



# SAFEGUARDING POLICY

Richard Parperis  
Chair of Board of Trustees  
Signature

The policy was last  
reviewed and  
agreed by the Board  
of Trustees on  
Date Autumn Term  
2021

Paul Delamaine  
Headteacher  
Signature

## **Safeguarding Policy Review**

This policy will be reviewed in full by the Board of Trustees annually.  
It is due for review Autumn Term 2022

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## 1. INTRODUCTION

Safeguarding is 'everyone's responsibility'. Everyone that comes into contact with children and their families has a role to play in safeguarding children. School staff play an important role to ensure that all environments are safe for each child. This policy sets out Hailey Hall'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's 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 who have been 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, Staff Drive and in the CPOMS Library.**

## 2. PRINCIPLES AND AIMS

### Our Principles:

- The welfare of children, and their wishes and feelings are afforded consideration when developing and carrying 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 with regard to safeguarding children.

### 3. FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

<ul style="list-style-type: none"><li>• <b>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</b> <a href="http://hertsscb.proceduresonline.com/chapters/p_manage_alleg.html">http://hertsscb.proceduresonline.com/chapters/p_manage_alleg.html</a></li></ul>
<ul style="list-style-type: none"><li>• <b>Disqualification under the Childcare Act 2006</b> Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools, DfE (February 2015) <a href="http://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006">www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006</a></li></ul>
<ul style="list-style-type: none"><li>• <b>Education Act 2002</b> <b>Section 175</b> – requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view of safeguarding and promoting the welfare of children. <b>Section 157</b> 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 pupils at the school.</li></ul>
<ul style="list-style-type: none"><li>• <b>Guidance for Safer Working Practice</b>, Safer Recruitment Consortium (May 2019)</li></ul>
<ul style="list-style-type: none"><li>• <b>Information Sharing: Advice for practitioners</b>, DfE (July 2018)</li></ul>
<ul style="list-style-type: none"><li>• <b>Keeping Children Safe in Education</b>, DfE (September 2019)</li></ul>
<ul style="list-style-type: none"><li>• <b>Sexual Offences Act</b> , HM Government (2003)</li></ul>
<ul style="list-style-type: none"><li>• <b>Teachers' Standards 2012</b>, 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.</li></ul>
<ul style="list-style-type: none"><li>• <b>What to do if you're worried a child is being abused</b>, DfE (March 2015) Non statutory advice which helps everyone who works with children to identify abuse and neglect and take appropriate action</li></ul>
<ul style="list-style-type: none"><li>• <b>Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children</b>, DfE (2015)</li></ul>

#### 4. RELEVANT ASSOCIATED POLICIES

In order 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.

Policies and procedures that are found on our website:

- Accessibility Plan
- Anti-Racism Procedure
- Behaviour Policy
- Child Looked After Policy
- Children with health needs that cannot attend school
- Child Protection Policy
- Complaints Policy and Procedures
- DATA Protection policy
- Health and Safety Policy
- Medical Policy
- Privacy Notice for School Staff
- Safer Recruitment Policy
- SEN & Disability policy
- Statement of Procedures for dealing with abuse against staff

Other policies and procedures:

- Access to the school premises
- Annual Review Procedures
- Anti-Bribery Policy
- Attendance Policy
- Boarders Illness Policy
- Children Missing from Care and Education Policy
- Collective Worship Policy
- Community Cohesion
- Dealing with Extremism Policy
- Differentiation Policy
- Drugs Related Incident Policy
- Equality Policy
- Health & Safety Risk Assessment Policy
- Minibus and Transport Policy

- Online Safety Policy
- Privacy Notice for Students and Parents
- Protocol for Independent Listener
- Pupils' Complaint Policy
- Residential Mobile Phone and Social Media Policy
- Risk Management and Risk Register Policy
- Sex and Relationship Education Policy
- SMSC Policy
- Touch Policy
- Violence, Threatening Behaviour and Abuse Policy
- Whistle blowing Policy
- Whole School Food

## 5. SAFEGUARDING THEMES

### Anti-Bullying

Hailey Hall 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 as a result of bullying. It is the responsibility of Hailey Hall to ensure that procedures are in place that will monitor and address anti-bullying issues. There is a more detailed Anti-Bullying Procedure detailed in Hailey Hall Behaviour Policy available on the school website.

### 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.

### **Children missing from education in accordance with setting attendance policy**

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving,

being victims of harm, child sexual exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Department for Education guidance makes it clear that in carrying out this duty, local authorities must have in place arrangements for joint working and information sharing with other local authorities and partner agencies. It also states that all agencies which come into contact with children must co-operate with the local authority's arrangements for identifying children thought to be missing from education.

Separate guidance is available for schools on Herts Grid for Learning; about the legitimate removal of pupils from a school roll. A child legitimately removed from roll is not in most cases missing from education and all schools, including academies and independent schools are legally required to notify the local authority when they remove/plan to remove a child from their roll.

## Child Protection

There is a detailed Child Protection Policy operating within the school. A copy will be provided to parents / carers on request and is available on the school website and Hailey Hall CPOMS Library for staff. It is the Trustees' 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 Hertfordshire telephone number **0300 1234 043 (including out of hours)**

Protectedreferrals.cs@hertfordshire.gov.uk

Children Services Essex telephone number **0345 603 7627**  
**[www.essexeffectivesupport.org.uk/request-support/](http://www.essexeffectivesupport.org.uk/request-support/)**

Children Services Enfield telephone number **0208 379 5555**  
**[www.enfield.gov.uk/childrensportal](http://www.enfield.gov.uk/childrensportal)**

## Complaints

The school has a Complaints Procedure available to parents / carers, pupils 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 volunteer will be dealt with under the specific procedures for Managing Allegations Against Staff.

## Confidentiality

The School's Confidentiality and Information Sharing Policy 'Privacy Notice for School Staff' is available to parents / carers on request at the school reception and for viewing on Hailey Hall Website.

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 Senior 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 / carers do not have an automatic right to see them. The School will retain this information on the pupil file and transfer to the next school and 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 pupil. Please see Hertfordshire's Pupil 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, Social and Health Education which is taught in many subjects including Life Skills, Employability, IT and Relationships and Sex Education lessons. Hailey Hall also delivers this teaching through all aspects of school life including assemblies and visits (can be virtual) from outside agencies.

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 members of staff with responsibility for child protection and they are made aware of whom these persons 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 Life Skills and IT discuss relevant safeguarding issues with the children. Please see the e-safety section of this policy for further details on this topic.

## **E-Safety**

We have an e-safety policy which includes how we teach children to stay safe when using the internet in and out of school- including the risks of sharing 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. Pupils at Hailey Hall will complete a certificated course during their IT lessons with Online Safety Alliance.

Hailey Hall will ensure that appropriate filtering and monitoring methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material. This includes DSL and DDSL using the Senso

Cloud system to monitor appropriate use of online activity and address any concerning searches and ensure pupils have the correct support given.

### **Digital images:**

The use of digital images in schools is a complex area. The school has a clear and sufficiently detailed policy which covers 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. With 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 iPad's 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 always be supervised by an adult.

Staff and children sign our ICT Acceptable Use Agreement. 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.

### **Mobile Phones:**

Pupils will switch off phones and hand them in at the beginning of the school day and these will be kept in a secure location until the pupil is returning home. Staff can bring their personal phones to school for their own use but will limit such use to non-contact time. Staff members' personal phones will remain in their bags or cupboards and out of pupil's sight during contact time.

Staff will not take pictures or recordings of pupils on their personal phones or cameras or any other device.

If at any time staff need to contact parents via their personal phone, they will ensure that their number is withheld. If at any time their contact details are accidentally made available to a parent, they will immediately inform the DSL and complete an incident report on CPOMS.

Staff that engage in meetings with children online for the purpose of teaching or checking on their wellbeing will follow and adhere to the guidelines provided for this purpose in the Online Safety Policy. This includes a parent / carer being present and the pupil sharing their screen.

### **Personal belongings**

Staff are to avoid taking unnecessary personal belongings such as tobacco products/vapes into areas of the school that are used by pupils at any time.

## 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. At all times there has to be appropriate staffing levels and when off-site, appropriate and agreed pupil / 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 Headteacher.

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 from the school office.

### Smoking

Hailey Hall is a non-smoking school – this includes e-cigarettes.

**SMOKING / VAPING IS NOT PERMITTED ANYWHERE ON THE SCHOOL SITE.**

## 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, contact with others, both in person and online, 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 2019), we will give special consideration to providing 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 very 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 possible 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 (2019) are adhered to and will seek appropriate advice from Hertfordshire LADO (Local Authority Designated Officer)

The Lado officers are Paula Hayden, Yvette Marello and Andrew Garcia-Sangil

A LADO referral can be completed online using the School internet at [http://www.intra.thegrid.org.uk/info/welfare/child\\_protection/allegations/lado.shtml](http://www.intra.thegrid.org.uk/info/welfare/child_protection/allegations/lado.shtml)

## **Partnership with Other Services**

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. The Partnership includes Hertfordshire County Children Services and associated agencies, the Police, other schools and educational establishments, CAMHS and NHS. We will also at times need to establish positive and effective relationships with partners and agencies from other Counties that our pupils live in. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

## **Partnership with Parents**

Hailey Hall 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. Hailey Hall will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm. We encourage parents / carers to discuss any concerns they may have with Stevie Sharp Designated, Safeguarding Lead or Paul Delamaine, Headteacher.

## **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 rejected from working with children. We continue to recognise the importance of robust safer recruitment procedures, so that adults who work in school are safe to work with our pupils. We refer to Keeping Children Safe in Education Part 3.

A copy of the School's Recruitment Policy is available from the School Office.

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 adhere 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 come into contact with 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.

Any adult that is visiting or working on the school site has a part in keeping children safe and must adhere to the following guidelines:

- Visitors should not initiate verbal or physical contact with pupils unless it is appropriate and part of the agreed reason for the visit
- Visitors must not give any personal information to pupils such as phone numbers, emails, address or social networking site contacts
- Any concerns that a pupil is at risk of harm must be reported to the Designated Safeguarding Lead or the Headteacher who both can be contacted via the school office
- The Designated Safeguarding Lead at Hailey Hall is Stevie Sharp and the Headteacher is Paul Delamaine.

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 pupils' 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.

All visitors will need to ensure they are aware of the procedures to follow should a fire alarm sounds. In an evacuation they will need to evacuate the building quickly and calmly ensuring any pupils leave with them. The assembly point is on the basketball court behind the Tech block. Staff and pupils will take part in regular drills.

Staff are expected to disclose any contact with our pupils outside normal school activities. This is compulsory whether the contact is via an organised club, a connection to parents / carers, an unplanned meeting or any other contact.

Staff, volunteers or visitors must not have any social media links with pupils or befriend them via any online platform. They also must report any attempts of pupils to have contact this way to the DSL.

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 pupils is unacceptable and that their conduct towards pupils 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 Hailey Hall have taken into account the need to balance and the need to remain a welcoming environment whilst ensuring the safety of all our children and staff. A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of the Access to School Premises policy and shared with 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:

Security gates at the front of Hailey Hall School are linked to the School reception who in turn control access. Once inside the School grounds access to other buildings is through the main reception area where visitors are signed in and given access badges. They are

required to register their point of contact and the reason for their intended visit. They are also required to read and agree to the safeguarding procedures of the School.

All staff have been trained to a lockdown procedure needed in the event of a person coming onto School grounds and not following procedures. Pupils are also aware of these procedures and will have experienced a practice annually.

**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 Board of Trustees 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 in respect of visitors and volunteers coming into school. Visitors will be expected to sign in and out via the office visitors log and to display a visitors' badge whilst on school site. They will need to read and sign our Safeguarding Children form. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The school will not accept the behaviour of any individual (parent / carer 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.