only be allowed to go home with adults with their parental responsibly or adults with pre-arranged permission. Class teachers 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 on the e-reception iPad.
- Registers are taken twice a day (at the beginning of the day and after lunch) and this is a legal requirement of teachers.
- Any children who are late getting to school after registration in the morning must be signed in on the e-reception iPad.
- 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 attend out of hours when children are not on site, where possible.

Physical security of the school

St Martin's School staff will:

- Complete daily visual checks of the outside area before children are on the school site (conducted by the Caretaker);
- Ensure at the end of the school day, the Caretaker (or Headteacher/Deputy Head in the absence of the Caretaker) will lock all doors and shut any windows;
- Lock the Nursery gate and field gate during the day and in the case of a fire, the Caretaker and other staff have a key to unlock this;
- Challenge any people on site who are not wearing a visitors lanyard;
- Keep a record of any people who are key holders and the colour of the key they hold;
- Give an induction into school security for new members of staff or new outside users.

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.
- Complete the necessary Risk assessments for all school trips and these are shared with and approved by the Head Teacher.

Data Protection/GDPR

St Martin's School will:

- Register with the Jersey Office of the Information Commissioner (JOIC) 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.
- Ensure we follow parents wishes for their children's data and provide 'opt out' clause;
- Ensure that the school secretary updates parental consents, parent/child contact information and photo/media permissions on SIMs;
- 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 their 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, the outcomes of which will be recorded on SIMS.
- 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. These will be identified in the curriculum document.
- 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 the school policy regarding how first aid is dealt with within school.
- Keep an up-to-date list of qualified First Aiders, which can be found in multiple areas around the school premises

Managing Allegations Against Staff or Volunteers in school

- In the event that an allegation is made against a member of staff or volunteer, St. Martin's School will follow the Multi-Agency Managing Allegations Framework for Children: <https://safeguarding.je/wp-content/uploads/2022/12/JDO-2022-Final-Operational.pdf>
- We will appoint a responsible staff member (usually the Headteacher) who will be the school representative for the purpose of managing all allegations.
- The Headteacher will contact CYPES, or Dani Perrier (Designated Safeguarding Officer- for the Jersey Education Department) or the CYPES Head of School Improvement and Advisory Service (SIAS) for all allegations raised.
- A second member of our school leadership team, the Deputy Headteacher, will act in their absence or **if allegations are made against the Headteacher.**
- Where a staff member or volunteer is removed from the school following an allegation against them being upheld, and it is agreed by CYPES panel that the person is unsuitable to work with children, the Human Resource Manager/Head of Case Management will refer the individual to the Disclosure and Barring Service. Also see the Jersey Safeguarding Partnership Board (SPB) Managing Allegations Framework.

Whistleblowing and escalation of concerns

- Our school recognises that there may be circumstances where staff and pupils feel unable to raise concerns or incidents of malpractice within the setting as there is reasonable doubt that these would be dealt with adequately. All staff and volunteers have a responsibility to raise concerns where they feel individuals or school leaders are failing to safeguard and promote the welfare of our children.
- Where a staff member feels unable to raise an issue with our HT or Deputy HT or feels that their genuine concerns are not being addressed, staff and volunteers should report their concerns to CYPES, to Dani Perrier (DSO) or the Head of School Improvement and Advisory Service.

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

- First Aid Policy
- Child Protection
- Managing Allegations Against Adults (Gov. Policy)
- Health and Safety Handbook
- 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
- Physical Intervention Policy
- Behaviour Policy
- Intimate Care Policy
- Acceptable User Policies
- School Owned Devices
- Critical Incident Management
- Educational Visits Policy
- Supervision Policy

- Playground Policy
- Counter Bullying Policy
- Lunchtime Policy
- Students and Volunteer Policy
- Data Protection Policy
- Attendance Policy
- Administration of Medicines in School
- Minibus Policy
- [Managing Allegations against staff or volunteers in school](#)

Review Schedule

This policy is to be reviewed at a minimum annually, or more frequently if required or recommended by CYPES, the Safeguarding Partnership Board or any relevant third party.

Date	Reviewed By	Updates made
November 2023	Karen Cooper	
April 2024	Emma Matthews Karen Cooper	Hyperlinks and table of contents added.
January 2025	Karen Cooper	Updated CYPES DSL
December 2025	KAREN Cooper	Added Allegations against Adults section