

# A Summary of Safeguarding at Corbets Tey School

**Corbets Tey School is committed to safeguarding and promoting the welfare of children and young people.**

Keeping children and young people safe from harm is the highest priority in the school and all of our systems, policies, procedures and practices are in place to ensure that children and young people are protected. All policies are annually reviewed by governors and updated as necessary. They are available to staff via the school website, staff shared network drive and in hard copy at school.

## **Communication to Staff**

The details of the policies are regularly communicated to staff through the staff handbook, at staff meetings, staff training sessions and through the weekly staff bulletin. We also translate the key procedures through the use of flowcharts so that staff can easily follow a clear procedural pathway to ensure understanding and compliance.

## **Child Protection Policy**

Central to safeguarding at the school is the Child Protection Policy, written in line with Edition 6 of the London Child Protection Procedures, Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2020, which describe the responsibilities of all staff in keeping children and young people safe and what to do in the event of any concerns and procedure for monitoring and supporting children and young people who are at risk of harm.

We have a Designated Safeguarding Lead, **Emma Allen** and deputies, **Gulsharan McDermott, Terry Hudson, Kim Day, Debbie Dow** and **Sue Hillier**, who all undertake child protection training (level 3) every two years. We also have three further staff who have undertaken level 3 training: **Crystal French, Sarah Potter** and **Susan Cumbers**. All school staff undertake training (level 1) every year so that they understand the signs and indicators of abuse and their responsibility for referring any concerns and who to refer to. All school staff will receive ongoing safeguarding updates and training throughout the year, including online safety and are required to read all safeguarding and the school's safeguarding child protection code of conduct annually. We have two active, designated child protection governors, Julie Lamb and Phil Brimson, who also undertake regular child protection training.

## **Recruitment**

When we recruit new staff or volunteers to the school, applicants will only be allowed to start work with our students once we have received identification documentation, a clear, enhanced DBS check and two references which specifically ask if there have been any previous concerns or allegations. Once a new employee or a volunteer begins working at the school an induction session is held to provide information on all policies and where to find them and to ensure that new staff are aware of their responsibilities towards safeguarding, health and safety. All staff are required to read the school safeguarding policies and the safeguarding code of conduct and sign a form to confirm that they have done so. A separate child protection training session (level 1) is also held soon after they start work.

We keep a Single Central Record, which lists all current employees, volunteers, governors and regular contractors. This list is updated regularly and contains details about ID checks, DBS checks and last safeguarding training dates. This is how we know we have completed all checks and keep training updated for all staff and volunteers.

## **Allegations and Whistleblowing**

Corbets Tey School operates a whistleblowing policy for all staff, paid or voluntary, which provides a procedure for alerting senior staff about any concerns they have about the attitude or actions of colleagues. Any allegations are dealt with in confidence and in line with the London Safeguarding Children Board and the London Child Protection Procedures 6th Edition. Staff are made aware of the procedures and their duty to report anything that worries them which includes contact and actions using mobile phones, internet, email and social networking sites.

## **Physical Interventions**

Physical intervention at Corbets Tey School is rarely used and only to ensure that students are kept safe. The Physical Intervention Policy describes who can use physical intervention, the correct procedures for doing so and how this is reported. Regular positive handling training ensures that staff know how to use restraint responsibly and from a trained and informed position.

## **Intimate Care**

Through our intimate care policy and procedures we ensure that all staff responsible for the intimate care of students undertake their duties in a professional manner at all times. Guidelines on intimate care aim to both to protect those being cared for and the staff who care for students' needs. Authorisation from parents or carers is always sought before any regular intimate care is carried out and records are kept in classes.

The policy ensures that every student who requires intimate care is treated with respect at all times and that the student's welfare and dignity is of paramount importance and that each student's right to privacy is respected. Regular reviews and communication of this policy ensures that staff fully understand about intimate care within the context of their work.

## **Medication**

Students with medical needs receive care and support in our school under the procedures described in the Supporting the Medical Needs of Students Policy, and Administration and Storage of Medication Policy. These policies ensure that systematic procedures are followed with regard to giving medication to students and that parent or carer authorisation is obtained.

## **Health and Safety**

The school has an appointed Health and Safety Coordinator. Health and safety information is regularly communicated to staff and staff are regularly reminded of their responsibilities in reporting any health and safety issues.

Accidents are recorded, reported and investigated using the established procedures. An electronic reporting system is used to record all student accidents, and any accidents that are, or could develop into a more serious injury are reported online to the local authority. Risk assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. All risk assessments are reviewed annually and regularly communicated to relevant staff. Policies outline the procedures to be taken for emergency situations. New employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures. Termly health and safety inspections of the School are carried out and the school scores highly in this area.

Risk assessments are carried out for all school trips. Transportation of students requires Headteacher authorisation and drivers are required to produce evidence they are fit to drive in accordance with the Transportation Policy.

## **Online Safety**

All staff sign an Acceptable User Policy agreement to agree to be responsible in their use of technology on and off school premises. They are regularly reminded of the school policies including:

- Safe use of e-mail;
- Safe use of Internet including use of internet-based communication services, such as instant messaging and social network;
- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- publication of student information/photographs and use of website;
- Sexting/Online Bullying / Cyberbullying procedures;
- Their role in providing Online-Safety education for students in the curriculum and ensure that every student has been educated about safe and responsible use where appropriate.

## **Mobile Phones**

The school policy aims to prevent unacceptable use of mobile phones, camera-phones and other hand held devices by the school community, and thereby to protect the School's staff and students from undesirable materials, filming, intimidation or harassment. Staff are made aware that the recording, taking and sharing of images, video and audio on any personal mobile phone is prohibited.

**Safeguarding of students at this school is a priority and everybody who works for the school is expected to share and promote this commitment and to have, or acquire, the relevant abilities, skills and knowledge to carry it out.**