



Isle of Man Department of Education  
St John's School

Safeguarding Policy

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### **AIMS OF THIS POLICY**

- To ensure that children are effectively safeguarded from the potential risk of harm at St Johns School and that the safety and wellbeing of the children is of the highest priority in all aspects of the school's work.
- To help the school maintain its ethos whereby staff, pupils, parents and governors feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

### **PURPOSE OF THIS POLICY**

To ensure that all members of the school community...  
...are aware of their responsibilities in relation to safeguarding and child protection.  
...know the procedures that should be followed if they have a cause for concern.  
...know where to go to find additional information regarding safeguarding.  
...are aware of the key indicators relating to child abuse.  
...fully support the school's commitment to safeguarding and child protection.

**The school Safeguarding Policy should also be read in conjunction with the Child Protection and the C.P policies, procedures and guidelines produced by the Department of Education and Children and the Isle of Man Safeguarding Children Board which can be accessed at: <http://www.isleofmanscb.im>**

## **1 PRINCIPLES**

- 1.1 We have a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the DESC at all times.
- 1.2 This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse concerns when they arise.
- 1.3 We believe that every child and young person has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.
- 1.4 We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extracurricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.
- 1.5 The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The school hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.
- 1.6 Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.
- 1.7 In our school, if there are suspicions that a child's physical, sexual or emotional well-

being is being, or is likely to be, harmed, or that they are being neglected, appropriate action will be taken in accordance with the Child Protection procedures issued by Isle of Man Safeguarding Board .

1.8 As a consequence, we

- assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process;
- accept totally that safeguarding children is required and is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities.
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Governing body.
- will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions.
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for coordinating action within the school and liaising with other agencies; **Mrs Tracy Willoughby** is Designated Safeguarding Lead. **Mr Matthew Callister** is the Designated Deputy Lead.
- ensure (through the Designated Safeguarding Lead) that all staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by the IoM DESC
- will share our concerns with others who need to know, and assist in any referral process.
- will ensure that all members of staff and volunteers who have a suspicion or concern that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated Safeguarding Lead, who will refer on to other agencies in accordance with the procedures issued by the DESC.
- will safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, cyber bullying or Internet technologies
- will ensure that all staff are aware of the Child Protection Procedures established by the Isle of Man Safeguarding Children Board and, where appropriate, the DESC, and act on any guidance or advice given by them.
- will ensure through the recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children.
- will act swiftly and make appropriate referrals to the DESC where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

## **2 DESIGNATED SAFEGUARDING LEAD IN SCHOOL**

2.1 The Designated Safeguarding Lead for safeguarding and child protection in this school is: **Mrs Tracy Willoughby**

2.2 In their absence, these matters will be dealt with by the Deputy Designated Safeguarding Lead: **Mr Matthew Callister**

2.3 The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors when they may have child protection concerns to discuss.

### **2.4 The school recognises that:**

- the Designated Safeguarding Lead need not be a teacher but must have the status and authority within the school management structure to carry out the duties of the post – they must therefore be a senior member of staff in the school.
- all members of staff (including volunteers) must be made aware of who this person is and what their role is.
- The Designated Safeguarding Lead will act as a source of advice and coordinate action within the school over child protection cases
- The Designated Safeguarding Lead will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- They should possess skills in recognising and dealing with child welfare concerns.
- Appropriate training and support should be given.
- The Designated Safeguarding Lead is the first person to whom members of staff report concerns.
- The Designated Safeguarding Lead is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures.
- The Designated Safeguarding Lead is not responsible for dealing with allegations made against members of staff, unless the Designated Safeguarding Lead is also the Headteacher.
- The Designated Safeguarding Lead will also ensure that the school is represented at Child Protection Conferences and that the required reports are written and available within the appropriate timescales.

### **2.5 To be effective they will:**

- Act as a source of advice, support and expertise within the school and be responsible for coordinating action regarding a request for service by liaising with the Children and Families Division of the Department of Social Care and other relevant agencies over suspicions that a child may be suffering harm.

- Cascade safeguarding advice and guidance.
- Where they have concerns that a request for service has not been dealt with in accordance with the child protection procedures, they can discuss this with the Head of Safeguarding and Welfare/members of the Safeguarding Unit and consider what needs to happen next.
- Ensure each member of staff and volunteers at the school, and regular visitors (such as trainee teachers and supply teachers) are aware of and can access readily the Child Protection and Safeguarding Policy.
- Liaise with the DESC safeguarding lead to inform them of any safeguarding issues and ongoing investigations.
- Ensure that this policy is updated and reviewed regularly.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.
- Ensure parents are aware of the Child Protection Policy in order to alert them to the fact that the school may need to make referrals of concerns to Children's Social Care. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Where children leave the school roll, ensure any child protection file is transferred to the new school as soon as possible. Both schools should sign a form to confirm the handover of the records, both schools should retain a copy of the transfer form.
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for children missing education.

2.6 The Designated Safeguarding Lead also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case. (Training is every two years.)
- Have a working knowledge of how Isle of Man Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Attend any relevant training courses or workshops and then ensure that any new or key messages are passed to others as appropriate.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated Safeguarding Lead immediately.

### **3 RECRUITMENT**

3.1 In order to ensure that children are protected whilst at this school, we will ensure that our staff are carefully selected, screened, trained and supervised.

3.2 We accept that it is our responsibility to follow the guidance set out in DESC guidance

### **4 VOLUNTEERS**

4.1 We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children. For this reason, any volunteers in the school will work within sight of the classroom / teacher / Support Staff member and will not be left with a child on a one to one basis.

### **5 INDUCTION & TRAINING**

5.1 All new members of staff will receive induction training, which will give them an overview of the organisation and ensure they know its purpose, values, services and structure, as well as how to identify and report abuse, child protection concerns within the appropriate levels of confidentiality.

5.2 All new staff at the school will receive child protection training and given access to the Safeguarding and Child Protection policy on starting their work at the school.

5.3 All staff will be expected to attend training on safeguarding children and this will enable them to fulfil their responsibilities in respect of child protection effectively. The school will provide access to this training and new staff will also as part of their induction.

5.4 All Staff will attend refresher training every two years, and the Designated Safeguarding Lead every two years.

5.5 Staff visiting the school for short periods of time e.g. 1 day supply cover, will receive information in relation to safeguarding children and the procedures they must follow.

5.7 All NQTs and students are expected to have completed the Safeguarding awareness training prior to commencing their employment.

### **6 DEALING WITH CONCERNS**

6.1 It is not the responsibility of any member of staff or volunteer to investigate any suspicions or concerns that a child/young person is at risk of or is suffering significant harm.

6.2 Their concerns should be reported to the Designated Safeguarding Lead immediately and should also be recorded using the school's Cause for Concern documentation.

6.3 A Cause for Concern is an action, observation or discussion that makes you feel anxious about the safety or wellbeing of a child.

6.4 All causes for concern must be recorded on the Cause for Concern record and must be passed to the Designated Safeguarding Lead immediately.

- 6.5 The Designated Safeguarding Lead will decide on the appropriate actions, completing the section 'For designated teacher use' on the Cause for concern form.
- 6.6 The Designated Safeguarding Lead will consider if the issue needs to be passed to another agency.
- 6.7 A Child Protection file may also be raised in line with the policy and direction issued by the DESC.
- 6.8 All discussions, telephone calls and meetings in relation to the child/young person should be noted.

## **7 CONFIDENTIALITY and INFORMATION SHARING (refer to the School Confidentiality and Information Sharing Policy)**

- 7.1 The school, and all members of staff at the school, will ensure that all data about students is handled in accordance with the requirements of the law, and any national and local guidance.
- 7.2 Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.
- 7.3 Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated Safeguarding Lead.

## **8 PHYSICAL CONTACT AND RESTRAINT**

- 8.1 Members of staff may have to make physical interventions with children. Members of staff will only do this in line with school behaviour policy. Handling should be seen as a last resort after all deescalation techniques have failed and the health and safety of pupils is put at risk.
- 8.2 All relevant staff should have undertaken Team Teach training and interventions should be in accordance with the Team Teach principles.

## **9 ALLEGATIONS AGAINST MEMBERS OF STAFF**

- 9.1 If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:
- Possibly committed an offence against or related to a child
  - Behaved in a way that has harmed or may have harmed a child
  - Behaved towards a child in a way which indicates s/he would pose a risk of harm if they worked regularly or directly with children.

- 9.2 The allegation will be dealt with in accordance with guidance and agreements, as implemented locally by the DESC.
- 9.3 The head teacher, rather than the designated member of staff will handle such allegations, unless the allegation is against the head teacher, when the chair of governors will handle the school's response.

## **10 BEFORE AND AFTER SCHOOL ACTIVITIES**

- 10.1 Where the school transfers control of the use of the school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures in place, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies. DESC lettings will oversee such arrangements

## **11 CONTRACTED SERVICES**

- 11.1 Where the DESC contracts its services to outside providers, they will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

## **12 PROVISION TO HELP PUPILS STAY SAFE**

- 12.1 Safeguarding permeates through all aspect of the wider school curriculum. The following examples are not exhaustive but give a flavour for how safeguarding is promoted at St Johns Primary School.

**PSHE** - Through PSHE our children learn to engage with others in a safe and mutually respectful way. Our anti-bullying policy is reinforced regularly in class session and in assemblies. Pupils who have particular needs or difficulties in these areas are supported by a range of social and emotional support strategies and programmes, as well as receiving additional individual support from parents and staff. Initiatives such as School Council along with highly effective work with other agencies (e.g Childline) ensure that children are well-placed to keep themselves and other children safe in their everyday lives.

## **13 IMPLEMENTATION, MONITORING, EVALUATION AND REVIEW**

- 13.1 All adults in school will receive a copy of the Safeguarding and Child Protection Policy and will be asked to sign to say that they have read and agree to follow its procedures. It will be discussed at least annually at staff meetings. Safeguarding (causes for concern) will be a regular agenda item at Staff Team Meetings.
- 13.2 The effectiveness of the policy will be reviewed and evaluated by the school's SMT and the Governing Body annually in light of any specific incidents or changes to local/national guidance.



13.3 The Headteacher will report on safeguarding matters through the report at each full governing body meeting.

This policy should be read in conjunction with the school's Child Protection Policy, Behaviour Policy and the Anti-Bullying Policy.

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