

# Safeguarding policy template for schools and colleges 2022-23

Version 02

September 2022



---

## Get more information about this document

Name	Natasha Chamberlain
Email	<a href="mailto:educationsafeguarding@solihull.gov.uk">educationsafeguarding@solihull.gov.uk</a>
Telephone	<a href="tel:01217046616">0121 704 6616</a>

## Safeguarding Policy SWPA 2022-23

### Version control – Safeguarding-policy-template.docx

Version	Date	Owner	Notes
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.**

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

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

## Key contacts

	<b>Name</b>	<b>Contact details</b> <b>[Email address]</b> <b>[Telephone]</b>
Headteacher or equivalent	Danielle Givens	<a href="mailto:s48dgivens@smithswoodpri.solihull.sch.uk">s48dgivens@smithswoodpri.solihull.sch.uk</a> 0121 779 8050
Designated safeguarding lead (DSL)	Danielle Givens  Paula Kirk  Laverne O'Reilly	<a href="mailto:s48dgivens@smithswoodpri.solihull.sch.uk">s48dgivens@smithswoodpri.solihull.sch.uk</a> 0121 779 8050 <a href="mailto:s48pkirk@smithswoodpri.solihull.sch.uk">s48pkirk@smithswoodpri.solihull.sch.uk</a> 0121 779 8050 <a href="mailto:s48loreilly@smithswoodpri.solihull.sch.uk">s48loreilly@smithswoodpri.solihull.sch.uk</a> 0121 779 8050
Senior mental health lead	Laura Boobyer	<a href="mailto:S48lboobyer@smithswoodpri.solihull.sch.uk">S48lboobyer@smithswoodpri.solihull.sch.uk</a> <b>0121 779 8050</b>

## Safeguarding Policy SWPA 2022-23

Safeguarding governor or equivalent	Amy Price	<a href="mailto:S48aprice@smithswoodpri.solihull.sch.uk">S48aprice@smithswoodpri.solihull.sch.uk</a> 0121 779 8050
Designated teacher for looked after and previously looked after children	Mia Taylor	<a href="mailto:S48mtaylor@smithswoodpri.solihull.sch.uk">S48mtaylor@smithswoodpri.solihull.sch.uk</a> 0121 779 8050

### Contents

<b>Safeguarding policy template for schools and colleges 2022-23</b> .....	<b>1</b>
<b>Safeguarding policy</b> .....	<b>3</b>
Key contacts .....	3
Child-focused approach to safeguarding .....	5
Introduction.....	5
Policy context .....	5
Safeguarding statement .....	6
Safeguarding policies and procedures .....	7

## 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.*

---

## Safeguarding Policy SWPA 2022-23

### 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

## Safeguarding Policy SWPA 2022-23

Behaviour principles written statement*(maintained)	School website – policies section
Exclusions	School website – policies section
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



## Safeguarding Policy SWPA 2022-23

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.*

---