



## **Safeguarding Children Policy (including Physical Intervention Policy)**

Cleeve School fully recognises its responsibilities for the safeguarding of children. We recognise that the day to day contact with children makes school staff well placed to observe the outward signs of abuse.

Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Ensuring that procedures set out by the Gloucestershire Safeguarding Children Board (GSCB) are followed by the designated teacher for child protection and where appropriate the designated governor for child protection. See GSBC guidance for detail.
- Raising awareness of child protection issues and implementing procedures for identifying and reporting cases, or suspected cases, of abuse. This includes staff training so that all understand their responsibilities.
- Supporting pupils who have been abused, in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn, develop and feel listened to.

### **1. Safeguarding Children responsibilities and procedures:**

#### **All staff:-**

- to report suspicions or pupil disclosure to Designated Co-ordinator (or Headteacher in absence of designated coordinator)
- to provide support to pupil as needed.
- to provide Designated Co-ordinator with relevant information in a detailed written format, as required.
- to comply with the clear boundaries given by the Designated Co-ordinator.

#### **Designated Co-ordinator:-**

- to provide support to pupils as needed.
- to collect and collate all reports, information.
- to keep all written records of concerns about children, even where there is no need to refer the matter immediately.
- to ensure all records are kept securely, separate from the main pupil file, and in a locked location.
- to discuss with Headteacher proposed action.
- to implement the decisions of the Headteacher re future action.
- to act as the link between the school and outside agencies who have legal responsibilities.
- to ensure dissemination of necessary information to relevant staff.
- to provide support, advice, training for staff as required/appropriate.



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### **Headteacher:-**

- to authorise action to be taken by Designated Co-ordinator and oversee as necessary

### **Designated Governor:-**

- to become involved in any allegations against the Headteacher.

### **2. Accusations against a member of staff:**

Where accusations are made against a member of staff the GSCB guidelines are followed. If the accusation is against the Headteacher the nominated governor will lead all decision making.

### **3. Communication with pupils**

Communications between pupils and staff, by whatever method, should take place within clear and explicit boundaries. This includes offsite activities, and communication through technology such as mobile phones, social networking websites, blogs, cameras, videos and e-mail. Staff should ensure that all communications are transparent and open to scrutiny.

Staff should:

- Only give their personal details such as postal address, personal e-mail address or telephone numbers to pupils with prior agreement with the Headteacher
- Only make contact with pupils for a professional reasons
- Only make contact with a pupil via their mobile phone in a crisis situation or if a child is at risk of harm

### **Social Contact with pupils:**

Staff should not seek to have social contact with pupils or their families unless the reason for this contact has been agreed with the Headteacher.

Staff should:

- Ensure that any planned social contact with pupils is planned and procedures followed according to the Offsite Visits Policy.
- Only invite pupils into their homes if the reason for this has been agreed with the Headteacher and procedures followed according to the Offsite Visits Policy.
- Ensure that no alcohol, tobacco or drugs are consumed during offsite activities with pupils

### **Physical Intervention:**



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It is the school's expectation that physical intervention:

- Should only be used as a last resort, in clear and dire circumstances.
- Should only be used in the best interests of the young person and other young people.
- Should only be used if all other preventative measures have been explored.
- Should never be punitive.
- Should be reasonable, proportional and necessary.

Therefore, the school deems that there should be no planned restrictive physical interventions in the course of a normal day. Wherever possible the use of physical force should be avoided. If physical interventions occur it will be as part of an unforeseen or emergency situation. It is acknowledged that, at times, staff may find themselves in a situation where there is no other option than the use of 'reasonable force' to keep a young person and themselves safe.

- Section 550A of the 1996 Education Act states:
- "A member of staff of a school may use, in relation to any pupil at the school, such force as is reasonable in the circumstances for the purpose of preventing the pupil from doing (or continuing to do) any of the following, namely:
  - committing an offence
  - causing personal injury, or damage to the property of, any person (including the pupil himself), or
  - engaging in any behaviour prejudicial to the maintenance of good order and discipline at the school or among any of its pupils, whether that behaviour occurs during a teaching session or otherwise"

A "member of staff" means any teacher who works at the school and any other person who, with the authority of the Headteacher has lawful charge of young people at the school."

Restrictive physical intervention is defined as use of physical force to control a person's behaviour (see guidance pg9 for further example). If an incident of restrictive physical contact occurs it should be documented in writing and reported to the Headteacher as soon as possible. The report should include:

- Which young person (s) were involved, including witness names
- Where and when it happened
- Reasons why reasonable force were necessary
- Context of the incident



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The Headteacher may then begin an investigation process. Complaints against members of staff following an alleged use of physical intervention will be dealt with in accordance with GSCB guidelines.

### **4. Searching pupils procedure**

New legislation has granted Headteachers, and staff they authorise, a new power to search pupils, without consents, when they have reasonable grounds for suspecting that a pupil has a knife, or other weapon, or illegal substance.

- If a member of staff has any concerns regarding a pupil carrying a knife, or other weapon , or illegal substance they should inform a member of SST immediately.
- The pupil should then be removed to a designated area by 2 members of staff and be asked to give consent to a search.
- Searches should only be carried when two adults are present and with consent from the pupil.
- If the pupil does not consent, or the member of staff has any concerns, Police should be informed and asked to attend.
- Record keeping is important. Following a search, whether or not a weapon is uncovered, the school should make a record of the person searched, the reason for the search, the time and the place, who was present and note the outcomes and any follow-up actions.

### **Managing, monitoring and evaluating the Safeguarding Children Policy**

The Senior Management Team will be kept up to date with training needs and any changes to the procedures. The Safeguarding policy will be reviewed and changed accordingly, this in turn, will be monitored by the relevant member of the Governors. The designated coordinator will ensure that current procedures are monitored and evaluated throughout the year.