

**Safeguarding
School Policy**

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School Business Manager:		Date:	17/04/2024
Headteacher		Date:	17/04/2024

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1. Introduction

Safeguarding is 'everyone's responsibility'. This policy sets out Amwell View School and Specialist Sports College responsibilities under the Children Act 2004 to ensure children, young people and adults at risk are kept safe from harm.

Terminology:

Safeguarding and promoting the welfare of children refers to:

- **protecting children from maltreatment**
- **preventing impairment of children's health or development**
- **ensuring children are growing up in circumstances consistent with the provision of safe and effective care**

The aim of **safeguarding** is to enable children to have optimum life chances and to enter adulthood successfully.

What's the difference between Safeguarding and Child Protection?

Safeguarding is an 'umbrella' term that incorporates child protection. **Child Protection** is the process and activities undertaken to fulfil statutory obligations to protect specific children who have been identified as suffering, or at risk of significant harm. All agencies and individuals should proactively **safeguard and promote** the welfare of children so that the need for action to protect children from harm is reduced.

This policy is available on the school website and induction.

2. Principles and Aims

Our Principles:

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carry out school activities
- All children will have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion, sexual orientation and culture
- All staff and volunteers have a professional role to identify and respond to the needs of children and report any concerns immediately

We aim:

- To provide all staff (employed, contracted and visiting) with the necessary information/training to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
- To provide parents carers and children with information about the school's arrangements to keep children safe
- To ensure safe and consistent best practice across the school
- To demonstrate the school's commitment with regard to safeguarding children



3. Framework

This policy has been devised in accordance with the following legislation and guidance:

• Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust, Hertfordshire Safeguarding Children Partnership Interagency Procedures Manual
• Disqualification under the Childcare Act 2006 Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools, DfE (February 2015)
• Education Act 2002 Section 175 – requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children.
• Professional and Personnel Relationships (safeguardingchildren.co.uk)
• Information sharing advice for safeguarding practitioners - GOV.UK (www.gov.uk) DfE (July 2018)
• Keeping Children Safe in Education, DfE 2023)
• Sexual Offences Act , HM Government (2003)
• Teachers' Standards 2011, DfE (July 2011) These standards set the minimum requirements for teachers' practice and conduct. Teachers, including Headteachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
• Stat guidance template (publishing.service.gov.uk) DfE (March 2015) Non statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action <insert here where a copy of this can be found in the school >
• Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, DfE (July 2018)
• Children missing education - GOV.UK (www.gov.uk)HCC Children Missing from Education (CME) Guidance (CS 4706) and Referral Form (CS 4707). (HCC, December 2022)



RELEVANT ASSOCIATED POLICIES

In order to safeguard and promote the welfare of children, this policy should also be read in conjunction with other associated policies to ensure the safety and wellbeing of children.

- Behaviour and Behaviour Principles
- Child Protection
- Communication
- Complaints procedure
- Data Protection
- Dealing with Allegations of Abuse against teachers
- Bullying and Harassment
- Health and Attendance
- Health and Safety
- Management of Learning Outside the Classroom and Off Site Visits
- Online Safety
- Reducing the need for restrictive interventions in schools
- Safer Recruitment
- SEN
- Staff Code of Conduct for Employees
- Supporting pupils with medical conditions
- Whistleblowing

4. Safeguarding Themes

Behaviour and Behaviour Principles

Amwell View School and Specialist Sports College recognises the right of our children and young people to develop with confidence in an environment that is safe. It is the responsibility of Amwell View School to ensure that procedures are in place that will monitor and address challenging behaviour. Behaviour Policy and Behaviour Principles can be found on the school website **Statutory School Policies (amwell.herts.sch.uk)**.

Child Protection

There is a detailed Child Protection Policy operating within the school. A copy will be provided to parents on request and is available on the school website. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All Child Protection concerns will be managed in accordance with the Hertfordshire Safeguarding Children Partnership Inter-Agency Child Protection Procedures. A copy of these procedures can be found on the Hertfordshire Safeguarding Children Partnership website.



Children's Services telephone number **0300 123 4043 (including out of hours)**
Amwell View School's Child Protection Policy can be found on the school website: **Statutory School Policies (amwell.herts.sch.uk)**

Cause for Concern Forms can be found on the School's Shared Drive : Z:\Admin\Blank Proformas\Cause for Concern or by asking at the Front Office for a form. Everyone within the school is empowered to raise any concerns. The form should be given to the Designated Safeguarding Lead (Neil Ward) or the Deputy DSL (Jane Connolly).

Complaints

The school has a Complaints Policy and Procedure available to parents, pupils and staff who wish to report concerns. This can be found on the school website **Statutory School Policies (amwell.herts.sch.uk)**. All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific procedures for Managing Allegations Against Staff.

Confidentiality

The School's Data Protection Policy is available to parents on the school website **Statutory School Policies (amwell.herts.sch.uk)**.

All staff will understand that safeguarding issues warrant a high level of confidentiality, not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Safeguarding information will be stored and handled in line with the Data Protection Act 2018. The Designated Safeguarding Lead (DSL) will normally obtain consent from the child/parent to share sensitive information with outside agencies. Where there is good reason to do so (e.g. to help to protect a child), the DSL may share information without consent and will make clear records of the reason for the information being shared. Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. The School will retain this information on the pupil file and transfer to the next school/archive the information in line with The IRMS Information Management Toolkit for Schools. The school will only share information about children with adults who have parental responsibility for a pupil. Please see **HCC Child Protection: policies, procedures and forms on the Hertfordshire Grid.**



Curriculum

Children are taught to understand and manage risk through our Personal, Social and Health Education (PSHE), relationships and sex education lessons as well as through all aspects of school life.

The school is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children know that we have senior members of staff with responsibility for child protection and they are made aware of whom these persons are. We inform children 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.

Subjects such as PHSE discuss relevant safeguarding issues with the children. Please see the Online Safety section of this policy for further details on this topic.

Online Safety

We have an Online Safety policy which can found on the school website: **Additional School Policies (amwell.herts.sch.uk)**

Our policy includes how we teach children to stay safe when using the internet in and out of school including the risks of sharing content and images online and tackling bullying, including cyber bullying. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

Amwell View School will ensure that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

Digital Images

The use of digital images in schools is a complex area. The school has a clear and sufficiently detailed procedure which covers the taking and use of digital images and video of children and takes steps to ensure that it is understood and enforced.

Amwell View School recognises the importance and usefulness of including the children's use of technology within the classroom, such as an iPad. With this brings lots of opportunities for children across all age ranges to explore and learn in an explorative and creative way. The use of a technology item, such as an iPad, is likely to have a camera and children will be using the camera as part of their learning experience. However the use of iPad's and other tablet equipment can also present risks if children are left to use the equipment in an



unsupervised environment. It is therefore understood that the school will ensure that all usage of iPad's within the school will be supervised by an adult at all times.

Staff sign our ICT Acceptable Use Agreements. This includes a section for staff on the use of digital images and clarification about the position regarding the use of personal mobile phones/cameras for taking pictures. Where volunteers are supporting school staff, they should abide by the same rules as school staff as far as is reasonable.

Health and Safety

Amwell View School has a Health & Safety Policy which demonstrates the consideration we give to minimising any risk to the children when on the school premises and when undertaking activities out of school under the supervision of our staff. At all times there has to be appropriate staffing levels and when off-site, appropriate and agreed pupil / adult ratios are maintained. The lead adult always assesses visits/trips as to the level of risk and all trips are finally authorised by the Headteacher.

Our school has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

A copy of the Health and Safety Policy is available from the school website **Statutory School Policies** (amwell.herts.sch.uk).

Inclusion and Diversity

Some children may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Our school ethos promotes and accepts the differences between all children and adults. In practice this is about ensuring inclusion of individuals and treating them fairly and equally, no matter the diversity of their race, gender, age, disability, religion or sexual orientation.

Promoting equality and diversity in education is essential for both teachers and children. The aim is to create a classroom environment where all children can thrive together and understand that individual characteristics make people unique and not 'different' in a negative way.

In line with DfE's **Keeping Children Safe in Education** to ensure that all of our pupils receive equal protection, we will also give special consideration to additionally vulnerable groups (as outlined in our Child Protection Policy. Special consideration is also given in the provision of safeguarding information and resources in accessible formats for children and adults with communication needs.



Managing Allegations Against Staff & Volunteers

Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour and actions of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in **Hertfordshire** Safeguarding Children Partnership Inter-agency Procedures and Part 4 of '**Keeping Children Safe in Education**' are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The Hertfordshire LADO Service can be contacted on **0300 123 4043**.

Partnership with Other Services

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are part of the **Hertfordshire Safeguarding Children Partnership**. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Partnership with Parents

Amwell View School and Specialist Sports College is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

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. Amwell View School and Specialist Sports College 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 the Headteacher.

Safer Recruitment and Selection

Our recruitment process selects, screens, trains and supervises staff and volunteers so that the appointment of unsuitable people can be deterred and rejected from working with children.



A copy of the School's Safeguarding 'Safer Recruitment' Policy is available on the school website **Safeguarding (amwell.herts.sch.uk)**.

The School has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the Local Authority Designated Officer (LADO) and/or HR.

Our school also adhere to the guidance issued by The Department for Education in 2015 regarding persons who are disqualified under the Childcare Act 2006.

Safer Working Practice

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

The **Teachers' Standards** (DfE,2011) are augmented by standards of personal and professional conduct e.g. ethics and behaviour, in and out of school. Teachers are expected to 'uphold public trust in the profession by showing tolerance and respect for the rights of others, not undermining fundamental British values and ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability'.

All staff will be provided with a copy of our school's code of conduct/staff behaviour policy/handbook at induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

The guidance for safer working practice for those working with children and young people in education settings (Addendum April 2020).

Abuse of Position of Trust:

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person aged 18 or over intentionally to behave in certain sexual ways in relation to a child aged under 18, where the adult is in a position of trust in respect of the child, even if the behavior is consensual.



Security

The security measures put into place at Amwell View School and Specialist Sports College take into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our children and staff. A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this policy and shared with staff.

Access to buildings:

The school will take all reasonable efforts to control access to the buildings and grounds of the school to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the buildings are:

- Electronic gates with fob and key code access are at the front of the school grounds. The gates are controlled from the front office via an Intercom system to open for staff, visitors, contractors and deliveries.
- The pedestrian gate and front doors are controlled by the front office using an intercom system with camera.
- Access to the rear of the school grounds is via coded keypad electronic gates.
- Alarm system throughout the school with access keypads in various locations.

Visitors, contractors and maintenance personnel:

The control of visitors, contractors and maintenance personnel is a fundamental part of our site security policy for the safeguarding of both people and property.

Where the Governing Body transfers control or otherwise allows the use of school premises to external bodies (such as sports clubs) or service providers during or out of school hours, we will ensure that these bodies or providers have appropriate safeguarding policies and procedures, and that there are arrangements in place to co-ordinate with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.



5. Operation Encompass Safeguarding Statement

Amwell View School and Specialist Sports College is a part of Operation Encompass.

Operation Encompass is a national police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Violence and Abuse and which is in place in every police force in England and Wales.

Children were recognised as victims of domestic abuse in their own right in the 2021 Domestic Abuse Act.

Operation Encompass means that the police will share information with our school about **all** police attended Domestic Abuse incidents which involve any of our children PRIOR to the start of the next school day.

Once a Key Adult (DSL) and their deputies (DDSLs) have attended either an Operation Encompass briefing or completed the **online Operation Encompass Key Adult training** they will cascade the principles of Operation Encompass to all other school staff and Governors. All schools staff and Governors can undertake the online training.

Our DSL Neil Ward undertook training on 18/09/2023

Our DDSL Jane Connolly undertook training on 30/08/2023

Our DDSL Ellen-May Shipp undertook training on 18/09/2023

Our Safeguarding Link Governor Derek Goodall undertook training on 18/09/2023

Other members of staff who have completed the training:

▪ Amy Adams (Middle Leader)	06/09/2023
▪ Alex Cloona (Middle Leader and Staff Governor)	19/09/2023
▪ Abbey-Gayle Herridge (Middle Leader)	11/09/2023
▪ Suzie Horton (Administration – Safeguarding)	10/10/2023
▪ Aliesha Kent (Administration – Attendance)	06/10/2023
▪ Janet Warrington (School Business Manager)	22/08/2023

Our parents are fully aware that we are an Operation Encompass school and we ensure that when a new child joins our school the parents/carers are informed about Operation Encompass.

The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information.

As a staff we have discussed how we can support our children who are experiencing Domestic Violence and Abuse on a day-to-day basis and particularly following the Operation Encompass notification. We have used the Operation Encompass Handbooks to inform our thinking.

We are aware that we must do nothing that puts the child/ren or non-abusing adult at risk.

The Safeguarding Governor will report on Operation Encompass in the termly report to Governors. All information is anonymised for these reports.

We have used the Operation Encompass Key Adult Responsibilities checklist to ensure that all appropriate actions have been taken by the school.



6. Safeguarding Children with SEN

Amwell View School and Specialist Sports College is a maintained special school for pupils with severe learning difficulties, some with profound multiple and complex learning disabilities. 95% of our pupils are non-verbal. Pupils have severe learning difficulties, which means they will have little or no speech, find it difficult to learn new skills, need support with daily activities such as dressing, washing, eating and keeping safe.

Amwell View School knows our pupils can face additional safeguarding challenges and barriers, that can include:

- Assumptions that indicators of possible abuse, such as behaviour, mood and injury, relate to the child's impairment without further exploration.
- Assumptions that children with SEND can be disproportionately impacted by things like bullying – without outwardly showing any signs
- Communication barriers and difficulties
- Reluctance to challenge carers (professionals may over empathise with carers because of the perceived stress of caring for a disabled child)
- Disabled children often rely on a wide network of carers to meet their basic needs and therefore the potential risk of exposure of abusive behaviour can be increased
- A disabled child's understanding of abuse
- Lack of choice/participation
- Isolation

Schools Child Protection Policy, September, 2023

Studies have shown that children with SEND are 3.8 times more likely to be neglected or physically abused, 3.1 times more likely to be sexually abused and 3.9 times more likely to be emotionally abused. In fact, findings show that 31% of children with SEND suffer abuse compared with 9% of the rest of the population. Further to this, children with SEND are also at a higher risk of experiencing multiple abuses and of enduring multiple episodes of abuse.

In order to get help when they fear or experience abuse, we recognise and understand that children with SEND have significant additional barriers to overcome in comparison to their peers. These include:

- Some children may not recognise the abuse
- Children might not be able to ask for help
- The child may rely on their abuser to meet their needs – making it even more difficult to speak out
- Parents and professionals may miss signs of abuse/neglect, mistaking them as part of a child's condition
- Professionals working with children with SEND may not be trained to spot the signs of abuse and neglect
- Children with disabilities and their families may feel isolated or without support due to a limited number of accessible services, meaning they may not know where to find help
- Abusers may try to excuse their behaviour, blaming it on the difficulties of caring for a child with SEND



- Professionals who work to support parents' ability to meet their child's additional needs may overlook parental behaviours that are not adequate
- Child protection professionals might not have the specialised skills to properly communicate with the child, or to accurately assess or understand a disabled child's needs.

The Safeguarding Company (part of tes)

Amwell View School and Specialist Sports College has put measures in place to ensure the effective safeguarding of all pupils. This includes:

- An inclusive curriculum that is relevant and appropriate to meet the needs of all learners.
- Outstanding quality first social and emotional teaching through our whole school PSHE programme to teach children about how to keep themselves safe.
- Explicit teaching of all social and emotional skills through the PSHE and life skills curriculum
- Use of visual methods of communication to communicate when help is needed
- Working in partnership with parents and other professionals to build close relationships with them to offer bespoke support
- Establish links with external agencies (e.g. Social Care, Mental Health Support Team, CAHMS/PALMS, Tertiary Hospitals including Guys St. Thomas', The Maudsley and GOSH) to enable rapid identification of changes in behaviour and presentation and enable effective early intervention. The school promotes a multi-disciplinary approach and works closely with Speech and Language Therapists, Occupational Therapists, Children's Physiotherapists, school Nurses and Community Paediatrician.