

Safeguarding policy template for schools and colleges 2022-23

Version 02

September 2022



Get more information about this document

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Safeguarding Policy SWPA 2022-23

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| V01 | 12/10/21 | NC | Final |
| V02 | 05/09/22 | NC | 2022-23 update |

Safeguarding policy

Smith's Wood Primary Academy

This is a core policy that forms part of the induction for all staff and governors. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

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| Date written | October 2022 |
| Date of last update | January 2022 |
| Date agreed and ratified by governing body or management committee | November 2022 |
| Date of next full review | October 2023 |

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key contacts

| | Name | Contact details [Email address] [Telephone] |
|------------------------------------|------------------|---|
| Headteacher or equivalent | Danielle Givens | s48dgivens@smithswoodpri.solihull.sch.uk 0121 779 8050 |
| Designated safeguarding lead (DSL) | Danielle Givens | s48dgivens@smithswoodpri.solihull.sch.uk 0121 779 8050 |
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| Senior mental health lead | Laura Boobyer | S48lboobyer@smithswoodpri.solihull.sch.uk 0121 779 8050 |
| Safeguarding governor or equivalent | Amy Price | S48aprice@smithswoodpri.solihull.sch.uk 0121 779 8050 |
| Designated teacher for looked after and previously looked after children | Mia Taylor | S48mtaylor@smithswoodpri.solihull.sch.uk 0121 779 8050 |

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Child-focused approach to safeguarding

Introduction

The purpose of this policy statement is:

- to protect children and young people who attend Smith's Wood Primary Academy from harm;
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to everyone.

Policy context

This policy is derived from a variety of legislative provisions and statutory guidance. In particular, it is based upon the requirements and best practice outlined in:

- Keeping Children Safe in Education 2022 (KCSIE)
- Working Together to Safeguard Children 2018 (WTSC)
- Ofsted: Education Inspection Framework' 2022
- Framework for the Assessment of Children in Need and their Families 2000
- Solihull MBC Safeguarding Children Procedures
- Early Years and Foundation Stage Framework 2021 (EYFS)

Section 157 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

The duties for all academies – including all free schools and independent schools – to safeguard and promote the welfare of pupils at the school/college is set down in Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#).

Smith's Wood Primary Academy's policy reflects these duties and complies with our funding agreement and articles of association.

Safeguarding statement

Smith's Wood Primary Academy recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Smith's Wood Primary Academy believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Smith's Wood Primary Academy recognises the importance of providing an ethos and environment within school/college that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Our core safeguarding principles are:

Prevention: positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.

Protection: following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

Support: for all learners, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm.

Working with parents and other agencies: to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

Education providers may wish to insert their mission statement or vision and values in line with their procedures for other policies. The safeguarding policy statement should also be referenced within your child protection policy.

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Safeguarding policies and procedures

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our child protection policy which can be viewed in the policies section on our website.

| Policies, procedures and requirements | Where you will find the policy/procedure |
|---|---|
| Child protection (including online safety, low level concerns policy and child-on-child abuse as required by KCSiE '22) | School website – policies section |
| Looked after and previously looked after children – designated teacher | (within child protection policy) |
| Pupil premium statement | School website – key information section |
| Mental health and wellbeing | School website – policies section |
| Equality information and objectives | School website – policies section |
| Special educational needs and disabilities | School website – policies section |
| Accessibility plan | School website – policies section |
| Premises management documents* | School work drive – policy folder |
| Healthy and safety | School website – policies section |
| Risk assessments | School work drive – policy folder |
| First aid | School website – policies section |
| Lettings | School work drive – policy folder |
| Attendance | School website – policies section |
| Behaviour in schools | School website – policies section |

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| Behaviour principles written statement*(maintained) | School website – policies section |
| | School website – policies section |
| Exclusions | |
| Online safety | School website – policies section |
| Acceptable use of social media | School website – policies section |
| Mobile and smart technology | School website – policies section |
| Data protection and information sharing | School website – policies section |
| Protection of biometric information | (within data protection policy) |
| Children with health needs who cannot attend school | Medical conditions policy – school website – policies section |
| Supporting children with medical conditions in school/Medicines in school | Medical conditions policy – school website – policies section |
| Personal and intimate care | School website – policies section |
| Staff discipline, conduct and grievance (procedures for addressing) | School work drive – policy folder |
| Staff behaviour/code of conduct (including reference to low level concerns, managing allegations against staff and whistleblowing, acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications including the use of social media policies as required by KCSiE '22) | School work drive – policy folder |
| Statement of procedures for dealing with allegations of abuse against staff* | School website – policies section |
| | School work drive – policy folder |
| Safer recruitment | |
| Single central record of recruitment and vetting checks | School office |

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| Visitors' protocol | School office |
| Governor code of conduct | School work drive – policy folder |
| Governor training record | Principal Office |
| Early years foundation stage* | School website – policies section |
| Relationships and sex education* | School website – policies section |
| Drug and alcohol education/managing substance related incidents | School work drive – policy folder |
| Educational visits | School website – policies section |
| School complaints | School website – policies section |
| Whistleblowing | School website – policies section |
| Confidentiality | School website – policies section |

*Please amend this list to reflect your setting's policies and procedures. Further information about the policies/requirements that are statutory can be found [here](#). These are marked with an * in the table above. Although some of the policies identified above are not statutory, there is an expectation that the subject matter is referenced within other policies for example the school's approach to anti-bullying (child-on-child abuse) may be included within the behaviour and child protection policies. Similarly, online safety may be threaded through a number of policies.*
