

Executive Summary- Safeguarding and Child Protection Policy



1. Key Contacts

Urgent Referrals should be telephoned into IFD on 01403 229900.

WSChildrenservices@westsussex.gov.uk

The Designated Safeguarding Lead (DSL) is Fiona Keeling The deputy DSL(s) are: Gemma Cragg, Claire Atkins, Nargis Miah and Peter Wilkes.

The LADO are contactable 0330 222 6450 / LADO@westsussex.gov.uk

The safeguarding in education team is contactable on 0330 222 4030 / safeguarding.education@westsussex.gov.uk

2. Introduction

Safeguarding is the action taken to promote the welfare of children and protect them from harm. Safeguarding children is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

<https://www.legislation.gov.uk/ukpga/2021/16>

3. Safeguarding Culture in our school/college

It is vital that as part of our whole school or college approach to safeguarding, leaders, staff, and the governing body create a culture that safeguards and promotes the welfare of children in our school. The children should be empowered and have the knowledge and ability to raise concerns with trusted staff. Staff will be aware of systems and processes to share concerns and demonstrate professional curiosity and all staff maintain an attitude of 'it could happen here'. The child's voice is key.

4. Statutory Framework

Our school will act in accordance with government legislation and guidance.

5. Confidentiality

Our school will share information sensitively and appropriately and staff will support children and families engaged with safeguarding agencies. The DSL will only disclose information on a 'need to know' basis.

6. Responsibilities

We will adhere to our robust child protection policies. Our governing body will take leadership responsibility for our school safeguarding arrangements and provide strategic challenge. We will appoint a Designated Safeguarding Lead (DSL) and ensure pupils and staff know who they are and how to make contact. Our staff behaviour policy will reflect our high standards and expectations and any allegations or low-level concerns against staff or volunteers will be actively investigated. Our recruitment will be carried out with due diligence and all adults that are in school will be recorded on our single central record. Those staff who we dismiss will be referred to the relevant agencies such as the Disclosure and Barring Service (DBS). If we allow the use of our school for non-school activities, we will undertake all checks as set out in the government guidance and KCSiE 2024.

Any children who attend an off-site provision will be assured that appropriate checks and regular contact will be made with the provision and appropriate risk assessments have been conducted.

7. The Designated Safeguarding Lead (DSL)

Our named DSL will ensure all staff receive safeguarding training and keep their own accreditation up to date. They will make referrals to safeguarding services when required and ensure child protection records are kept confidentially. They will lead conversations with senior leadership on our vulnerable children, understand the impact of a child's lived experience and identify appropriate learning opportunities in school and enable their needs to be met.

The DSL will also act as a source of support, expertise and advice and liaise with safeguarding partners.

8. When to be concerned a child is at risk of abuse

All of our staff will have annual safeguarding training and will be able to identify the main categories of abuse - physical, emotional, sexual and neglect.

Staff will recognise indicators in children, emotional and behavioural presentation, indicators in the family and home environment.

Our safeguarding training will include preventing radicalisation, sexual violence and harassment and preventing child on child abuse. We will have a working knowledge of consent and what that means and crimes such as sexual offences, up skirting and the sharing of nude and semi-nude images. Any concerns will be raised to the DSL who will make the relevant referrals and ensure safeguarding measures are in place.

9. Children requiring Mental Health Support

Our Emotional Wellbeing Lead is Peter Wilkes.

As a school we are aware of government publications in relation to mental health and behaviour in schools and promoting the mental health and wellbeing of our students.

We are aware of the West Sussex Single Point of Access (SPOA) and how the referral and triage process works.

We can access additional support services through the school nursing service, Sussex partnership within the NHS and CAMHS.

We are vigilant in recognising self-harm and have access to a guidance toolkit.



10. Dealing with a disclosure of abuse

Our school is a safe place for children and staff to disclose to trusted adults. Our staff know how to deal with a disclosure. They will listen, not ask leading questions and use age-appropriate language. They will not promise to keep any secrets. They will reassure the child and ensure that they are safe. The DSL will be notified at the earliest opportunity and make a detailed record of the disclosure and actions taken. The school are aware of their legal obligations to report any instances or suspected instances of female genital mutilation (FGM).

11. Referring child to the Integrated Front Door (IFD)

If a child is in danger, the emergency services should be contacted by dialling 999.

If concerns are raised to the DSL that meet the threshold of the continuum of need for a referral to the IFD, parents are to be contacted unless this will heighten risk.

School will share information that is relevant and in line with Data Protection rules and GDPR but will consider risk first.

Early help, Dedicated schools team and targeted family support are to be considered when making referrals. Full records will be kept for all concerns and referrals.

12. Record Keeping


All concerns, discussions and decisions made, and the reasons why will be recorded and held confidentially and individually for each child. Files will be securely transferred to new schools within five days. Records should have a chronology and up to date contact details for key professionals.

13. Local Authority Dedicated Officer (LADO)

Our school will follow the guidance in Part 4 KCSiE 2024 in relation to allegations made against adults who work or volunteer with children. Any allegations made against the head teacher will be managed by the Chair of Governors.

The child's welfare is a priority. We will offer appropriate welfare support to those under investigation and keep all parties updated.

Low level concerns will be taken seriously by the senior leadership team, if staff feel unable to voice concerns this way, we will ensure that all staff are aware of the whistleblowing/confidential reporting policy [Whistleblowing Policy \(westsussex.gov.uk\)](#) and the NSPCC helpline 0800 028 0285



14. Special Educational Needs (SEN) & Disabilities

Our staff will be able to recognise indicators of possible abuse, be more aware that children with SEN and disabilities are more prone to isolation and may have difficulties with communication. We will consider any extra pastoral support to address this.

15. Children who are Lesbian, Gay, Bi or Trans (LGBT)

Staff will endeavour to reduce barriers and create an inclusive and safe space for children who are LGBT and ensure that trusted adults are identified and available. We will create a culture where abuse targeted to the LGBT community is not tolerated.

16. Children looked after/previously looked after

We will ensure that our staff have the knowledge, skills and relevant information about a child's care arrangements and our designated teacher for looked after children will work with the local authority to promote the child's educational achievement.

Attention will be paid to supporting the child's Personal Educational Plan (PEP). We acknowledge the vulnerability of children who have previously been looked after and those who are care leavers and will work closely with Personal Advisors.

17. Children potentially at greater risk of harm

As a school, we recognise children may need support from safeguarding agencies and social workers. We will share information that is relevant in order to promote the welfare of these children. Our governing body will scrutinise the progress of these children to ensure that they achieve their educational potential.

18. Guidebook for local protocols to safeguard our children

The full policy has a guidebook attached with links to resources specific to our school.

