

Newbury Manor School



Safeguarding Procedure

September 2018

Safeguarding Procedures

This local procedures must be read alongside Priory's Safeguarding Children Policy OP06 and Safeguarding Adults OP08. Our policies and procedures reflect recent changes included in the updated government publications, including:

'Working Together to Safeguard Children (July 2018)' [Working Together to Safeguard Children: a guide to inter-agency working to safeguard and promote the welfare of children \(PDF\)](#)

Keeping Children Safe in Education (Sept 2018) [Keeping children safe in education: for schools and colleges](#)

Safeguarding is a comprehensive term that refers to the practices of Safeguarding Children and Adults at Risk. Previously this was referred to 'Child Protection and the Protection of Vulnerable Adults.'

At **Newbury Manor School** safeguarding is at the forefront of all that we do.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes

Definition from 'Working Together to Safeguard Children 2018'

Newbury Manor School fully recognises its responsibilities for the safeguarding of all vulnerable young children, young people and adults at risk. As a member of staff, a volunteer, a partner or a visitor, working with these potentially vulnerable young people, it is your duty to act upon, and report any safeguarding concern. It everyone's responsibility to protect young people and to keep them safe.

All concerns **must** be reported to one of your Designated Safeguarding Leads and not discussed with any other member of staff. The Designated Safeguarding Lead and their team will then make a decision regarding the next steps.

Designated Safeguarding Lead – Maria Harman – Head Teacher – 07834 524696

Regional Safeguarding Lead – Andy Holder – Operations Director – 07812 600071

Managing Director – John Steward – 07715 059979

Newbury Manor School is in a local cluster of services, all of whom have Designated Safeguarding Leads, who can also be contacted, if needed. Contact details can be found within their individual local procedures, which are published on their websites.

In the event that you have a safeguarding concern, which requires immediate and urgent action. For example, if someone is in immediate risk of harm or abuse (and you are unable to make contact with any of our Designated Safeguarding Leads), then you should contact either:

- ✓ Somerset Direct (Somerset Children and Young People's Services, Referral Team) – 0300 123 2224
- ✓ Somerset Adult Social Care on 0300 123 2224
- ✓ **If it is an emergency always contact the police by dialling 999**
- ✓ If it is not an emergency and you want to talk with the police, dial 101

✓ Somerset Out of Hours Emergency Duty Team Service – 0300 123 2327

You will be able to discuss your concerns. If you report your concern through one of these alternative routes, you must still notify the DSL as soon as possible.

Reports to the Police for any safeguarding concerns should be made via:

- Emergencies dial 999
- For non-emergencies dial 101

Points to consider

Our policy and procedure applies to all adults involved with supporting our young people, and should be used in conjunction with other Priority Group documentation, as well as statutory documents such as Keeping Children Safe in Education (2018) and Working Together to Safeguard Children (2018).

Key themes include:

- Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children and young people.
- Raising awareness of safeguarding issues and equipping children and young people with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting safeguarding concerns
- Ensuring that children and young people who are at risk or have previously been a victim of abuse are supported effectively in accordance with their individual circumstances and needs.
- Establishing an environment where children and young people feel safe, are safe, make progress and thrive.

We recognise that because of the day-to-day contact with children and young people all adults are well placed to observe safeguarding risks and concerns. The **school** will therefore:

- Establish and maintain an environment where children and young people feel secure, are encouraged to communicate, and are 'listened' to, in line with their own individual communication needs.
- Ensure children and young people know that there are adults in the **college** whom they can approach if they are worried.
- Include opportunities for children and young people to develop the skills they need to recognise and stay safe.
- Ensure children and young people are keeping themselves safe online.
- Offer a curriculum that supports our children and young people to learn about global, national and local safeguarding themes so that they can be safe, responsible citizens and to make a positive contribution.

We will follow the procedures set out by Somerset Safeguarding Children Board (SSCB) and South West Child Protection Procedures (<https://sscb.safeguardingsomerset.org.uk>) for our young people and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a Designated Safeguarding Lead (DSL) for protection of vulnerable young people who has received appropriate training and support for this role.
- Ensure every member of staff; agency worker or volunteer knows the name of the DSL person/s responsible for safeguarding/child protection and their role in protecting our children and young people from abuse.
- Ensure all adults understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated members of staff responsible for protection of vulnerable young people.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding protection of vulnerable people including attendance at case conferences.

- Keep written records of concerns, actions and outcomes about children and young people.
- Ensure all records are kept securely; separate from the main file for pupils, and in locked locations.
- Where an allegation is made against a member of staff or volunteer we will follow the South West Child Protection Procedures.
- Ensure safer recruitment practices are always followed.

We recognise that young people/adults at risk who are abused, or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. Our setting may be the only stable, secure and predictable element in the lives of young people at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through:

- The **school** ethos, which promotes a positive, supportive and secure environment and gives children and young people a sense of being valued.
- The **school** code of conduct on bullying and positive behaviour policy is aimed at supporting vulnerable children and young people in the **school**.
- Liaison with other external agencies that support the children and young people. Ensuring that, where a young person leaves, any safeguarding information is transferred to the new setting immediately. Ensuring there is unconditional high regard towards all children and young people from all staff

Managing Disclosures – Dos and Don'ts

Do

- Be accessible
- Listen carefully
- Take it seriously
- Reassure the child/adult, e.g. that they are right to tell you
- Say what you will do next
- Consult immediately with one of your Designated Safeguarding Leads
- Make clear and concise Records

Don't

- React strongly to what you're told, e.g. "that's disgusting", pull faces when you find something upsetting, unpleasant
- Jump to conclusions or speculate
- Tell the young person/adult at risk you will keep it a secret
- Ask leading questions
- Make a promise you can't keep
- Stop a child/adult who is freely speaking
- Be judgemental

Recording Guidelines

The following should serve as a guideline of how to write and what to include in a written report following a disclosure made to you by a student. If you ever need to provide such a written report, ensure that it includes all of the following:

- Write in black ink (your report may be used in a Court of Law)
- Make sure your record is legible and is on a clean piece of paper, preferably a 'safeguarding concern form.'
- State what was occurring prior to the disclosure (scene, setting, who was present)
- State the setting when the actual disclosure was made (scene, setting, who was present)
- State the names of anybody else who witnessed the disclosure, staff, learners, others

- Include an action plan of what you will do next, e.g. “I will report this to our designated safeguarding lead...”
- Your record states your decision about who to share the disclosure with and reflects the fact that you have told the student this information
- Any error or amendment has one line struck through it and is annotated by you the author of the report (the original words must remain legible)
- There aren't any abbreviations, slang or jargon
- The date and time of the written report is clearly written on the record
- The date and time of when the actual disclosure was made is clearly written on the record
- As the author you sign the record and also clearly print your name and your job title
- Judgements and assumptions are not made but you may state your professional opinion, but you must distinguish between fact and your opinion/judgement, e.g. state “In my professional opinion the bruise was not caused by accident even though that is what the student states”.

Contact Details

For local guidance and information on child protection and safeguarding refer to the Local Safeguarding Children Board - South West Safeguarding and Child Protection Procedures (<http://www.somerset.gov.uk/childrens-services/safeguarding-children/report-a-child-at-risk/>) or <http://www.somerset.gov.uk/adult-social-care/safeguarding/report-an-adult-at-risk/>

Allegations against Members of Staff

Any allegations that are made against members of staff must be reported immediately to the Designated Safeguarding Lead (DSL) unless the allegation in anyway implicates or concerns that person.

In this situation adults must contact the Regional Safeguarding Lead (Andy Holder, Operations Director – 07812 600071) or Managing Director (John Steward - 07715 059979). Any allegations involving members of staff must be reported by the school to the Local Authority Designated Officer (LADO), Anthony Goble (as at 23rd August 2018), who can be contacted via Somerset Direct on 0845 345 9122 to report any allegations and/or to discuss what steps should be taken to investigate the issue.

A guide for staff and volunteers who work with children and are faced with an allegation of abuse – https://www.proceduresonline.com/swcpp/somerset/p_alleg_against_staff.html

In the event that an allegation is made against a member of staff they will be instructed not to discuss or communicate with other members of staff. This is because any discussion could jeopardise the investigation

What you need to do to report abuse about an Adult at Risk

Owing to **Newbury Manor School** being registered to support young people between 7 and 19 years of age, it is very possible that a student on our role will be 18 or over and is an adult. As a result, the school's policy and procedures include guidance for safeguarding adults and adults are trained and made aware of any updates accordingly. Staff are aware that they should follow procedures around passing information with the DSL as detailed above.

If the adult is in immediate danger or in need of medical attention or if a crime has been committed contact the Emergency Services - Police and/or Ambulance Service.

If you are concerned that an adult at risk is being harmed, or neglected, or exploited, you should ring Somerset County Council on 0300 123 2224 or Police out of hours telephone number 101. **If it is an emergency always contact the police by dialling 999**

For further advice on safeguarding Adults at Risk please refer to the Government advice:

<https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults>

The following website offers advice on safeguarding adults within Somerset. (<http://www.somerset.gov.uk/adult-social-care/safeguarding/report-an-adult-at-risk/>)

Priory Education Services have comprehensive policies that reflect all government guidance and advice. In order to ensure that this guidance and advice is implemented at site level, Newbury Manor undertakes the following training, support and guidance with its staff

- ✓ Safeguarding induction programme for new staff and other visitors who will be involved in supporting and working with young people.
- ✓ Safeguarding concern forms available electronically and in paper copy to all adults working or supporting at Newbury Manor.
- ✓ Sign in leaflets to prompt visitors and to advise them of who is DSL, and how they can report a concern.
- ✓ A six hour induction training programme delivered by skilled facilitators to all new staff.
- ✓ Annual updates to all staff.
- ✓ Regular themed training on specific safeguarding topics. This is tailored to reflect local themes – cuckooing / county lines/PREVENT/CSE sexting & E-safety/substance use/missing from education and care/sexualisation and sexually harmful behaviours/trafficking
- ✓ Quizzes are used as part of training to ensure staff have understood the material.
- ✓ Weekly safeguarding briefings sent to all staff
- ✓ DSL attends safeguarding meetings in Somerset. This providing links and promoting multi agency working
- ✓ DSL subscribes to national safeguarding resources (NSPCC, Safeguarding Pro) and these weekly briefings are shared with the school team
- ✓ DSL meetings in the cluster for peer case review for support and challenge.
- ✓ A proactive and strong approach to use of mobile phones within school

Date Written 13/04/2015

1st Review 05/09/2016

2nd Review 01/09/2017

Rewritten 03/09/2018

Frome Cluster Safeguarding Team