



The Viking Preparatory and Pre-School
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Safeguarding Children and Young People Policy

The schools designated person is Mrs Karen Presgraves - 01754 765749

The schools Principal is Mrs Sandra Barker - 01754 765749 / 763763

Introduction

Abuse takes a variety of forms;

- Physical Abuse involves the hitting, shaking or other treatment of a child that can cause actual bodily harm;
- Sexual Abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware about what is happening. This includes non-contact situations, such as showing children pornography;
- Emotional Abuse is the persistent emotional ill treatment of children, such as frightening them, or putting them in positions of danger. It is also an abuse to convey to children the feeling that they are worthless or unloved;
- Neglect is a form of abuse. This could involve failure to provide proper food and warmth, but it might also be failure to see the emotional well being of the child.

The health, safety and well being of all children at the Viking school is of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to feel safe and achieve in our school.

Our school plays an important part in the prevention of abuse and neglect, through policies and procedures for safeguarding children, and through the curriculum. Children can be helped to understand what is and is not acceptable behaviour towards them, and taught about staying safe from harm, and to speak up if they have any worries or concerns. In our school we respect our children and provide an atmosphere that encourages children to take and make decisions for themselves. The curriculum can also play a role in preparing children for their future responsibilities as adults.

Aims

The purpose of this policy is to ensure all staff is clear about the actions necessary with regard to safeguarding children;

- For all staff to be familiar with the procedures outlines in this policy;
- To ensure effective communication between staff on safeguarding children issues;
- To set down the correct procedures for those who encounter any issue regarding safeguarding children;
- To be aware that all incidents need to be handled with sensitivity and confidentiality.

Procedures

The school will have:

- A designated person responsible for safeguarding children;
- The designated person will undertake a 4-day Safeguarding Children and Young People Course and attend a refresher course every two years;
- Ensure that all staff members know the name of the designated person and their role;
- Ensure that all staff members have a responsibility for referring Safeguarding children concerns;
- Where the Code of Practice is located;
- Ensure all staff members receive training on signs and symptoms of abuse every 3 years and know how to respond appropriately to a pupil who may disclose abuse;
- Ensure that parents have an understanding of the responsibility placed of the school for safeguarding children and have access to this policy;
- Ensure that safer recruitment policies are adopted;
- Ensure that all adults feel able to raise concerns about poor or unsafe practice and that concerns are addressed sensitively and effectively;
- Ensure that this policy is reviewed bi-annually.

Designated Persons Role

- It is a key role of the designated person to be fully conversant with the procedures set out in the Code of Practice;
- Act on information received from members of staff regarding concerns of abuse and pass on all relevant information to Social Care;
- Any action taken when dealing with any issues must be in accordance with safeguarding children and young people's guidelines;
- To work closely with other agencies, remembering that the interest of the child is of paramount importance;
- To keep records of any signs of abuse, neglect or other injury and of any action taken, which are timed, dated and signed. Records of circumstances surrounding the initial concern and description of injuries should also be kept;
- To attend any case conferences and meetings regarding children within their care;
- If the designated person is unavailable then all reports should be made to the Principal.

Child needing immediate medical treatment

If a child comes to school in need of immediate medical treatment they should initially be taken to the school's designated first-aider, where appropriate action will be taken.

This may involve:

- Delivery to hospital;
- Call to emergency services.

If in the judgement of the designated person, there are indications that the cause of the problem may be related to child abuse, the medical professionals must be informed. The designated person must refer the case to Social Care.

Child about whom there is suspicion of possible abuse but no need for immediate medical treatment:

If it is believed that a child may be suffering, or may be at risk of suffering harm, even in the absence of any physical evidence, this should be brought to the attention of Social Care.

It is our aim to discuss any concerns with the family, and where possible to seek the family's agreement to make a referral. All details of such conversations should be recorded. In exceptional circumstances where discussion with the family would place the child or other

family members at increased risk of significant harm, it may be appropriate to refer the case to Social Care without agreement from the family.

Reporting an incident

The designated person needs to be clear about:

- The nature of the concerns;
- How and why they have arisen;
- Needs of the child and family, including any special needs arising from cultural, physical, psychological, medical and other factors;
- Other agencies and professionals involved with the child and family;
- Expectations of Social Care;
- Action to be taken by Social Care upon receipt of the referral;
- Action to be taken, and by whom, if any agreed plan is not carried out.

All verbal communications should be confirmed in writing, using the Common Assessment Framework form (CAP), within 24 hours.

Allegations made against members of staff

If an allegation has been made against a member of staff, this will be reported to the Local Authority Designated Officer.

There may be times when adults in our school, in the course of their duty, use physical intervention to restrain children. The Principal requires the adult involved in any such incident to report this to her immediately, and to record this in the interventions book.

All adults in our school share a responsibility for keeping children our safe. We may on occasion report concerns, which, on investigation, prove unfounded. It is better to be safe than sorry and we trust parents, whilst they will be naturally upset by any investigation, will accept that the school acted in the child's best interest.

This policy was drawn up, discussed and agreed by members of the Viking School. This policy will be reviewed bi-annually.

Signed:

Dated:

Important Phone Numbers

Social Care via Customer Service Centre@ 01522 782111

Child Protection Officer: 01522 554687 (Ruth Fox)

Advice regarding allegations made against staff: 01522 554674 (Sheridan Dodsworth)