

# Hillside High School



<b>School:</b>	Hillside High School
<b>School Link:</b>	Nevina Cross
<b>Date of Governing Body Review:</b>	1 <sup>st</sup> January 2019
<b>Next Review Due:</b>	1 <sup>st</sup> January 2020
<b>Signed:</b>	
<b>Chair:</b>	Sharon Lees
<b>Principal:</b>	Amanda Ryan

## Statement of Purpose

At Hillside High School, we are determined to ensure that all necessary steps are taken to protect children and young people from harm. The following policy establishes the school's position, role and responsibilities and clarifies what is expected from everybody employed and involved in the delivery of services (core curriculum and extended services).

At Hillside High School we are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a happy and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Hillside High School.

As an organisation, we recognise that child abuse can be an emotive subject and therefore it is important to understand the feelings involved and not to allow them to interfere with judgement about any action that needs to be taken. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

As such, we will ensure that:

- The welfare of the child remains paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to be protected from harm.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid and volunteer) working on school premises have a responsibility to report concerns to the Child Protection/ Safeguarding designated staff, namely Mrs Cross, Assistant Vice Principal, Anne McGing, Home Liaison/ Safeguarding, Carla Sheils, Home Liaison/Safeguarding, Mr Smedley, Inclusion Manager and Mr Heverin, Standards and Effectiveness Leader.
- The vast majority of adults who work with children act professionally. However we recognise some individuals will actively seek employment or voluntary work with young people in order to harm them. All concerns regarding any individual's practice should be reported to the designated staff.

Hillside High School has a range of supporting policies and procedures to accompany this document which have been developed in accordance with Department for Education (DfE) and Local Authority guidelines. All policies have been ratified by the school's Governing Body and are regularly reviewed. These policies include our arrangements for the following areas:

- Single Central Record.
- Child Protection procedures, as outlined in our Child Protection Policy.
- Safe recruitment and selection processes (including a Disclosure and Baring Service (DBS) check, List 99 and Overseas checks where appropriate).
- Delivery of safeguarding as part of the curriculum across all key stages.

- Volunteers and visitors working in school.

**In this policy document the terms 'child' and 'pupil' are interchangeable, as are the terms Designated Teacher and Designated Person/Lead (DSL).**

## **PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT**

### **Safer Recruitment and Selection**

The school pays full regard to current DfE guidance 'Keeping Children Safe in Education DfE 2018'. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and understands that anyone with an enhanced DBS will have been checked against the DBS barred list. Where applicable we check an applicant's right to work in England.

In line with statutory guidance, underpinned by regulations, the following will apply:

- A Disclosure and Barring Service (DBS) check is carried out for **all** new appointments to our school's paid and volunteer workforce. This service incorporates the previous work of the Independent Safeguarding Authority. For up to date information visit: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)
- This school is committed to keep an up to date single central record detailing a range of checks carried out on our staff.
- All new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate.
- Our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy.
- Identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the Multi-Academy Trust (MAT).

Mrs A Ryan, Principal, Mrs S Lees, Chair of Governors and Mr R Webb, Vice Chair of Governors have undertaken the Children's Workforce Development Council's (CWDC) Safer Recruitment in Education Training ([www.cwdcouncil.org.uk](http://www.cwdcouncil.org.uk)). One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

### **Safe Practice**

Our school will comply with the current Safe Practice guidance to be found in Sefton Safeguarding Procedures at [www.sefton.gov.uk](http://www.sefton.gov.uk)

Safe working practice ensures that pupils are safe and that all staff and volunteers:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Work in an open and transparent way.
- Work with other colleagues where possible in situations open to question.
- Discuss and/or take advice from the school's leadership team over any incident which may give rise to concern.
- Record any incidents or decisions made.
- Apply the same professional standards regardless of gender or sexuality.
- Be aware of confidentiality policy.
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **Safeguarding Information for Pupils**

All pupils at Hillside High School are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that Mrs Cross, Miss McPartland, Mr Heverin, Mrs McGing, Ms Sheils and Mr Smedley are responsible for child protection. We inform pupils 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. In Spiritual, Moral, Social and Cultural (SMSC) lessons we cover topics to help pupils learn how to keep safe include drugs, firework safety, personal safety, road and railway safety, crime and safe behaviour, radicalisation and extremism and British Values. In IT all pupils learn about e-safety (see E-Safety policy for further information).

At Hillside High School we ensure that pupils know who they can talk to outside of school and the following details are included in our pupil planners;

Childline	0800 1111
School Nurse	0151 247 6033
NSPCC	0151 556 1000
Bully Busters	0800 169 6928
PSS (Person Shaped Support)	0151 702 5577
Kidscape	020 7823 5430

Hillside High School's school council and peer support programme ensure pupils are consulted and are listening to.

We make pupils aware of these arrangements by displays in form rooms, displays around school, safeguarding information on our website and detailed safeguarding information in pupil diaries.

### **Partnership with Parents and Guardians**

Hillside High School shares a purpose with parents and guardians to educate and keep children safe

from harm and to have their welfare promoted. Information is shared with parents and guardians on keeping children safe and there is a weekly Safeguarding Article in our newsletter.

We are committed to working with parents and guardians positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect their rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Hillside High School will share with parents and guardians any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents and guardians to discuss any concerns they may have with Hillside High School.

We make parents and guardians aware of our policy in our prospectus and via our website, and that they can view this policy on request.

### **Partnerships with others**

Hillside High School recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Sefton Local Safeguarding Children Board. We work closely with all relevant Local Authorities, Social Care, Police, Health, Bullybusters, Barnardo's, Childline in Partnership with schools, NSPCC, Parent Partnership, Addaction, Targeted Prevention Service, Sefton Integrated Service. This is not an exhaustive list and Hillside High School does work with a number of external agencies to support both groups and individual pupils. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

### **School Training and Staff Induction**

Hillside High School's designated persons/lead for Child Protection/Safeguarding undertakes basic child protection training and training in inter-agency working, (that is provided by the Sefton Local Safeguarding Children Board) and refresher training at 2 yearly interval.

The Principal and all other school staff, including support staff, Governors and volunteers, undertake appropriate induction training to equip them to carry out their responsibilities for child protection/safeguarding effectively, which is kept up to date by refresher training once a year.

All staff (including temporary staff and volunteers) are provided with the school's Child Protection and Safeguarding policy and informed of school's child protection arrangements on induction.

A summary of this information is also contained in the staff handbook and on visitors' badges.

- In addition to this all staff have been provided with Keeping Children Safe in Education Part 1 (2018) document. This is a statutory document from the DfE. All staff working in schools and colleges are required to read part 1 of the document 'Safeguarding Information for all staff'. Staff have also been provided with 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'. [Keeping children safe in education - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/682222/Keeping-children-safe-in-education-2018.pdf)

## **Support, Advice and Guidance for Staff**

Staff are supported by the school's designated persons for Child Protection/Safeguarding.

The designated persons for Child Protection/Safeguarding will be supported by the school's Principal.

Advice is available from the Sefton Duty & Assessment Team's Child Protection Unit and the Police Child Abuse Investigation Team.

## **Information Sharing**

Hillside High School recognises that confidentiality should be maintained in respect of all matters. Confidentiality is an issue that needs to be understood by all those working with children, particularly in the context of safeguarding. Hillside High School recognises safeguarding and child protection information is confidential and personal. Other than the agreed communication lines in school, it is for the DSL(s) to decide what information needs to be shared, with whom, how and when, and whether consent needs to be gained for this process.

All staff are made aware that they cannot keep 'secrets' and absolute confidentiality with children, and that if a child discloses abuse or gives information that suggests they may be at risk, this MUST be passed on to the DSL as soon as possible. The child should be told who their disclosure will be shared with and what will happen next.

Information sharing is vital in identifying and tackling all forms of abuse. As part of meeting a child's needs, the school understands that it is critical to recognise the importance of information sharing between professionals and local agencies and will contribute to multi-agency working in line with Working Together to Safeguard Children. Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 and GDPR places duties on organisations and individuals to process personal information fairly and lawfully, they do not prevent, or limit, the sharing of information for the purposes of keeping children safe.

Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real. Staff will have regard to the Government guidance which has been updated in July 2018, this advice can be found at Further Guidance on Information Sharing can be found in the DfE 'Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018. This can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

## **Pupil Information**

Hillside High School will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them. To achieve this, the school requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives.
- Names and contact details of all persons with parental/guardian responsibility (if different from above).
- Emergency contact details (if different from above). There should be at least two emergency contact details for each pupil.
- Details of any persons authorised to collect the child from school (if different from above).
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.).
- If the child is or has been on the Child Protection Register or subject to a care plan.
- Name and contact details of the child's G.P.
- Any other factors which may impact on the safety and welfare of the child.

Hillside High School will collate, store and agree access to this information via the school admission form, completed by all pupils upon admission to Hillside High School and updated annually via data collection form.

## **Roles and Responsibilities**

### ***Our Governing Body will ensure that:***

- Hillside High School has a Child Protection Policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request.
- Hillside High School operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken the CWDC's or equivalent Safer Recruitment Training.
- Hillside High School has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures.
- If an allegation is made about the Principal, the Chair of Governors will deal with this allegation.
- The Chair of Governors is nominated to be responsible for liaising with the Local Authority and/or partner agencies in the event of allegations of abuse being made against the Principal.
- A senior member of the school's leadership team is designated to take lead responsibility for child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies.
- The Principal and all staff undertake appropriate child protection training which is updated every year.

- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements.
- Where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- They review their policies and procedures annually and provide information to the Local Authority about them and about how the above duties have been discharged.
- The named Governor for Safeguarding is Rob Myatt.

***The Principal will ensure that:***

- The policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

***Designated Members of staff with Responsibility for Child Protection will:***

**Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies and liaise with other agencies.
- Act as a source of support, advice and expertise within the educational establishment.
- Liaise with the Principal to inform her of any issues and on-going investigations and ensure there is always cover for this role.

**Training**

- Recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Have a working knowledge of how the Sefton Local Safeguarding Children Board operates, of the procedures that are followed in child protection case conferences and be able to attend and contribute to these and ongoing child protection plans.
- Ensure that all staff have access to and understand the school's Child Protection Policy.
- Ensure that all staff and volunteers have safeguarding training as part of their induction and annually thereafter.
- Keep detailed accurate secure written records of referrals using Child Protection Online Monitoring and Safeguarding (CPOMS) including discussions with other agencies and/or

concerns.

- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

### **Raising Awareness**

- Ensure the Child Protection Policy is updated and reviewed annually and work with the Governing Body regarding this.
- Ensure parents and guardians are made aware of the Child Protection Policy which alerts them to the fact that referrals may be made and the role of the school in this to avoid conflict later.
- Where a child leaves the school, ensure the child protection file is copied for the new school as soon as possible and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to Sefton's Children Missing Education Co-ordinator Carole Blundell 0151 934 3181 [carole.blundell@sefton.gov.uk](mailto:carole.blundell@sefton.gov.uk).
- Where the parents or guardians inform school that they wish to 'home educate' their child, the Attendance and Welfare Service endeavours to undertake a home visit to discuss this with them. The information is then passed to Sefton Children, Schools and Families Attendance and Welfare Service.

### ***All staff and volunteers will:***

- Fully comply with Hillside High School's policies and procedures.
- Attend appropriate training.
- Inform one of the designated persons of any concerns.

**Staff and Governors are all bound by a Code of Conduct as advised by the MAT. Governors and employees should all be aware that if at any time events at Hillside High School ever came to the attention of the media then absolutely no comment should be made to any representative of the media.**