

GREENSIDE FILM FACTORY

Safeguarding Statement



September 2016

Safeguarding Statement

The Local Governing Body of Greenside adopted this policy on 1st April 2016
Review – September '16 following implementation of Keeping Children Safe in
Education – Guidance from 5th Sept '16.

Greenside Safeguarding Statement

Safeguarding - School Statement of Student Safety and Welfare

Updated Guidance and Policy – September '16:

Working Together to Safeguard Children – March '15
Keeping Children Safe in Education (Guidance from 5th September '16)
Ofsted – Inspecting Safeguarding in EYFS – September '16

Greenside Commitment

In line with the Government's vision for all services for children and young people, the SEND Code of Practice – 2014, Keeping Children Safe in Education (and guidance for staff) – April 2014 and the new documents named above – Sept '16, the Local Governing Body and all Greenside staff recognize that students have a fundamental right to learn in a safe environment and to be protected from harm.

Young people are less likely to learn effectively and to go on to lead positive and independent lives if they are not kept healthy and safe. Greenside is therefore committed to providing an environment, which is safe and where the welfare of each student is of paramount importance. This will include a commitment to ensuring that all students feel confident that any concerns they may have will be listened to and acted upon.

To this end, Governors and Greenside staff will be committed to ensuring that all members of our community are aware of Greenside responsibilities and procedures in this area. This will include communicating policies and procedures effectively with parents/carers, ensuring all staff and relevant governors attend appropriate training and working effectively with other professionals on behalf of our students.

This Greenside Safeguarding statement provides a summary of our principles and practice and should be read in conjunction with the policies listed at the end of this document.

The principles and practices outlined in this statement applies to all adults, including volunteers, working in or on behalf of Greenside and is an over arching document which demonstrates how everyone working in or for our Greenside service, shares an objective to help keep students safe from harm and abuse.

We aim:

- to ensure that students within Greenside feel safe at all times
- to ensure that all stakeholders are safe and feel that they are able to put the welfare of our students first without concern that there will be any negative consequences attached to their actions
- to ensure that all adults who have contact with students at Greenside have been properly vetted and cleared as suitable to work and support students in our care/charge.
- to ensure that all adults who have contact with students at Greenside have been trained to undertake their safeguarding responsibilities effectively.

Greenside joined The Elliot Foundation in April 2015 and adheres to TEF policies and practices in this area.

Safer Recruitment and Selection – see our policy.

Safer Working Practice

Safe working practice at Greenside ensures that students are safe and that all staff, volunteers and governors:

- 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 Leadership Group or named people over any incident which may give rise to concern.
- record any incident or decisions made.

- apply the same professional standards regardless of gender, race, disability 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 Students

All students in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that we have a senior member of staff with responsibility for child protection and know who this is. We inform students 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.

The Senior Designated Person for child protection at Greenside is: Denise Hughes; on the days when she is not at Greenside Georgina Webber and Robin Yeats are also appropriately trained.

The deputy Senior Designated Person for child protection at Greenside is: Caroline Allen

Partnership with Parents/ Carers

Greenside shares a purpose with parents/ carers to educate, keep students safe from harm and have their welfare promoted.

We are committed to working with parents/ carers positively, openly and honestly.

We ensure that all parents/ carers are treated with respect, dignity and courtesy.

We respect parents/ carers' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a student.

Greenside will share with parents/ carers any concerns we may have about their daughter/ son unless to do so may place a student at risk of harm.

We encourage parents/ carers to discuss any concerns they may have with us.

We make parents/ cares aware of our Safeguarding and Child Protection Policies and parents/ carers are aware that they can view these policies on request.

CPD and Staff Induction

The school's Senior Designated Person with responsibility for child protection and any named deputies undertake specific child protection training, which includes how to undertake their role. All other school staff, including support staff, volunteers and governors undertake appropriate school induction to equip them to carry out their responsibilities for child protection effectively. This is kept up to date by refresher training at three yearly intervals as a minimum requirement.

Health and Safety Policy

The school has a health and safety policy, which is monitored each year by the Resources committee of the Greenside Local Governing Body.

The Executive Head, with the staff member with responsibility for Health and Safety, the Site Staff/ SBM and a governor with responsibility for Health and Safety oversee the policy. Any concerns from staff, volunteers, governors or students are reported to any of the above and the Site Manager/ SBM carries out an initial examination, assessing what remedial action needs to take place.

Each term there is a fire drill that practices efficient evacuation from the buildings. Greenside commissions and conducts an annual fire risk assessment.

There is a critical incidents plan that details what staff and parents/ carers should do in the case of emergencies.

First Aid

An up to date list of trained staff is published on the staff notice board in the Staffroom.

From September '16 the EYFS Team will meet the DfE legislation re: pediatric 1st aid CPD.

Site Security

We aim to provide a secure site but recognize that the site is only as secure as the people who use it.

Therefore, all people on the site have to adhere to the expectations and rules. It is recognized that laxity can

cause potential problems to safeguarding. Therefore, we expect that everyone ensure that:

- Gates are locked except at the start and end of each day.
- All external doors are kept closed to prevent intrusion.
- Visitors only enter through the main entrance & must sign in with the Office.
- Students are only allowed home with adults/carers with parental responsibility or confirmed permission has been received in advance.
- Empty classrooms have closed windows.
- Students are not allowed to leave site alone during working hours and if collected by an adult, they are signed out.
- Should a student leave the school premises without permission then staff should act quickly, not chase after the student, but rather to report immediately to the office and a member of Leadership Group. Parents/ carers and Police will then be immediately informed of the circumstances as appropriate.

Staff should sign and out of site using the book kept in the Staffroom – this is a Health & Safety procedure to ensure we know exactly who is on site should there be an emergency.

All staff should wear their Greenside ID badge at all times when on site.

All staff have a responsibility to challenge adults on site who are not wearing a Greenside visitors badge and to inform the Office and Leadership Group immediately.

Welcoming other Professionals

Visitors with a professional role, such as the school nurse or members of the Police should have been vetted to work with students through their own organization. When there is a planned visit to Greenside, The CP Officer or member of LG will ensure that written confirmation is received from the employing organization that the said individual has been vetted through the DBS, within the last three years and cleared to work with students.

When the said individuals make adhoc or unplanned visits to `greenside, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to students until confirmation of their vetting status has been confirmed. No examination/medical treatment of any student will be allowed unless the professional has suitable clearance prior to their visit.

It is recognized that in emergency situations when the Police are called, it may not be possible to confirm their identity before access to the site is allowed. The CP Officer/ LG will use their professional judgment to effectively manage these situations.

Child Protection Policy

See separate Child Protection policy

The Curriculum

The curriculum deals with safeguarding in two ways. Firstly, in our SMSC sessions where relevant discussions around related issues take place. Subjects are dealt with in an age appropriate way and include such themes as Drugs, Alcohol, puberty, Strangers and e-safety issues. Our students are encouraged to explore and discuss these issues; asking questions and understanding personal safety issues.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PE & Sports.

Trips & Visits

Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school site. Appropriate and agreed student/ adult ratios are always maintained. The lead adult always risk assesses visits and trips to ensure students are safeguarded and protected from harm before the event is finally authorised by Robin Yeats, who is our Leader of Trips & Visits.

Visiting speakers, with correct clearance and/or constant supervision are always welcome at Greenside so that they can give specialist knowledge to our students.

E-Safety

Students are encouraged to use a whole range of ICT.

Our policy and AUPs cover all areas of risk and promote safety.

Robin Yeats has responsibility for internet and other ICT safety and will have access to all email addresses and passwords provided. The school follows guidelines for Internet use/E-safety laid down by the London Grid for Learning.

See separate policies and AUPs

Photographing and Videoing of Students in School

At Greenside we have taken a sensible and balanced approach to photographing and filming our students.

Taking pictures & film images of student's achievements & activities is a wonderful way of capturing a memory & promoting successes. Parents/ carers sign a permission letter for images to be used beyond our school. See E-safety Policy for further information.

Whistle-blowing

If members of staff, volunteers or governors have any concerns about people working in a paid or unpaid capacity with students, they have a duty of care (and in some cases a professional duty) to inform the Executive Head (or Deputy Head in her absence) accordingly. This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence.

Greenside currently follows the Local Authority's policy on whistle-blowing. TEF are devising guidelines.

Please see:

- Anti-Bullying Policy
- Attendance Policy
- Behaviour for Learning Policy
- Charging Policy
- Celebration of Achievement Policy
- Data Protection & Registration
- Equality and Community Cohesion
- Emergency Business Plan
- Lettings
- Medical Care
- SMSC
- Trips and Visits
- Whistle-blowing

This statement is reviewed alongside the Child Protection.