



## **Safeguarding Policy**

<b>Start Date:</b>	<b>Autumn 2024</b>
<b>Date of Next Review:</b>	<b>Autumn 2025</b>
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<b>Responsible Committee:</b>	<b>Full Governing Body</b>

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# SAFEGUARDING POLICY

## Haileybury Turnford

### Policy Review

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Education Committee in September 2024. It will be reviewed by the Governing Body in Autumn Term 2025.



R Newman  
**Principal**

Date: 12/10/24



R Whitaker  
**Chair of Governors**

Date: 12/10/24

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## 1. INTRODUCTION

Safeguarding is 'everyone's responsibility'. This policy sets out Haileybury Turnford's 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 is 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 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 is included in the staff Code of Conduct.**

## 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 regarding 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**  
[http://hertsscb.proceduresonline.com/chapters/p\\_manage\\_alleg.html](http://hertsscb.proceduresonline.com/chapters/p_manage_alleg.html)

- **Disqualification under the Childcare Act 2006**  
Statutory guidance for local authorities, maintained schools, independent schools academies and free schools, DfE (February 2015)  
[www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006](http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006)

- **Education Act 2002**

**Section 175** – requires local education authorities and the governors of maintained schools and further education (FE) colleges to decide to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children.

**Section 157** and the Education (Independent Schools Standards) (England) Regulations 2003 - require proprietors of independent schools (including academies and technology colleges) to have arrangements to safeguard and promote the welfare of children who are students at the school.

- **Guidance for Safer Working Practice, Safer Recruitment Consortium (May 2019)**

- **Information Sharing: Advice for practitioners, DfE (July 2018)**

- **Keeping Children Safe in Education, DfE (September 2023)**

- **Sexual Offences Act, HM Government (2003)**

- **Teachers' Standards 2013, 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.

- **What to do if you are worried a child is being abused, DfE (March 2015)** Non statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action  
A copy of this policy can be found on the Staff Portal – Safeguarding – Policies

- **Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children, DfE (2018)**

## **RELEVANT ASSOCIATED POLICIES**

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.

- Anti-Bullying (Positive Relationships Policy)
- Attendance
- Behaviour
- Child Protection
- Complaints procedure
- Confidentiality
- Educational visits including overnight stays
- E-safety
- Health and Safety including site security
- Information sharing
- Managing Allegations
- Medicines and medical policy, including first aid
- Physical Intervention and positive handling
- Child-on-child Abuse
- Recruitment & Selection
- Safe working practice
- SEND
- Staff Code of Conduct
- Whistleblowing

## 4. SAFEGUARDING THEMES

### Anti-Bullying

Haileybury Turnford recognises the right of our children and young people to develop with confidence in an environment that is safe and free from the emotional and physical distress that can be seen because of bullying. It is the responsibility of Haileybury Turnford to ensure that procedures are in place that will monitor and address anti-bullying issues. There is a more detailed Anti-Bullying Policy available on the school website and a hard copy is available from J. Jarvis (Human Resources and Wellbeing Manager).

### Attendance

In accordance with the School's Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care. We implement the statutory requirements in terms of monitoring and reporting children missing education (CME), off rolling and understand how important this practice is in safeguarding children and young people.

### 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 **03001234043 (including out of hours)**

### Complaints

The school has a Complaints Procedure available to parents, students and staff who wish to report concerns. This can be found on the school website. 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 a volunteer will be dealt with under the specific procedures for Managing Allegations Against Staff.



## Confidentiality

Haileybury Turnford holds information about students in line with data protection legislation. Parents and carers can access the information held about their child by submitting a Subject Access Request (SAR). Full details of the information we hold, how we use student information and how to submit an information request are in our data protection policy.

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/carer 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 student file and transfer it to the next school/archive the information in line with The Information and Records Management Society. The school will only share information about children with adults who have parental responsibility for a student. Please see Hertfordshire's Student Safeguarding Records Guidance at [http://www.thegrid.org.uk/info/welfare/child\\_protection/proformas/index.shtml](http://www.thegrid.org.uk/info/welfare/child_protection/proformas/index.shtml) for further information

## Curriculum

Children are taught to understand and manage risk through our Personal and Social Development (PSD), 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 staff members responsible for child protection and are made aware of who these people 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 PSD discuss relevant safeguarding issues with the children. Please see the e-safety section of this policy for further details on this topic.

## Online Safety

We have an online safety policy which can be found on the school website and staff drive. Our policy includes how we teach children to stay safe when using the internet in and out of school- including the risks of sharing inappropriate 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.

The 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 policies and ensures consent is received which cover the taking and use of digital images and video of children and takes steps to ensure that it is understood and enforced.

The school recognises the importance and usefulness of including the children's use of technology within the classroom, such as an iPad. 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 iPads 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 iPads within the school will be supervised by an adult at all times.

Staff and children 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**

We have 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. There must always be appropriate staffing levels and when off-site, appropriate and agreed student/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 Principal.

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 on the school website and staff drive.

## 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 Keeping Children Safe in Education (DfE 2024), to ensure that all our students receive equal protection, we will also give special consideration to additionally vulnerable groups (as outlined in our Child Protection Policy), for example children with disabilities or special educational needs or protected characteristics. Special consideration is also given to 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 absolute 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 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', DfE (2024) 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 and Partners

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. All these agencies are responsible for sharing information to ensure the safeguarding of all children.

## **Partnership with parents**

Haileybury Turnford 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. Haileybury Turnford will share with parents any concerns we may have about their child unless doing so may place a child at risk of harm. We encourage parents to discuss any concerns they may have with Maxine Goodes, Senior Vice Principal and Lead Designated Safeguarding Person.

## **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 prevented from working with children.

A copy of the school's Safer Recruitment Policy is available from Jayne Jarvis (HR & Wellbeing Manager).

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 adheres 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 encounter 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 students' 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 link below will direct you to the current government guidance on safer working practice which we share with staff:

<https://oliver-uploads.s3.amazonaws.com/2019/05/24/08/07/50/36/Guidance%20to%20Safer%20Working%20Practices.pdf>

### **Abuse of Position of Trust**

All school staff are aware that inappropriate behaviour towards students is unacceptable and that their conduct towards students 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 Haileybury Turnford have considered the need to balance the need to remain in a welcoming environment whilst ensuring the safety of all our children and 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:

### **Students**

The school gates are opened for students to enter the building: 8.20am (earlier times are available for students attending breakfast club and interventions).

The school gates are open for students to leave the building: 3.05pm

Any student arriving late or leaving early must do so via the Main Reception where their arrival or departure will be logged for safeguarding, Health & Safety purposes, punctuality and attendance records.

### **Visitors**

All visitors should access the school via the main reception. The admin staff will contact the person they are visiting, and visitors will be asked to sign in electronically, so we know who

is on site and ensure that they have a visitor pass whilst in the school. All visitors will be asked to familiarize themselves with our safeguarding and child protection procedures, emergency evacuation and stay in place procedures.

### **Outside school hours**

Students staying for an after-school activity will be registered as attending the club/activity and dismissed from site by the member of staff running the activity.

### **After hours letting of school facilities**

Monday – Friday 18:00-22:00 and at weekends, facilities at the school are hired by local clubs and organisations.

Haileybury Turnford is working in partnership with Schools Plus, who oversee our facilities.

### **CCTV**

There is CCTV in place across the site – please see the CCTV policy for how this is used and who can access the footage.

### **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 on visitors and volunteers coming into the school. Visitors will be expected to sign in and out via the office visitors' log and to display a visitors' badge whilst on the school site. Anyone 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.

## Appendix A

### Operation Encompass Safeguarding Statement

#### Our Key Adults are:

Vanessa Elliott, Intervention Officer & Deputy DSL, Child Protection and Social Services Lead

Maxine Goodes Senior Vice Principal, Lead Designated Safeguarding Person, SENCO (Special Educational Needs Coordinator)

Our school is part of Operation Encompass. This is a police and education early intervention safeguarding partnership which supports children and young people who experience Domestic Abuse.

Operation Encompass means that the police will share information about Domestic Abuse incidents with our school PRIOR to the start of the next school day when they have been called to a domestic incident.

Once a Key Adult (DDSL) has attended an Operation Encompass briefing they will cascade the principles of Operation Encompass to all DDSL's.

Our parents are fully aware that we are an Operation Encompass school.

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

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

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

The Key Adult has used the Operation Encompass Toolkit to ensure that all appropriate actions have been taken by the school.