

## Creating a Safeguarding Policy

Key Aspects of the policy will include:

- Purpose of the policy
- Mission Statement
  - Positive ethos
  - Child feel safe, secure and listened to
  - Staff/volunteers encouraged to talk about concerns
  - Staff understand in 'exceptional circumstances' they may report concerns directly to social care
  - Children who have been abused or are at risk of abuse are supported
  - Safeguarding issues are explored as part of the curriculum
- Reference to the Statutory Framework
  - Legal responsibilities and duties
  - Duty to share information
- Reference to the key statutory and non-statutory guidance
  - Working Together to Safeguard Children (2018)
  - Keeping Children Safe in Education (2019)
  - Information Sharing (2018)
- Roles and Responsibilities
  - Headteacher
  - Governing Body, Trustees or Proprietors
    - inc. the name of the Chair and Governor for safeguarding
  - Designated Safeguarding Lead (DSL)
    - inc. the names of at least two DSLs
  - Staff
  - Pupils
- Practical Advice
  - Signs and symptoms of abuse and neglect
  - Information about Female Genital Mutilation (FGM)
  - Information about Child Sexual Exploitation
  - Information about Sexual Violence and Sexual Harassment
  - Information about preventing radicalisation
  - How to report concerns, including names and points of contact
  - Dealing with disclosures

- Highlight areas of particular risk in the school/college, for example:
  - Physical intervention
  - Personal/Intimate care
  - Changing for PE and swimming
  - 1:1 working
  - Overnight stays
  - Boarding schools
  - Host families
- Record-keeping
  - appropriate use of electronic systems
  - keep securely, away from other pupil files
  - transfer of records
    - securely
    - separately to other pupil files
    - receipt obtained from receiving school
- Confidentiality
- Procedure for dealing with complaints and allegations about staff
- Procedure for dealing with complaints and allegations about the headteacher or proprietor
- Procedures for dealing with safeguarding allegations about another pupil
- Safer Recruitment Procedures
  - key points only; a separate policy would allow for greater detail
- Disclosure and Barring Service checks
- Whistle-blowing

The Safeguarding and Child Protection policy must be available on the school's website.

### **Staff Code of Conduct**

In addition to the Safeguarding and Child Protection policy, schools must have a staff Code of Conduct that outlines an acceptable level of staff behaviour. During their induction training, new staff must be given and have read:

- Staff Code of Conduct (inc. use of social media, and the Position of Trust Offence)
- The school's Safeguarding and Child Protection policy
- Keeping Children Safe in Education (2019) (Part One and Annex A)
- Behaviour Policy
- Procedures for children missing education

## Checklist for an effective Safeguarding Policy

Question	Yes/No
The policy should state the school's commitment to safeguarding and that it aims to create a culture of vigilance.	
The policy should be clear that pupils are taught about safeguarding Note that the Ofsted Inspecting Safeguarding Guidance from September 2019, now uses the phrase "recognise when they are at risk and how to get help when they need it"	
The policy should refer to the wider the importance of considering wider environmental factors in a child's life that may be a threat to their safety and/or welfare. This is known as Contextual Safeguarding and is referred to in Working Together to Safeguard Children (2018) and in Keeping Children safe in Education (2019)	
Some policies may include the legislation that covers safeguarding in schools, in which case the list must be up to date.	
The policy should outline the definitions, signs and symptoms of the four kinds of abuse and neglect.	
The policy should include the signs and symptoms of child sexual exploitation and include the statutory definition, published in February 2017.	
The policy should include information about the criminal exploitation of children, including 'county lines'.	
The policy should include the signs and symptoms of female genital mutilation (FGM).	
The policy should refer to the mandatory duty on teachers to report disclosures on FGM about a female under 18 personally to the police.	
The policy should refer to so-called 'Honour-based' Violence	
The policy should refer to Children Missing Education (CME) and the school's approach to tackling this issue. The policy should explain what the school does when children have poor attendance or are regularly missing. The policy should say that parents should ensure that the school has at least two emergency contacts for their child. <i>Further information can be found in 'Children missing education: statutory guidance for local authorities – September 2016'</i>	

<p>The policy should include the school's duties under the Counter Terrorism and Security Act 2015 (The 'Prevent Duty')</p> <p>[Note there is no requirement to have a separate policy for the Prevent duty, but schools in higher risk areas might wish to do so.]</p>	
<p>The policy should reflect the fact that children with special educational needs and disabilities can face additional safeguarding challenges.</p>	
<p>The policy should be clear about the school's response to peer-on-peer abuse, including incidents of 'sexting'.</p> <p>The policy should refer to the different types of peer-on-peer abuse</p> <p>Areas covered in the policy should state:</p> <ul style="list-style-type: none"> <li>• how peer-on-peer abuse will be dealt with</li> <li>• how the risk of peer-on-peer abuse will be minimised</li> <li>• how it will be recorded and investigated; and</li> <li>• how the victims and perpetrators will be supported.</li> </ul> <p>Reference should be made to the UKCCIS (now known as the UKCIS) Guidance: Sexting in schools and colleges, responding to incidents, and safeguarding young people (2017)</p>	
<p>The policy should define 'Private Fostering' and note that there is a mandatory duty to inform the local authority of children in such arrangements.</p>	
<p>The policy should set out the role of the Designated Safeguarding Lead</p>	
<p>The school has at least two Designated Safeguarding Leads and these are named in the policy, along with contact details.</p>	
<p>The school has a named governor for safeguarding who is identified in the policy, along with appropriate contact details. The policy should also name the person to whom concerns about the headteacher can be taken.</p>	
<p>The policy is clear that staff should promptly share their concerns in writing with the DSL and sets out the procedure for doing so.</p>	
<p>The policy should be clear that all verbal conversations should be promptly recorded in writing.</p>	
<p>There should be an identified single location for the delivery of concern forms and a clear method for alerting the DSL that a concern form has been raised.</p>	

It should be clear in the policy what to do if the DSL is not available.	
<p>The policy should be clear that any concerns about the conduct of other adults in the school should be taken to the headteacher (or the Designated Safeguarding Lead); and concerns about the headteacher should go to the Chair of Governors.</p> <p>In proprietor-led independent schools, concerns about the proprietor(s) to be taken directly to the local authority Designated Officer (LADO).</p>	
<p>The policy should be clear about the steps the DSL should take in order to refer a concern outside the school, eg. a social services enquiry or to the local authority Designated Officer (LADO).</p> <p>An up-to-date list of relevant names and contacts details should be included in the policy.</p>	
The policy should set out the training opportunities for staff in different roles; and the type and frequency of training.	
The policy should refer to Whistleblowing	
The policy should be self-contained and not rely on other documents to understand it. (Any appendices should be kept as part of the whole document.)	
The policy should have a publication date and a review date (not later than one year from publication). Typically, these dates are put on the front cover.	
<p>The policy should set out the other relevant documents all staff must have read:</p> <ul style="list-style-type: none"> <li>• Keeping Children Safe in Education (2019) [Part One]; and school leaders and staff that work directly with children should also read Annex A</li> <li>• Staff Code of Conduct</li> <li>• Safeguarding and Child Protection Policy</li> <li>• School's Behaviour Policy</li> <li>• School Policy for Children Missing Education</li> </ul> <p><i>[Although not statutory, it is useful to ask staff to be familiar with 'What to do if you're worried a child is being abused', as it contains excellent examples of the different types of safeguarding issues.]</i></p>	

<p>The policy should refer to confidentiality and the school's information sharing policy, which should be based on the guidance document 'Information sharing: advice for practitioners providing safeguarding services' (DfE, 2018). It will be useful to refer to the school's Data Protection Policy.</p> <p>It may be useful to quote the following statement from Keeping Children Safe in Education (2019), paragraph 78: 'The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe.' You may also wish to add the line from paragraph 80: 'This includes allowing practitioners to share information without consent...'</p>	
<p>In schools that work with children between 8 and 18 years old, the policy should say that the 'relationships and associations' that staff have in school and outside (including online), may have an implication for the safeguarding of children in the school. Where this is the case, the member of staff must speak to the school.</p>	
<p>The policy should refer to online safety. Whilst there is much to include, Keeping Children Safe in Education (2018) expects schools to be clear how they manage pupils' use of their own devices whilst in school.</p>	
<p>The current safeguarding and child protection policy should be available on the school's website</p>	