

Kings Safeguarding Children Policy 2012

All Kings' policies, including this Safeguarding Policy, will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Date	Review Date	Coordinator	Nominated Director
28/11/11	28/11/12	PRINCIPAL	NIGEL PAMPLIN

We have a statutory duty to safeguard and promote the welfare of children as described in Section 175 of the Education Act 2002 and we have due regard to the guidance 'Safeguarding Children and Safer Recruitment in Education DfES 2007' as the safety and protection of students is of paramount importance to everyone in this school.

We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of students by creating a positive school atmosphere and through our teaching and learning, pastoral support and care for both students and school personnel, training for school personnel and with working with parents.

We recognise that the safety and protection of students is the responsibility of all school personnel and volunteers as they are in a unique position to notice injuries, marks or bruises when students are undertaking certain activities which might indicate a student has been abused. We believe that we must report and investigate all injuries for the safety and protection of the students in our care.

We are committed to establishing and maintaining an ethos where students and parents feel secure in being able to talk confidently to school personnel about any concerns or fears they may have knowing that they will be taken seriously.

We will ensure that the curriculum deals with safeguarding through activities and opportunities in PSHE that will equip the student with the necessary skills and awareness to stay safe from abuse. We are committed in establishing and maintaining procedures for safer recruitment and sound working relationships with parents and support agencies

We believe '....safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying...medical needs of children....providing first aid, school security, drugs and substance misuse, etc.' (Safeguarding Children and Safer Recruitment in Education DfES 2007) (see Related Safeguarding Policies)

We wish to consult our students and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.¹

¹ United Nations, (1989) *Convention on the Rights of the Child –Chapter IV Human Rights*, United Nations 2012, <http://treaties.un.org>, accessed 09.02.12

² The Department for Education, (2006) *Safeguarding Children and Safer Recruitment in Education DfES 2007*, <https://www.education.gov.uk/>, accessed 09.02.12

Aims

- to have in place training and nominated members of staff to ensure that we meet our responsibilities for safeguarding and promoting the welfare of students
- to have in place additional policies which support our commitment to safeguarding our students
- to organise and update training regularly to maintain the level and practice of Safeguarding in our schools
- to be aware of the Local Children's Safeguarding Board and refer to them if required for training and advice as and when necessary

Procedure

<p>Role of the Board of Directors</p>	<p>The Board:</p> <ul style="list-style-type: none"> ▪ has in place a Child Protection Policy and other related procedures; ▪ has appointed the Principal to act as the Designated Teacher for child protection; ▪ has nominated the Principal to appoint a Child Protection Officer; ▪ has nominated the Principal to liaise with the Child Protection Officer; ▪ nominated the Director of Admissions to visit the school regularly, to liaise with the Principal and Child Protection Officer and to report back to the Board of Directors; ▪ has delegated powers and responsibilities to the Principal to ensure everyone connected with the school is aware of and complies with this policy; ▪ has in place safe recruitment procedures; ▪ has in place procedures to deal with allegations of abuse against members of staff and volunteers; ▪ has nominated appropriate (a) director(s) to receive Child Protection appropriate training; ▪ has nominated the Principal to undertake appropriate training about the ways of safeguarding children; ▪ will annually review all safeguarding policies and procedures; ▪ has responsibility for the effective implementation, monitoring and evaluation of this policy
<p>Role of the Principal (as Designated Teacher)</p>	<p>The Principal (as Designated Teacher) will:</p> <ul style="list-style-type: none"> ▪ ensure the implementation of this policy; ▪ nominate a Child Protection Officer; ▪ nominate a Deputy Designated Teacher; ▪ work closely with the Deputy Designated Teacher and the Child Protection Officer on child protection; ▪ ensure everyone connected with the school is aware of this policy; ▪ ensure adequate resources exist for the Designated Teacher to undertake his/her role; ▪ undertake training in safeguarding and child protection; ▪ keep up-to-date will all new guidance on safeguarding children; ▪ investigate and deal with all cases of suspected or actual problems associated with child protection; ▪ provide counseling if necessary for any affected school personnel; ▪ keep all school personnel up to date with any changes to procedures;

	<ul style="list-style-type: none"> ▪ organise appropriate training for all school personnel and Directors and include training as part of staff induction; ▪ ensure all safeguarding policies and procedures are fully implemented; ▪ ensure CRB checks are undertaken for everyone working with children in the school; ▪ ensure that all school personnel and volunteers are able to highlight improvements to the safeguarding policies and procedures; ▪ monitor the effectiveness of this policy; ▪ meet annually with the Director of Admissions and Child Protection Officer to review the effectiveness of the policy ▪ with the Child Protection Officer, undertake student consultation to obtain feedback on this policy
<p>Role of the Director of Admissions</p>	<p>The Director of Admissions will:</p> <ul style="list-style-type: none"> • regularly visit the school's Child Protection Officer and Principal to ensure the policy is implemented effectively; • report back to the Board of Directors
<p>Role of the Child Protection Officer</p>	<p>The Child Protection Officer will:</p> <ul style="list-style-type: none"> ▪ ensure the implementation of this policy; ▪ ensure everyone connected with the school is aware of this policy; ▪ record information on any reported concerns; ▪ undertake training in safeguarding and child protection; ▪ investigate and deal with all cases of suspected or actual problems associated with child protection; ▪ keep up-to-date with all new guidance on safeguarding children; ▪ keep all school personnel up-to-date with any changes to procedures; ▪ with the Principal, undertake student consultation to obtain feedback on this policy; ▪ survey the students annually on the policy; ▪ work closely with the Designated Teacher and Deputy Designated Teacher; ▪ annually review the policy with the Principal (Designated Teacher) and Director of Admissions <p>Every year the Child Protection Officer will ask the views of all students by issuing a questionnaire as part of regular feedback and asking:</p> <ul style="list-style-type: none"> ▪ Do they feel safe in school? Why? ▪ What does 'Safeguarding' mean? ▪ Are they aware of basic safeguarding procedures in school? ▪ Are students aware of how to keep themselves safe? ▪ Do they know who to go to if they are concerned about their own safety or that of others? ▪ Are they aware of 'e-safety' and how to keep themselves safe when using the internet? ▪ Do they know how to keep themselves safe outside school??
<p>Role of School Personnel & Volunteers</p>	<p>School personnel and volunteers will:</p> <ul style="list-style-type: none"> ▪ be made aware of this policy and all other safeguarding policies and

	<p>procedures during induction, the staff handbook and training;</p> <ul style="list-style-type: none"> ▪ be aware of the names of the designated teachers; ▪ be trained in identifying signs of harm and abuse; ▪ undertake training on responding to a student; ▪ know how to report any suspected case of harm or abuse; ▪ respond immediately to any student; ▪ know what to do if a student makes a disclosure; ▪ receive support and counselling if they feel distressed from being involved with a case or incident; ▪ be kept up-to-date with changes in procedures; ▪ be prepared to attend a Strategy Meeting if required; ▪ be prepared to attend a Child Protection Case Conference;
<p>Role of Students</p>	<p>Students must be made aware of:</p> <ul style="list-style-type: none"> ▪ basic safeguarding procedures in school such as visitors signing in and wearing visitor badges; ▪ how to keep themselves safe; ▪ annual surveys that will be undertaken on their safeguarding as part of a regular student feedback system in school.
<p>Student Consultation</p>	<p>Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.</p> <p>The methods will include:</p> <ul style="list-style-type: none"> • A Student Forum (which will meet regularly and also be consulted by the Principal) • An appointment system and means of contact with the Principal and key staff members • Operating an 'open door' policy in school whenever possible • Student Questionnaires (on a variety of matters relating to the school and/or and social issues) • Open Class discussion (on a variety of matters relating to the school and/or and social issues) • Suggestion Box (allowing anonymity if desired) <p>Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.</p> <p>A separate policy exists for student consultation which explains these processes in more detail.</p>
<p>Role of Parents (if parents are the fee payers)</p>	<p>Parents/Guardians/Parents' representatives are:</p> <ul style="list-style-type: none"> ▪ asked to work with the school to establish good home-school relationships; ▪ aware that we have a responsibility for the welfare of all our students; ▪ aware that we have a duty to involve Social Services if we have any concerns about a child;

	<ul style="list-style-type: none"> ▪ aware they will be informed of our actions <p>Annually we will ask parents if:</p> <ul style="list-style-type: none"> ▪ they have any concerns about the safety of their child when in school; ▪ they feel enough time is given for children to learn how to keep safe; ▪ they know who talk to if they have any concerns; ▪ they feel their views are listened to and acted upon
Reporting to the Designated Teacher	<p>All concerns about a student's well-being, with reference to the categories outlined in the school's Child Protection Policy, must be reported and discussed immediately.</p> <p>The Designated Teacher will decide the appropriate action.</p>
Recording Information	<p>School personnel and volunteer helpers are asked to record any concern or incident in a confidential Safeguarding Incident File in the following way:</p> <ul style="list-style-type: none"> ▪ Date ▪ Time ▪ Place ▪ Nature of the concern ▪ All facts ▪ Observed injuries and bruises ▪ The actual words of the student ▪ Sign the notes and hand to the Designated Teacher
Support	<p>School personnel and volunteer helpers who feel distressed from being involved with a case or incident will receive support and counselling.</p>
Case Conferences and Core Group Meetings	<p>The Designated Teacher will attend:</p> <ul style="list-style-type: none"> ▪ all Child Protection Case Conferences with the appropriate member of staff; ▪ all Core Group meetings once a student has been placed on the Child Protection Register
Training	<p>Training will take place for school personnel, volunteer helpers and Directors where appropriate:</p> <ul style="list-style-type: none"> ▪ on induction to the school ▪ throughout the academic year
Criminal Record Bureau Checks	<p>All staff are CRB checked at the school at which they work. Their CRB check is considered valid at all Kings schools, both in the UK and the USA. Therefore staff providing training, attending training, giving lectures or visiting any other of the Kings schools for any other purpose will not need a further check.</p> <p>Marketing and recruitment staff are ID and CRB checked at their 'host' school and are able to visit and work at all other Kings schools without a further check being required.</p>

	<p>Staff working in the Central Marketing Unit who visit schools and have contact with students are required to undergo ID and CRB checks at one of the schools and these checks will be accepted by all Kings schools.</p> <p>Enhanced disclosures will be applied to all Kings staff and confirmation of enhanced CRB check status will be obtained for staff contracted by Kings, such as transport or catering support services.</p> <p>CRB disclosures will not be applied to the following as they will have very little, if any, contact with students without the supervision of CRB-checked staff, or as they will access the school premises outside school hours:</p> <ul style="list-style-type: none"> • Evening Cleaning Staff • Evening Maintenance Staff
<p>Related Safeguarding Policies</p>	<p>We recognise that thorough and effective safeguarding of our students requires comprehensive and detailed procedures. With this in mind, the following specific policies have been written:</p> <ul style="list-style-type: none"> • Kings Admissions and Attendance Register Policy 2012 • Kings Attendance Policy 2012 • Kings Anti-Bullying Policy 2012 • Kings Behaviour and Discipline Policy 2012 • Kings Child Protection Policy 2012 • Kings Designated Teacher Policy 2012 • Kings Equality Policy 2012 • Kings E-Safety Policy 2012 • Kings First Aid Policy 2012 • Kings Hygiene Policy 2012 • Kings Recruitment Policy 2012 • Kings Sex and Relationships Education Policy 2012 • Kings Sickness and Medicines Policy 2012 • Kings School Trips and Activities Policy 2012 • Kings School Security and Intruders Policy 2012 • Kings Student Confidentiality Policy 2012 • Kings Visitors and Contractors Policy 2012
<p>Associated Policies and Publications</p>	<p>This policy has been written with reference to and in accordance with the following policies and publications:</p> <ul style="list-style-type: none"> • Kings Student Handbook 2012-2013 • Kings Staff Handbook • Kings HR Manual • The published Aims and Ethos of the School • Kings Strategic Objectives 2012-2015 • Safeguarding Children and Safer Recruitment in Education (DfES, 2007)
<p>Monitoring the Effectiveness of the Policy</p>	<p>The effectiveness of this policy will be reviewed annually, or when the need arises, and the necessary recommendations for improvement will be made to the Board of Directors.</p>

Principal:		Date:	
Chair of Board of Directors:		Date:	

Safeguarding Children Policy Appendix A:

Annual Declaration of Safeguarding for Kings **LOCATION School:
Safeguarding Children Policy **2012****

Date	Review Date	Coordinator	Reviewer
28/11/11	28/11/12	PRINCIPAL	PRINCIPAL

This Appendix A to the Safeguarding Policy contains information which is specific to Kings School **LOCATION** and will be reviewed and updated **annually** by the Principal as Designated Teacher.

Date of Last Declaration:	00/00/12
The Name of the current Designated Teacher:	NAME
The Designated Teacher has received the necessary Child Protection Level 3 Training to perform his or her role:	YES/NO
Date Next Child Protection Training update due:	00/00/12

The Names of the current Deputy Designated Teachers:	NAME NAME
The Deputy Designated Teachers have received the necessary Child Protection Level 3 Training to perform their role:	YES/NO
Date Next Child Protection Training update due:	00/00/12

The Name of the current Child Protection Officer:	NAME
The Child Protection Officer has received the necessary Child Protection Level 3 Training to perform his or her role:	YES/NO
Date Next Child Protection Training update due:	00/00/12

Date of Last Level 1 Safeguarding Training for all staff:	00/00/12
Trainer/Provider on behalf of Local Education Authority:	NAME
Confirmation of training provided for all staff follows this document as Appendix _.	B
Copies of notes supplied with the Child Protection Training Level 1-3 follows this document as Appendix _.	C.
The next Safeguarding Training is scheduled for DATE with the LOCATION Local Authority. Confirmation of this follows this document as Appendix_.	D.
Name of Local Authority Contact The contact details of the Local Authority and Child Protection Training provider are as follows:	NAME ADDRESS PHONE CONTACT DETAILS EMAIL ADDRESS
Local Authority Safeguarding Guidance The official Safeguarding Guidance provided by the Local Authority follows this document as Appendix _.	B
Reporting incidents to the ISA The School agrees to report any incident to the ISA (Independent Safeguarding Authority) within one month of its occurrence.	YES/NO
Number of incidents In the last 12 months, the number of incidents have been reported to the ISA is:	0
In the last 12 months an annual survey of the students by the Child Protection Officer on safeguarding and safety in the school (as described in the Policy) has been conducted.	YES/NO

Date of last Survey:	00/00/12
Comments on the results will be included at the end of this document, as part of policy review.	YES/NO
The Policy conforms with the latest versions of any regulations and guidelines referenced in the Policy document.	YES/NO
Students, host parents, parents' representatives and parents are aware of relevant information regarding the latest policy through the Student Handbook, the online policies and the Parents' Handbook respectively.	YES/NO
Annual student consultation on the policy has taken place on (date).	00/00/12
<p>Monitoring the Effectiveness of the Policy</p> <p>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</p> <p>Comments or recommendations for changes should be summarised below:</p>	
Empty space for comments or recommendations	

Coordinator:	_____	Date:	00/00/12
Principal:	_____	Date:	00/00/12
Name of School:	Kings School LOCATION		
Next Review Date:	00/00/13		