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Safeguarding Children

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 children 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 children by creating a positive school atmosphere and through our teaching and learning, pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents.

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

We are committed to establishing and maintaining an ethos where children 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 children 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 work closely with the Student Forum and to hear their views and opinions on safe guarding 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.

Aims

- to have in place procedures to ensure that we meet our responsibilities for safeguarding and promoting the welfare of children from abuse

Procedure

Role of the Board of Directors	<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 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
Role of the Director of Admissions	<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
Role of the Principal (as Designated Teacher)	<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 with all new guidance on safeguarding children; investigate and deal with all cases of suspected or actual problems associated with child protection; keep all school personnel up to date with any changes to procedures; organise appropriate training for school personnel and Directors;

	<ul style="list-style-type: none"> ▪ 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, consult the Student Forum for feedback on this policy
<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; ▪ 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 will all new guidance on safeguarding children; ▪ keep all school personnel up to date with any changes to procedures; ▪ with the Principal, consult the Student Forum for 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 pupils by issuing a questionnaire as part of regular feedback and asking:</p> <ul style="list-style-type: none"> ▪ Do they feel safe in school? ▪ Are they aware of basic safeguarding procedures in school? ▪ Are pupils 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 are aware of e-safety? ▪ Do they know how to keep themselves safe outside school? ▪ Do they know how to keep themselves safe when using the internet?
<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 procedures during induction, the staff handbook and training; ▪ be aware of the names of the designated teachers; ▪ be trained in identifying signs of harm and abuse; ▪ undertake training on responding to a child; ▪ know how to report any suspected case of harm or abuse; ▪ respond immediately to any child; ▪ know what to do if a child makes a disclosure;

	<ul style="list-style-type: none"> ▪ 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; ▪ be prepared to attend a Child Protection Case Conference;
Role of Students	<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 <p>Students will be surveyed on Safeguarding as part of a regular student feedback system in school.</p>
Role of the Student Forum	<p>The Student Forum will be involved in:</p> <ul style="list-style-type: none"> • determining this policy with the Principal; • discussing improvements to this policy during the school year; • reviewing the effectiveness of this policy with the Principal
Role of Parents	<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; ▪ 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	<ul style="list-style-type: none"> ▪ All concerns must be reported and discussed immediately. ▪ The Designated Teacher will decide the appropriate action.
Recording Information	<p>School personnel and volunteer helpers are asked to record any concern or incident in the following way:</p> <ul style="list-style-type: none"> ▪ Date ▪ Time ▪ Place ▪ Nature of the concern ▪ All facts ▪ Observed injuries and bruises ▪ Note the actual words of the child ▪ Sign the notes and hand to the DT

Support	School personnel and volunteer helpers who feel distressed from being involved with a case or incident will receive support and counselling.	
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 child 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 	
Related Safeguarding Policies	<ul style="list-style-type: none"> • Administration of Medicines • Anti-bullying • Behaviour • Child Gone Missing On or Off Site • Child Protection • Confidentiality • CRB Disclosure Checks • Disciplinary Procedure • Drugs Misuse • Equal Opportunities • E-safety • Health and Safety • Hygiene • ICT and Access to the Internet • Intruders 	<ul style="list-style-type: none"> • Medical and First Aid • Parent Involvement • Photographic & Video Images • Restraint • Safer Recruitment • School Personnel Code of Conduct • School Security • School Trips • Sex Education • Sick Child • Special Needs • Uncollected Child • Visitors & Contractors • Whistle Blowing
Monitoring the Effectiveness of the Policy	Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the Board of Directors.	

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