



SAFEGUARDING AND CHILD PROTECTION POLICY

EPT Document Control

Date agreed	September 2018
Review period	Annually September 2019
Policy status	Statutory
Owner	Governing Body/Board of Directors
Lead Contact	Rob Kershaw

WHOLE SCHOOL POLICY FOR SAFEGUARDING & CHILD PROTECTION

The Heights, Blackburn

The purpose of this safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children at our school to have the best outcomes.

This policy will give clear direction to staff, volunteers, visitors and parents about expectations and our legal responsibility to safeguard and promote the welfare of all children at our school.

Our school fully recognises the contribution it can make to protect children from harm and to support and promote the welfare of all children who are registered pupils at our school.

This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

This policy should be read in conjunction with the School's Safeguarding Portfolio.

Policy Aims

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice
- To demonstrate the school's commitment with regard to child protection to pupils, parents and other partners.
- To contribute to the schools safeguarding portfolio.

Prevention – The Heights is committed to early help and identification of unmet needs and vulnerabilities. The school works in partnership with other agencies to promote the welfare of pupils and keep children safe.

Protection – all staff and volunteers are trained to recognise and respond to abuse and neglect. All staff and volunteers are expected to be vigilant and must act quickly when they suspect a child is suffering or is likely to suffer harm.

Support – Our school acknowledges the sensitivity and complex nature of safeguarding and child protection and therefore ensures that pupils, staff and families are supported appropriately.

KEY AREA	
Statutory Guidance	<ul style="list-style-type: none"> ● Education Act 2002: Section 175 of the Education Act 2002 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 to safeguarding and promoting the welfare of children. ● Section 157 of the same act and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school. ● Working Together to Safeguard Children 2018 sets out organisational responsibilities for schools and colleges and this applies to maintained, independent, academies, free schools and alternative provision academies ● Keeping children Safe in education 2018. Statutory guidance for schools and colleges was issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. This contains information on what schools and colleges should do and sets out the legal duties with which schools must comply ● What to do if you are worried a child is being abused ● Guidance for Safer Working Practice ● The Children Act 1989 ● The Children Act 2004
Ethos	<p>The Heights Free School recognises that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of, or suffering abuse. We therefore ensure that:</p> <ul style="list-style-type: none"> ● ALL staff, volunteers and governors contribute to an ethos where children feel secure and safe ● ALL children have opportunities to communicate and know that they are listened to ● ALL children's wishes, feelings and views will be taken into account when decisions are being made about how to keep them safe ● ALL children know that they can communicate with any adult in school if they are worried or in difficulty ● ALL staff and volunteers will contribute to providing a curriculum which will equip children with the skills they need to stay safe and be able to communicate when they do not feel safe ● ALL staff and volunteers will contribute to providing a curriculum which will help children develop an attitude which will enable them to enter adulthood successfully and reach their full potential ● ALL staff, volunteers and governors will establish effective, supportive and positive relationships with parents, carers, pupils and professionals

<p>Children who may be particularly vulnerable at the Heights, Blackburn</p>	<p>It is vital that children receive the right help and support at the right time to address unmet needs and identify risks to prevent issues from escalating.</p> <p>To ensure that all of our pupils receive equal protection, we will give special consideration to children who are:</p> <ul style="list-style-type: none"> • Disabled and has special educational needs • Has special educational needs (with or without a Health Care Plan) • Young carers • Affected by adverse childhood experiences such as parental substance misuse, adult mental ill health or domestic abuse • Asylum seekers • Regularly absent from school • Living away from home (frequent movers) • Vulnerable to being bullied, or engaging in bullying • Living in temporary accommodation • Homelessness • Living a transient lifestyle • Living in chaotic and unsupportive home situations • Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality • Involved directly or indirectly in prostitution or child trafficking • Speakers of another first language • Subject to a Child Protection Plan • Exhibiting any changing behaviours or risk-taking behaviours that cause concerns • Children in Our Care/Looked After Children • Previously looked after children • Privately fostered • Children living in poverty • At risk due to their own or a family members mental health
<p>Pupils with Special Education Needs and Disabilities.</p>	<p>We recognise that pupils with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group, including:</p> <ul style="list-style-type: none"> • Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration • Pupils being more prone to peer group isolation than other pupils • The potential for pupils with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs • Communication barriers and difficulties in overcoming these barriers <p>We offer extra pastoral support for pupils with SEN and disabilities.</p>

<p>Roles & Responsibilities</p>	<p>The Heights, Blackburn is committed to providing the relevant personnel with clear and explicit roles and responsibilities to ensure accountability when safeguarding children. We therefore ensure that:</p> <p><i>All adults, including volunteers, working in or on behalf of the school will:</i></p> <ul style="list-style-type: none"> ● Demonstrate an understanding that safeguarding is everyone's responsibility ● Maintain and demonstrate a mind set of "it could happen here" ● Do all they can within the capacity of their role, to keep ensure that children are protected from harm ● Do all they can within the capacity of their role, to ensure that children grow up in circumstances consistent with safe and effective care ● Do all they can within the capacity of their role, to ensure that children have the best outcomes ● <i>Report cases of suspected abuse to the DSL. This will be done as soon as possible using the school's agreed format</i> ● <i>Report lower level concerns to the DSL using the school's agreed format</i> ● <i>Monitor all pupils, particularly those that are deemed vulnerable</i> ● <i>Report any concerns regarding adults conduct to the DSL or Headteacher</i> <p><i>The Governing Body will:</i></p> <ul style="list-style-type: none"> ● Ensure that the policies, procedures and training in The Heights Blackburn are effective and comply with the law at all times ● Ensure that safeguarding policies and procedures are followed by all staff ● Put in place safeguarding responses in cases where children go missing from education ● Appoint a DSL and back-ups and ensure that they are provided with appropriate support, funding, resources and time to carry out their role ● Ensure the school or college contributes to inter-agency working in line with statutory guidance Working together to safeguard children ● Ensure that safeguarding procedures take into account local guidance including Risk Management Toolkit and Blackburn with Darwen Continuum of Need and Thresholds Guidance ● Ensure that staff members undergo safeguarding training at induction ● Ensure that DSLs and all staff, volunteers and Governors are trained and updated regarding safeguarding regularly in compliance with Keeping Children Safe in Education ● Ensure that children are safe online by ensuring that appropriate filters and monitoring systems are in place ● Ensure that children are taught about safeguarding ● prevent people who pose a risk of harm from working with children ● Ensure there are procedures in place to handle allegations against teachers, Headteachers, principals, volunteers and other staff ● Ensure staff in school are aware of, and policies reflect, an understanding of specific issues such as peer on peer abuse and safeguarding children with disabilities and special educational needs ● Ensure that all practice and procedures operate with the best interests of the child at their heart ● Appoint a designated teacher to promote the education of CLA ● Ensure that all staff are aware of safeguarding issues and vulnerabilities associated with CLA <p><i>The DSLs will:</i></p> <ul style="list-style-type: none"> ● <i>Take lead responsibility for safeguarding and child protection</i> ● <i>Manage referrals to Children's Social Care, Police and other agencies</i> ● <i>Work with others in order to improve outcomes for children</i> ● <i>Attend DSL training every 2 years</i> ● <i>Undertake Prevent awareness training</i> ● <i>Update their skills and knowledge on a regular basis, but at least annually</i> ● <i>Raise awareness of safeguarding throughout school</i> ● <i>Ensure that this policy is reviewed annually and is available publicly</i> ● <i>Maintain, update and amend the school's safeguarding portfolio regularly</i> ● <i>Ensure that parents are aware of schools responsibilities regarding</i>
--	---

<p>Induction, Training & Updates</p>	<p>The Heights, Blackburn is committed to providing staff and volunteers with the skills and knowledge needed to safeguard children. We therefore ensure that:</p> <ul style="list-style-type: none"> ● <i>ALL staff and volunteers will receive Level 1 & 2 Safeguarding Training on induction using EPT Induction Pack which includes Keeping Children Safe in Education (Part One), Keeping children Safe in Education (Annex A), Guidance for Safer Working Practice, Code of Conduct and Whistleblowing Policy.</i> ● <i>ALL staff and volunteers will receive Level 1 & 2 Safeguarding Training annually</i> ● <i>the DSL/s will provide ALL staff, volunteers and governors with regular safeguarding updates</i> ● <i>ALL staff, volunteers and governors will read and show an understanding of any updates that are provided</i> ● <i>DSLs will attend DSL training every 2 years</i> ● <i>DSLs will update their knowledge, skills and understanding of relevant safeguarding issues on a regular basis</i> ● <i>the main DSL will undertake Prevent awareness training</i> ● <i>at least one member of staff and one governor will attend Safer Recruitment Training. This will be renewed at least every 5 years</i> ● <i>ALL staff, volunteers and governors will undertake any additional training on matters such as Child Sexual Exploitation, Prevent, Peer on Peer abuse, Online Safety etc as is deemed necessary by the SLT</i> ● <i>Any staff member will discuss any specific training requirements or gaps in knowledge or understanding with the DSL/s</i>
---	--

<p>Child Protection</p>	<p>The Heights Blackburn is committed to PREVENTING abuse, PROTECTING children from abuse and SUPPORTING those involved in cases of abuse. We therefore ensure that:</p> <ul style="list-style-type: none"> ● <i>ALL staff and volunteers understand the importance of teaching children how to keep themselves safe from all types of abuse</i> ● <i>ALL staff and volunteers seek out opportunities that are relevant to their role, to teach children the skills to keep themselves safe</i> ● <i>ALL staff and volunteers make and maintain positive and supportive relationships with children which enable children to feel safe and valued</i> ● <i>safeguarding has a high status throughout school by being on the agenda at staff meetings/briefings, information being readily available on notice boards, regular updates</i> ● <i>ALL staff feel confident in approaching DSLs to raise concerns</i> ● <i>ALL staff and volunteers have an understanding of the four categories of abuse; NEGLECT, EMOTIONAL ABUSE, SEXUAL ABUSE, PHYSICAL ABUSE.</i> ● <i>ALL staff and volunteers understand that there are other ways in which children can be abused such as; Online, Child Sexual Exploitation, Female Genital Mutilation, Honour Based Violence, Radicalisation, Trafficking, Slavery, Peer Abuse, Forced Marriage and others</i> ● <i>ALL staff and volunteers have the knowledge, skills and expertise to recognise the signs and symptoms of all types of abuse</i> ● <i>DSLs keep up to date with emerging and specific safeguarding issues and update training and the School's Safeguarding Portfolio accordingly</i> ● <i>DSLs update staff and volunteers knowledge and understanding of such issues in order for them to be able to identify children who are at risk of such specific safeguarding issues</i> ● <i>ALL staff and volunteers will maintain and demonstrate an attitude of "it can happen here"</i> ● <i>ALL staff and volunteers are child-centred in their practice and act in the best interests of the child at all times</i> ● <i>ALL staff recognise and understand that behaviour can be a child's way of communicating distress and changes to behaviour may be an indicator of abuse</i> ● <i>ALL staff and volunteers have the skills to respond appropriately and sensitively to disclosures or allegations of abuse</i> ● <i>ALL staff and volunteers report cases of suspected abuse to the DSL. This will be done as soon as possible using the school's agreed format</i> ● <i>where a child is at risk of immediate harm, ALL staff understand that they must refer to the Police or Children's Social Care</i> ● <i>ALL staff and visitors know how to refer to Children's Social Care</i> ● <i>DSLs will make a Section 47 referral to Children's Social Care where a child is in need of protection, has been significantly harmed or is at risk of significant harm, using Blackburn with Darwen Continuum of Need and Thresholds Guidance and Risk Management Toolkit to determine whether this threshold has been met</i> ● <i>this referral will be done by telephone and followed with a CSC Referral Form as soon as possible</i> ● <i>consent from parents/carers and child (if age appropriate) will be sought prior to this referral, except where this will cause delay or place anyone at risk</i> ● <i>where consent is not given, parents and carers are informed that a referral will still be made, except where this will cause delay or place anyone at risk</i> ● <i>DSLs adhere to policy, procedures and guidance with regard to sharing information</i> ● <i>DSLs contribute to Strategy Discussions, Strategy Meetings, Initial and Review Child Protection Conferences, Core Group Meetings and other CP meetings</i> ● <i>DSLs will attend CP meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes</i> ● <i>DSLs meet regularly to ensure that decisions made about children who are subjects of CP Plans are agreed and a clear rationale for the decision is</i>
--------------------------------	---

<p>Child in Need</p>	<p>The Heights Blackburn is committed to ensuring the appropriate level of support is offered to a "Child in Need" and their family. We therefore ensure that:</p> <ul style="list-style-type: none"> ● DSLs will make a Section 17 referral to Children's Social Care where Early Help has not been successful in reducing risk and meeting unmet needs using Blackburn with Darwen Continuum of Need and Thresholds Guidance and CSC referral form ● DSLs will make a Section 17 referral to Children's Social Care where there is evidence that the Level 3 threshold has been met on the Continuum of Need ● this will be determined and assessed by the DSL using the Blackburn with Darwen Continuum of Need and Thresholds Guidance and the Risk Management Toolkit ● DSLs will obtain parental consent for the referral and for information to be shared, prior to contacting Children's Social Care ● When consent is not given, DSLs will continue to offer Early Help, gather evidence of engagement or lack thereof, disguised compliance, impact on the child, increase in risk or level of unmet need, improvements or deteriorations ● DSLs will review such cases regularly and assess whether there is evidence that meets Level 4 threshold on the Continuum of Need. In such cases Child Protection Procedures will be followed ● <i>DSLs contribute to Child in Need Meetings and Reviews</i> ● <i>DSLs will attend CiN meetings, produce and present reports, liaise with staff, work with parents, work with other agencies and ensure the voice of the child is evidenced throughout these processes</i> ● <i>DSLs will meet regularly to ensure that decisions made about children who are subjects of CiN Plans are agreed and a clear rationale for the decision is documented</i> ● <i>A copy of the child's CiN Plan is included in the child's individual safeguarding file</i>
<p>Early Help</p>	<p>The Heights Blackburn is committed to providing our families with the right help at the right time. We therefore ensure that:</p> <ul style="list-style-type: none"> ● <i>ALL staff and volunteers can identify the risk factors that indicate a family or pupil may benefit from Early Help</i> ● <i>ALL staff and volunteers will use the school's agreed format for letting the DSL know about Early Help requirements</i> ● <i>DSLs will undertake a CAF assessment, when appropriate, to identify what Early Help is required</i> ● <i>DSLs will signpost and refer to appropriate support agencies</i> ● <i>DSLs will lead on TAF meetings where is it appropriate for them to do so</i> ● <i>DSLs will refer to CSC where Early Help has not been successful in reducing risk and meeting unmet needs using Blackburn with Darwen Continuum of Need and Thresholds Guidance and CSC referral form</i> ● <i>DSLs will utilise Wellbeing, Prevention and Early Help services by using Request for Service form</i> ● <i>DSLs and other identified staff will identify and work with any organisations that are relevant in meeting the needs of pupils and their families</i> ● <i>DSLs and other identified staff will initiate and maintain positive and supportive relationships with parents and carers of children who may benefit from Early Help</i>

**S p e c i f i c
Safeguarding**

The Heights Blackburn is committed to keeping our children safe from specific forms of abuse. We therefore ensure that:

ALL staff and volunteers understand that there are specific and emerging ways in which children can be abused, such as:

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism, there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

- ALL staff and volunteers will have 'due regard to the need to prevent people from being drawn into terrorism', known as the 'Prevent Duty'
- ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of radicalisation
- ALL staff and volunteers will use professional judgement in identifying children who might be at risk of radicalisation and act proportionately
- The school **Online Safety Policy** will ensure the safety of children by ensuring they cannot access terrorist and extremist material when using the internet and that suitable filtering software is in place
- DSLs understand when it is appropriate to make a referral to the Channel Panel

Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where young people may receive something (e.g. food, accommodation, drugs, alcohol, gifts or simply affection) as a result of engaging in sexual activities. The perpetrator will not only groom the victim (possibly over a long period of time) but will always hold some kind of power which increases as the exploitative relationship develops. Sexual exploitation involves a degree of coercion, intimidation or enticement, including unwanted pressures from peers to have sex, sexual bullying including on line bullying (cyberbullying) and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

- The school curriculum (whereby sexual relationships/PSHE is delivered) will include relevant information around the risks associated with CSE
- The school **Online Safety Policy** will ensure the safety of children by ensuring they cannot access inappropriate material when using the internet and that suitable filtering software is in place

Honour Based Violence (HBV) 'A crime or incident, which has or may have been committed, to protect or defend the honour of the family and/or community'. (ACPO Working Definition 2008) ALL staff and volunteers will have a general understanding of how to identify a child who may be at risk of Honour Based Violence.

Forced Marriage is one whereby one or both parties do not consent to marriage but are forced to do so through violence, threats or any form of coercion. Schools play an important role in safeguarding children from being forced to marry.

Female Genital Mutilation (FGM) is encompassed within the term Honour Based Violence

- ALL staff and volunteers are aware of the "one chance rule" and will report all cases of suspected Honour Based Violence to the DSL immediately
- FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences
- ALL staff need to be alert to the possibility of when a female pupil may be at risk of FGM or when it may have been conducted on them
- *DSLs must report to the police cases where they discover that an act of FGM, Forced Marriage or other HBV appears to have taken place*

<p>Online Safety</p>	<p>The Heights Blackburn is committed to keeping pupils safe online. We therefore ensure that:</p> <ul style="list-style-type: none"> ● ALL staff and volunteers understand that children can be harmed online via hurtful and abusive messages, enticing children to engage in age inappropriate conversations, sharing and production of indecent images or encouraging risk taking behaviour ● The school's Online Safety Policy details how we keep pupils safe when using the internet and mobile technology ● Online bullying by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our Behaviour Policy ● There is a clear and explicit procedure for dealing with mobile phones that are brought into school by children ● DfE advice; Searching, Screening and Confiscation is followed where there is a need to search a pupil for a mobile device ● When school become aware of an online safety issue that has occurred outside of school, it is managed in accordance with the school Online Safety Policy ● We regularly monitor and filter online access, details of which can be found in our online safety policy.
<p>Record Keeping</p>	<p>The Heights Blackburn is committed to recording all matters relating to the welfare of children in a relevant format. We therefore ensure that:</p> <ul style="list-style-type: none"> ● <i>DSLs will refer to Record Keeping Guidance to assist them in creating and maintaining accurate safeguarding records</i> ● <i>there is an agreed format for reporting all matters relating to child wellbeing, from an early help requirement or "niggle", to a disclosure of abuse</i> ● <i>ALL staff use the agreed format for passing on concerns</i> ● <i>concerns should be factual and evidence based</i> ● <i>concerns should be passed directly to the DSL</i> ● <i>ALL concern logs will be kept in an individual pupil safeguarding file on CPOMS</i> ● <i>Any child for whom we have had concerns will have an individual safeguarding record on CPOMS. Access to a pupil's full records on CPOMS is restricted to Senior members of staff and the safeguarding team. All teaching and support staff have access to input concerns to CPOMs at any time. All catering staff and premises staff report any concerns through 'cause for concern' sheets and the DSL uploads them onto CPOMS.</i> ● <i>DSLs will record all discussions, decisions and rationale behind decisions and sharing of information in the child's records</i> ● <i>DSLs will record evidence of child's wishes, professional challenge, offers of early help and multi-agency working</i> ● <i>when individual pupils are discussed during staff meetings, such as supervision, staff updates or risk assessments etc. pupil information should be anonymised or stored in a secure manner</i> ● <i>all safeguarding records are stored securely in a locked cabinet in the pastoral office.</i> ● <i>only DSLs will have access to safeguarding records.</i> ● <i>a pupil's safeguarding file will be transferred, in its entirety, to the educational establishment where the child moves to, unless there is ongoing legal action</i> ● <i>the safeguarding file will be hand delivered to the DSL at the receiving school. If this is not possible, the safeguarding file will be sent by recorded delivery</i> ● <i>a receipt will be obtained at time of transfer and the responsibility for the safeguarding records will pass to the receiving school</i> ● <i>the educational establishment where the pupil attends at statutory school leaving age (18) will securely retain the safeguarding records in line with our records retention schedule. Safeguarding records will then be destroyed securely</i> ● <i>advice will be sought from legal services and/or Schools Safeguarding Officer if any staff are unclear about any aspects of safeguarding record keeping</i>

<p>Safer Recruitment</p>	<p>The Heights, Blackburn is committed to keeping pupils safe by ensuring that adults who work or volunteer in school are safe to do so. We therefore ensure that:</p> <ul style="list-style-type: none"> ● <i>EPT Human Resources advice is adhered to, to ensure that there is a strong reference and commitment to safeguarding during advertisement, selection and recruitment of new staff</i> ● <i>The Senior Leadership Team, and the Chair of Governors have all had Safer Recruitment Training.</i> ● <i>At least one person conducting an interview has attended Safer Recruitment Training</i> ● <i>ALL staff will monitor the conduct of all adults who come into contact with children at school and report any concerns or allegations to the DSL, Headteacher or Chair of Governors as appropriate</i> ● <i>relevant, proportionate and lawful checks are undertaken on all adults who regularly work at, or visit the school</i> ● <i>A Single Central Record is kept of checks that are undertaken on all adults who regularly work at, or visit the school</i> ● <i>The SCR is stored securely and only accessed by designated staff and governors</i> ● <i>Safeguarding Governor should evidence regular oversight/scrutiny of the SCR using the SCR Audit Sheet</i> ● <i>Evidence of staff members identity, required qualifications and the right to work in the UK will be kept in individual personnel files</i> ● <i>Covering (umbrella) letters will be obtained from agencies and other employers that provide staff to work in school</i> ● <i>Individual identity checks will be undertaken on those staff detailed above to ensure they are employees of the named agency/employer</i> ● <i>a transfer of control agreement will be used where other agencies/ organisations use school premises and are not operating under school's safeguarding policies and procedures</i> ● <i>When an issue is declared, advice will be sought from Ofsted about the need to apply for a waiver. If a waiver is necessary, a risk assessment will be carried out and proportionate measures put in place until a waiver has been issued or matters resolved otherwise disqualification@ofsted.gov.uk</i> ● <i>Advice will be sought from Human Resources, LADO and/or Schools Safeguarding Officer if any staff are unclear about any aspects of Safer Recruitment</i>
<p>Allegations of abuse</p>	<p>The Heights Blackburn understands that when an allegation is made against a member of staff, set procedures must be followed. We therefore ensure that:</p> <ul style="list-style-type: none"> ● all staff are aware of the requirement to, and process of referring allegations against staff to the Headteacher ● all staff are aware of the requirement to, and process of referring allegations against the Headteacher to the nominated Governor ● The Headteacher and/or Chair of Governors will discuss the allegation with the Local Authority Designated Officer (LADO) ● The schools policy for dealing with allegations against staff will be followed. ● All staff remember that the welfare of the child is paramount and that they have a duty to inform the DSL if any adult's conduct gives cause for concern ● All concerns of poor practice or possible child abuse by colleagues should be reported to the Headteacher. ● Complaints about the Headteacher should be reported to the Chair of Governors <ul style="list-style-type: none"> ○ <i>Des Callaghan is contactable on</i> <ul style="list-style-type: none"> ▪ <i>01254 202519</i> ▪ <i>dcallaghan@stbedesblackburn.com</i> ● All staff are aware of the school's Whistleblowing Policy which enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place

<p>Visitors</p>	<p>The Heights Blackburn is committed to keeping pupils safe by ensuring that visitors to school do not pose a risk to children at our school. We therefore ensure that:</p> <ul style="list-style-type: none"> ● <i>Visitors to school sign in on Inventory and wear identification Lanyard to indicate they have done so</i> ● <i>ALL staff, where appropriate, will challenge visitors to school who are not wearing correct identification. If a child sees a visitor without a red lanyard, they are required to inform a member of staff immediately.</i> ● <i>Visitors sign out and remove/hand in their identification when they leave the school. Visitors are required to wear a red lanyard to distinguish them from staff.</i> ● <i>Visitors are aware of who to speak to if they are worried about a child during their visit</i> ● <i>Visitors are accompanied during their visit, when children are present, unless they have undergone relevant checks and these are accepted and verified by DSL or Headteacher</i> ● <i>Visitors will behave in a way that is compliant with the school's Visitors Expectations</i> ● <i>Visitors are not allowed to use their mobile phones when children are present.</i> ● <i>Visitors will not initiate contact or conversations with pupils unless this is relevant and appropriate to the reason for their visit.</i> ● <i>When there are several visitors to the school at the same time (such as for an assembly etc) there will be adequate staff supervision of children and visitors. A risk assessment will be undertaken if deemed necessary or appropriate</i> ● <i>When visitors are undertaking activities with children, content of the activity will be agreed with the Headteacher or DSL, prior to the visit.</i>
------------------------	---

Cameras, Mobile Phones and Devices	<p>The Heights Blackburn is committed to keeping pupils safe by ensuring that electronic devices such as cameras, phones and tablets are used in an appropriate manner. School will therefore ensure that:</p> <ul style="list-style-type: none"> ● Parental consent is obtained to take and use photographs and/or videos of children ● Parental consent is obtained for photographs to be taken by the media for use in relation to promoting or publishing the school ● Separate parental consent is obtained if any other agency requests to take photographs of any child ● Parental consent will be valid for 5 years but may be sought more regularly at the discretion of the Headteacher ● Images will be uploaded to, and stored in a secure place for a relevant amount of time, this may be for longer than the child is at school if appropriate ● Photographs and videos of children are only taken to provide evidence of their achievements for developmental records or for other school related purposes ● Staff, visitors, volunteers and students do not use their own mobile phones to take or record any images of children ● The school's digital camera/s or memory cards must not leave the school setting unless this is agreed by the Headteacher for official school business ● Photos are printed/uploaded in the setting by staff and once done images are immediately removed from the cameras memory ● Parents are reminded frequently of the risks associated with posting images of children to social media ● Parents are reminded frequently that they are not permitted to distribute or post images that contain children other than their own ● Staff, volunteers and visitors will not use mobile phones in toilet or changing areas ● The Staff Handbook will outline when and where staff, volunteers and visitors can use their mobile phones ● ALL staff, volunteers and visitors will adhere to the above policies and failure to do so will be addressed appropriately by the Headteacher and/or the Governing Body ● Pupils' use of mobile phones and other devices will be managed under the school's Home/School Agreement and Behaviour Policy ● DFE Advice; Searching, Screening and Confiscation is followed where there is a need to search a pupil for a mobile device 	
Review Dates	<i>Policy adopted by the Governing Body:</i>	<i>September 2018</i>
	<i>Policy to be reviewed no later than:</i>	<i>July 2019</i>
Key Personnel and Training Details	<i>Designated Safeguarding Lead (DSL)</i>	<i>Rob Kershaw</i>
	<i>Contact Details</i>	<i>Rob.kershaw@theheightsfreeschool.org</i>
	<i>Date DSL Training Attended</i>	<i>November 2017</i>
	<i>Designated LAC (Looked After Child) Teacher</i>	<i>Rob Kershaw</i>
	<i>Date DSL Training Attended</i>	<i>November 2017</i>
	<i>Contact Details</i>	<i>As above</i>

Back-up/Deputy DSL(s)	Nicola Normanton Helen Morris Gary Holding
Date DSL Training Attended	7th February 2018 31st January 2018 15th November 2017
Contact Details	Nicola.normanton@theheightsfreeschool.org Helen.morris@theheightsfreeschool.org Gary.holding@theheightsfreeschool.org
Prevent Lead	Rob Kershaw
Date Prevent/WRAP training attended	17th January 2017
Headteacher	Gary Holding
Date safeguarding training attended (state type of training)	Safeguarding training – 26th February 2018 Level 3 (DSL) – 15TH November 2017 Safer recruitment training – 6th December 2017
Contact Details	Gary.holding@theheightsfreeschool.org
Senior Leadership Team	Helen Morris, Nicola Graves, Jen Ashworth, Helen Rawnsley, Laura Carmicheal, Tina Hulme, Natalie Lewis, Rob Kershaw
Safer Recruitment Training Dates	JA. 6.12.2017, LC – 5.12.2017 NG – 7.12.2017 TH – 5.12.2017 NL – 12.3.2018 HM – 25.01.2018 HR – 5.12.2017
Contact Details	Jen.ashworth@theheightsfreeschool.org Laura.carmicheal@theheightsfreeschool.org Nicola.graves@theheightsfreeschool.org tinahulme@theheightsfreeschool.org natalie.lewis@theheightsfreeschool.org helen.rawnsley@theheightsfreeschool.org helen.morris@theheightsfreeschool.org
Chair Of Governors	Des Callaghan
Date safeguarding training attended (state type of training)	19.09.2017
Contact Details	01254 202519 dcallaghan@stbedesblackburn.com

	Safeguarding Governor	Lucy Houston
	<i>Date safeguarding training attended (state type of training)</i>	26.10.2017
	<i>Contact Details</i>	01254 202519 lhouston@stbedesblackburn.com
Contact details	Local Authority Designated Officer (LADO) Safeguarding Officer	<i>M e g a n D u m p l e t o n</i> megan.dumpleton@blackburn.gov.uk 01254 5851854
	Multi agency safeguarding hub. (MASH)	<i>Blackburn with Darwen – 01254 666400</i> <i>Lancashire – 0300 1236720</i>
	Blackburn with Darwen – Emergency Duty Team	01254 587547 (out of office hours)
	Whistleblowing	whistleblowing@ept-uk.com