



Exeter Steiner School *Policy for safeguarding children*

Important contact details:

Within the School:-

Health and Safety Co-ordinator:

Jenny Salmon 07411292493 (Home)
 01392 427200 (Work)
 In school Monday to Friday, 8.30am til close of
 school.

Child Protection Co-ordinator within the school :

Theresa Trapp 07732 157106 (Home)
 01392 427200 (Work)
 In school Monday to Friday, 8am to 1.30pm.
Jenny Salmon 07411292493 (Home)
 01392 427200 (Work)
 In school Monday to Friday, 8.30am til close of
 school.

Other qualified Child Protection Officers:

All teaching staff have received training in Safeguarding Children (January 2010).

Trustee with responsibility for Safeguarding:

Iain Jamieson 01392 811544 (Home)

Local Authority Designated Officers:

Jan Liff (jan.liff@devon.gov.uk)
01392 384965
Chris Vigar (chris.vigar@devon.gov.uk)
01392 386652

Principles

Exeter Steiner School takes seriously its responsibility to protect and safeguard the welfare of the children in its care.

All action is taken in line with the following legislation/guidance:

- Section 175 Children Act 2002
- Safeguarding Children in Education September 2004
- Working Together to Safeguard Children 2006
- What to do if you're worried a child is being abused 2006
- Safeguarding Children and Safer Recruitment in Education 2007

Child protection is the responsibility of all school staff. The school will therefore:

- establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to;
- ensure children know that there are adults in the school whom they can approach if they are worried;
- include opportunities in a wide range of classroom activities and curricula contexts for children to develop the skills they need to recognise and stay safe from abuse;

Our policy applies to all staff, trustees and volunteers working in the school. There are five main elements to our policy:

- ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children;
- raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
- developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse;
- supporting pupils who have been abused in accordance with his/her agreed child protection plan;
- establishing a safe environment in which children can learn and develop.

Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within schools and the local authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current school year are listed on the cover sheet of this document and are also published on the kindergarten and class noticeboards.

It is the role of the **Board of Trustees** to:-

- ensure that the designated Child Protection Coordinator is properly supported to carry out this task and that they are given time to fulfil the duties that their role demands.
- ensure that the school has an effective policy, that locally agreed procedures are in place, and that the policy and structures supporting safeguarding children are reviewed annually. These responsibilities may be delegated to the designated Trustee with responsibility for Safeguarding. Trustees must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached;
- designate one of their number to have responsibility for Safeguarding issues. The designated Trustee will then:-
 - ensure that designated Child Protection Coordinators attend the required training and that they refresh their training every two years;
 - ensure that they themselves maintain an appropriate level of training;

- ensure all other staff and long-term volunteers must be offered an appropriate level of training and must undergo refresher training every three years;
- ensure that the school follows safe recruitment practices, including;
- ensure that all staff responsible for recruitment and one member of the Council of Trustees completes safer recruitment training
- ensure the upkeep of a single central record of all staff and regular volunteers in accordance with government guidance.

It is the role of the designated **Child Protection Coordinator** to:-

- ensure that the child protection procedures are followed within the school;
- to make appropriate, timely referrals to children's social care in accordance with the locally agreed procedures;
- ensure all staff employed including temporary staff and volunteers within the school are aware of the school's internal procedures, to advise staff and to offer support to those requiring this.

Provision of information

Statements on the school's web-site and the Parents' Handbook inform parents and carers about our school's duties and responsibilities under child protection procedures. Parents can obtain a copy of the school Child Protection Policy in the administrator's office.

The designated Child Protection Coordinator provides an annual report for the Board of Trustees detailing any changes to the policy and procedures; training undertaken by all staff (including volunteers) and trustees and other relevant issues.

Ethos

Exeter Steiner School recognises the importance of creating an ethos within school that will help children feel safe and confident that they will be listened to.

We recognise that children who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. Our school may be the only stable, secure and predictable element in their lives.

Exeter Steiner School will endeavour to support all pupils by:

- ensuring the content of the curriculum includes social and emotional aspects of learning;
- ensuring that child protection is included in the curriculum to help children recognise when they don't feel safe and to identify who they should tell;
- promoting a positive, supportive and secure environment where pupils can develop a sense of being valued;
- effectively implementing the school Behaviour and Discipline Policy and the Anti-bullying Policy which are aimed at supporting vulnerable

pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.

Safe working practices

Exeter Steiner School is developing a clear code of practice that staff understand and agree to. The code of practice offers guidance to staff on the way they should behave when working with children. The relevant section of the staff handbook will be completed by 31st March 2010. (See Appendix One)

Child protection procedures

Exeter Steiner School adheres to child protection procedures that have been agreed locally through the Devon local safeguarding children board. (See Appendix Two).

Confidentiality

All staff are aware that they must not promise to keep 'secrets' with children and that if children disclose abuse this must be passed on to the designated Child Protection Coordinator as soon as possible and the child should be told who their disclosure will be shared with.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only.

Record keeping

Child protection records are kept centrally and securely by the designated Child Protection Coordinator. Staff are aware that they must make a record of child protection issues and events as soon as possible and that these records must be signed and dated. Child protection records must not be made in the child's curriculum file.

Working with other agencies

Schools are not investigating agencies and it is essential that child protection issues are addressed through agreed procedures. However, schools continue to play a role after referral and need to develop strong links with partner agencies particularly social care.

Exeter Steiner School recognises the importance of multi-agency working and will ensure that staff are able to attend or contribute to all relevant meetings including case conference, core groups and strategy meetings.

Allegations against members of staff

Exeter Steiner School recognises that it is possible for staff and volunteers to behave in a manner that causes harm to children and takes any allegation made against members of staff or volunteers seriously. The issue of allegations made against staff is dealt with in a separate policy document (***Procedure for allegations of abuse against staff and volunteers; Appendix 3***). The local arrangements for managing allegations are

understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult.

(See Appendix Two)

The use of school premises by other organisations

Where services or activities are provided separately by another body, using the school premises, the Board of Trustees will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

Cross reference to other school policies

Exeter Steiner School recognises that a number of other policies and procedures developed and operated by the school form part of the wider agenda of safeguarding and promoting children's welfare and this policy should be read in conjunction with the policies listed below:

- Procedure for allegations of abuse against staff and volunteers;
- Recruitment Policy;
- Behaviour and discipline Policy;
- Anti-bullying Policy ;
- Health and Safety policy;
- procedures for assessing risk, ie school trips;
- induction and code of conduct for staff;
- policies that recognise specific vulnerable groups;

Policy Review

The Board of trustees is responsible for ensuring the annual review of this policy and that the list of key contacts on the cover sheet is kept up-to-date. In addition to the annual review, if a weakness is identified in the school's procedures, the policy will be reviewed, revised and updated immediately. To this end, the issue of Safeguarding is a permanent agenda item at the Trustees' fortnightly meetings and at teachers' weekly meetings.

Policy approved (date)_____28.02.10

Signature of Chair of Trustees_____Iain M. Jamieson

Date of next review 22nd February 2011

Appendix One

Staff code of conduct

Appendix Two

SWCPP child protection procedures(see also www.swcpp.org.uk)

Appendix Three

Procedure for allegations against a member of staff or volunteer.