

Holly Lodge College of Science



**Safeguarding and  
Child Protection  
and Procedure**

# Holly Lodge 11-19 Science College

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## Safeguarding and Child Protection Policy and Procedure

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### **Policy Introduction**

**This document is the Safeguarding and child protection Policy for Holly Lodge Foundation High School and any extended services that it provides.**

The school fully recognises its responsibilities for Safeguarding and child protection. Our policy applies to all staff, governors and volunteers working in the school. It will be reviewed annually by the Governing Body and is in line with the expectations of Ofsted and the requirements of the Local Safeguarding Children Board.

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.

Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.

Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of any form of abuse.

To ensure that children who are subject to multi-agency plans are supported by the school as defined in that plan.

Establishing a safe environment in which children can learn and develop.

The principles embedded in this policy link into other policies relating to: Health and Safety, Sex and Relationships Education, Anti-bullying, Equal Opportunities, Special Educational Needs, Attendance, Substance Misuse, Educational Visits, E-Safety etc.

The school promotes a positive, supportive and secure ethos, giving pupils a sense of being valued.

### **Policy Principles**

The school recognises its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care by establishing a safe and trusting environment in which children can learn and develop. The policy applies to all children between the ages of 0-18 whose care and education comes within the remit of Holly Lodge.

The staff and Governing Body of this school are committed to establishing and maintaining an environment where children feel secure, are encouraged to talk, and are listened to.

# Holly Lodge 11-19 Science College

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We will ensure that children know that there are adults in the school whom they can approach if they are worried and that the principles of confidentiality are made clear to children and young people.

Holly Lodge recognises its duty to work with other agencies in protecting children from harm and in responding to concerns about possible abuse, including the Police, Child and Adolescent Mental Health Services, Education Welfare Service, Educational Psychology Service and other agencies/services.

Ensure regular training opportunities for all staff , volunteers and members of the Governing Body.

To encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. We ensure that partisan political views are not promoted in the teaching of any subject in the school and where political issues are brought to the attention of the pupils, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to pupils.

Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from harm including Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) and Honour Based Violence (HBV).

## **Procedure (to be read in conjunction with 'Holly Lodge – Guide to Safeguarding 2014')**

We will follow the procedures set out by the Local Authority Safeguarding Children Board and take account of guidance issued by the Department for Education to:

Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.(Mrs Deborah Southall)

Ensure we have a nominated governor responsible for child protection. (Mr Pritam Mander)  
Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.

Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.

Ensure that parents have an understanding of the responsibility placed on the school and staff for Safeguarding and child protection by setting out its obligations in the school prospectus.

# Holly Lodge 11-19 Science College

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Develop effective links with relevant agencies and co-operate as required with their enquiries regarding Safeguarding and child protection matters including attendance at case conferences.

Keep written records of concerns about children, even where there is no need to refer the matter immediately.

Ensure that all records are kept securely and separate from the main student files in a locked location.

- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

## **Support**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as social services, Child and Adult Mental Health Service, education welfare service and educational psychology service.
- Ensuring that, where a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

## **Allegations involving staff and volunteers**

An allegation relates to an adult who works with children (in a paid or unpaid capacity) and they have:

- **Behaved in a way that has harmed or may have harmed a child**
- **Possibly committed a criminal offence against, or related to, a child**
- **Behaved towards a child or children in a way that indicates he or she would pose a risk or harm if they work regularly or closely with children.**

In these circumstances, the allegation will be taken seriously and the Headteacher of Holly Lodge will consult with the Local Authority Designated Officer and follow procedures set out by the Local Authority.

# Holly Lodge 11-19 Science College

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If the allegation is against the Headteacher of the school, the Chair of Governors will be informed immediately.

To reduce the risk of allegations Holly Lodge will ensure that all staff are made aware of safer working practices and will be made aware of the guidelines included in the schools Guide to Safeguarding.

## **Physical Interventions**

Holly Lodge will follow the guidelines set out in Section 93 of the Education and Inspections Act 2006, which enables school staff to use 'reasonable force' to prevent a pupil from:

- Committing any offence
- Causing personal injury or damage to the property of, any person (including the pupil themselves)
- Prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during the teaching session or otherwise.

**Policy adopted by the Governing Body of  
Holly Lodge Foundation High School & duly Minuted.**

**Signed** .....

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_