



SAFEGUARDING POLICY

Policy Adopted on:-
Approved by:- PPS Committee
Date of Review:-

Signed:_____

Key Information

Safeguarding children at Seva School is the responsibility of the whole school community. All adults working in this school (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead (DSL) Mrs Kirenveer Athwal or the Deputy Designated Safeguarding Leads (DDSL) Mr Kulwant Atkar or Mrs Sukhjinger Sanghera (DDSL).

Designated Senior Person for Child Protection:

Mrs Kirenveer Athwal

Deputy Designated Senior Person for Child Protection:

Mr Kulwant Atkar

Named Governor for Safeguarding & Child Protection:

Dr Amarjit Johal

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Chair of Trustees: Dr Norma Ball

Vice-Chair of Trustees: Mr Amarjit Singh Basra

This policy has special regard to the following legislation, guidance and publications:

The DfE statutory guidance Keeping Children Safe in Education (KCSIE) (SEPT 2016); the DfE statutory guidance in Working Together to Safeguard Children (March 2015); Prevent Duty Guidance: for England and Wales (March 2015) following the Counter- Terrorism and Security Act 2015;

Multi-agency practice guidelines: Handling cases of Forced Marriage (June 2014) The independent schools' Standards Regulation (September 2015);

The Early Year Foundation Stage Statutory Framework (April 2017).

Other documents of relevance to Safeguarding are contained in Appendix G on p25

This policy follows local and national guidance and procedures by the Coventry Safeguarding Board.

When considering the safeguarding issues, regard should be given to related Seva School policies: Mental Health; Health and Safety; First Aid; pupil Code of Conduct; Staff Code of Conduct; Anti-Bullying (including cyber –bullying); Educational Visits; Complaints; whistle – blowing; Equal Opportunities; Rewards and Consequences; Recruitment; New Staff induction; ICT.

The governing body will review the policy annually to make sure it complies with changes in LCSB Practice and DfE legislation

1. Principles

Seva School fully recognises the contribution it can make to protect and support its pupils' development in ways that will foster security, confidence and independence. It aims to provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they are in difficulties, with the assurance that they will be listened to. It acknowledges that safeguarding incidents can happen anywhere and therefore staff should be alert to possible concerns being raised in the School and should also feel confident about sharing any concerns they may have.

There are three main elements to our Safeguarding culture to ensure it is fully and effectively implemented:

1. **Prevent:** (e.g. supportive school atmosphere; teaching and pastoral support available to pupils, including the PSCHE curriculum teaching children to keep themselves safe; following safe recruitment practices);
2. **Protection:** (e.g. by following agreed procedures and monitoring their implementation; by ensuring staff are trained and supported appropriately and sensitively in safeguarding matters; by encouraging open communication);
3. **Support:** (for pupils and staff, including those who may have been abused or are vulnerable; outlining how complaints will be handled).

The School will work together with other agencies to ensure adequate arrangements are in place to identify, assess, and support those children who are suffering harm.

In addition the school has a duty under 'Prevent' obligations resulting from the Counter-Terrorism and Security Act 2015 to ensure that its pupils are safe from the risk of radicalisation or extremism leading to the possibility of terrorism activity. A separate policy on Prevent is published and available to the staff and the whole community.

2. The Health and Safety

The school has a Health and Safety policy, which is reviewed regularly by the Health and safety Committee. A copy of this policy is available from the school website.

As part of our Policy, we conduct termly Health and Safety inspections which are monitored by the Trustees. The Head Teacher/Finance Manager along with the Site Manager (Caretaker) undertake the inspections and a comprehensive list is completed assessing any remedial actions which need to take place. The actions are then addressed by the appropriate parties. Any concerns from staff are reported to any of the above and an initial assessment takes place. After the Health and Safety inspection an action plan is developed with a time line on when any issues identified should be addressed.

There are termly fire drills so that efficient evacuation from the buildings can be practised. The Fire Alarm is regularly monitored and maintained by site and facilities manager who also conduct a Fire Risk Assessment. Staff are aware of the procedure in the event of the panic alarm sounding i.e. lock down. Staff are aware of the procedure in the event of the need to evacuate the site.

3. First Aid

In school, we have two paediatric trained staff ensuring there is always full time welfare support during the school day. In addition there are a number of support staff trained to oversee first aid. A member of staff trained in first aid always accompanies all education visits. Procedures are also in place to ensure all injuries are recorded on the school management system. There are a number of First Aid kits situated in the First Aid Room and around the school. Procedures in place for dealing with injuries include:

- Consulting a trained first aider
- Logging all incidents on the management system
- All head injuries are issued with a Head Note to take home
- Contacting parents or emergency services if the injury is a concern

In the case of a pupil needing medication during the school day parents are asked to come in and speak to our Welfare Officer who will advise them of procedures. Parents are welcome to come into school to administer correct dosages. Parents should always consult doctors before giving any form of medication.

For matters of a personal nature staff deal with a child in the utmost sensitivity and always seek guidance from the Designated Safeguarding Lead or the Deputy Safeguarding Lead. In almost all such situations the parents will be asked to come into school as a matter of urgency, so that they are part of the decision making process. In rare circumstances, the designated First Aider may be contacted before the parent.

4. Site Security

Seva provides a secure site. In order to maintain security there are rules and procedures that staff, parents, children and visitors should adhere to:

- The main entrance and car park is only used by the pupils at the start and end of the school day.
- Parents and pupils should gain access to the building through the main school entrance only and sign in at the School Office/Reception.
- Staff have to sign in and out at the School Office/Reception.
- Vehicle access is clearly outlined in our Health and Safety Policy.
- All staff (including supply staff) are required to wear ID badges on a school lanyard
- Visitors should visibly wear the visitor ID provided
- Contractors should visibly wear the ID provided and sign in, on the Contractors signing in/out sheet, taking a copy of the contractors induction pack.
- Safeguarding information is available in reception i.e. details of DSL within school and procedures.
- Doors should be closed unless supervised
- Empty classrooms should have closed windows and doors
- Children should never be allowed to leave school alone during school hours, and if collected by an adult during the school day, should be signed out in the School Office
- Children will only be allowed home with adults with parental responsibility or with their confirmed permission

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Should a child leave the premises without permission, then staff have been informed never to chase after a child, but rather to report immediately to the School Office. Parents and police will then be informed of the circumstances.

5. Contractors Working on Site

Children should not be allowed in areas where contractors are working, not least for health and safety reasons, so these workers should have no contact with children. However, it may be impossible to control this and there may be occasions when contractors do come into contact with children (such as when entering or leaving the site).

Therefore, Seva School will ensure arrangements are in place to make sure that any contract staff that comes into contact with children meet the frequency criteria and are supervised. The school will ensure that they are checked in the same way as other school employees.

Seva may sometimes have difficulty obtaining written confirmation from the contractor that they have satisfactorily completed the relevant checks. If this is the case, it may decide to carry out the relevant checks ourselves with approval from the contractor and individual.

An exception to this is where a contractor is on the school site for the purpose of a meeting scheduled with the Head Teacher, caretaker and/or chair of Trustees. As this is a one-to-one meeting and will involve no unsupervised contact with children written confirmation that the checks have been carried out is not needed.

However, if the contractor then has contact with children, they will not be left unattended, and they will be supervised at all times whilst on the school site.

6. Attendance

The school has an Attendance Policy, which is regularly reviewed.

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification, Seva has a policy of same day calling in order to ascertain each child's whereabouts.

The school works hard to ensure that attendance is carefully monitored. If a child's attendance and punctuality causes concern, contact will initially be made with the parent, thereafter a referral may be made to SENDCo.

Attendance rates are reported each term to the Trustees. All parents receive an attendance percentage with their child's annual report. Positive measures and rewards are in place to encourage all pupils to have good attendance and punctuality. However, the school will take legal action against parents who do not ensure good attendance and punctuality.

7. Recruitment and Induction

In order to ensure that children are protected whilst at this school, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

[The governing body will review the policy annually to make sure it complies with changes in LCSB Practice and DfE legislation](#)

We accept that it is our responsibility to follow the guidance set out in “Safeguarding Children and Safer Recruitment in Education”, in particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant’s suitability to work with vulnerable children.
- Check that all adults with substantial access to children at this school have a Disclosure and Barring service (DBS) check before starting work, and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the school:

- Identity checks to establish that applicants are who they claim to be¹
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Previous employment history will be examined and any gaps accounted for
- Ensure that potential staff complete a Seva application form

If staff are found to have a criminal record the appointment is reconsidered by the Executive Head, Head of Primary and the Staffing Committee of the Governing Body. The Trust is informed directly by the Disclosure and Barring Service.

A member of the Senior Leadership Team sits on all appointment panels where the candidates are external applicants. The Executive Head, Primary Lead, Business Manager and the Chair of Trustees have undertaken training on Safer Recruitment.

New staff are inducted into Safeguarding Practices. **Newly appointed staff are assigned a Mentor for the induction period.** The induction process ensures all new staff are familiarised with all safeguarding procedures and policies. All staff are required to complete the school’s ‘Keeping Children Safe in Education’ declaration.

8. Supply Staff

Before taking on a member of supply staff provided by the supply agency, the school will need written confirmation from the supply agency that it has satisfactorily completed the relevant checks.

Seva School will not need to carry out the checks itself. However, identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them and they will be asked to provide a copy of their DBS if it hasn’t been supplied by the agency prior to their arrival.

Where supply staff are employed directly by Seva School, the school must complete all relevant checks as for other employed staff.

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9. Volunteers

Volunteers are required to have an informal interview with a member of the Senior Leadership Team. All volunteers must have DBS clearance, which they are required to finance. Parents are allowed to support a brief activity, such as a school visit, which does not involve the supervision or close contact of children. For extended contact with children, when children may be left alone with an adult, or when an adult visitor may be in and around the school building, a full DBS search will be conducted. The Seva School HR Administrator organises this. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

10. Welcoming Visitors

All visitors to the school will be asked to bring their DBS and photo identification. They will be informed prior to their visit what documentation is required. Entry into the school will not be granted until this documentation is produced.

11. Child Protection

The school has a Child Protection Policy, which is regularly reviewed. A copy of this policy is available from the school website. At Seva School we are committed to safeguarding and promoting the welfare of all of our children.

Seva School has three designated adults for Child Protection, Mrs Kirenveer Athwal, Mrs Sukhjinder Sanghera and Mr Kulwant Atkar. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. All staff have appropriate Child Protection training which is revisited annually as a minimum. Designated staff and governors undertake training regularly, with a minimum update of at least every three years.

This school follows DfE guidelines which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/herself or to another. It also asserts that on no occasion should physical contact be used as a punishment or as part of a behaviour management strategy

All allegations of abuse by, or complaints about, a member of staff will be dealt with, following the Coventry Safeguarding Children Board procedures. A copy of this is kept in the Head Teacher's Office. For any complaints about the Head Teacher, the Chair of Trustees should be contacted directly.

12. The Curriculum

The curriculum deals with safeguarding in a number of ways. The school has a medium term plan for the curriculum, which sets out areas to be covered.

Through Personal, Social and Health Education a range of issues are explored and discussed. Bullying and keeping yourself safe are addressed through the curriculum and through whole school assemblies. In addition the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment correctly in Physical Education, Science and Design and Technology.

At all times there has to be appropriate staffing levels and when the curriculum is taken out of school to ensure that appropriate and agreed pupil/adult ratios are maintained. The lead adult always completes a risk assessment to identify and potential risks. These are then authorised by a senior member of staff.

13. Internet Safety

Please refer to the Staff Code of Conduct for ICT Policy and Policy for safe use of the School's Computer System. Both policies can be found on the school's website.

Children should be encouraged to use the internet to support their learning, but at all times in a safe way. Pupils are closely monitored when they are online and the firewall provided by the 'Light Speed' for Learning ensures pupils are not exposed to inappropriate. Websites are monitored and some are blocked. If teachers know of misuse, either by a child or an adult, the issue should be reported to the Head of School without delay.

Children are taught how to use the Internet and email safely. In PSHE lessons and theme weeks, such as Anti-Bullying Week, children are also warned of the dangers of Cyber-Bullying. Where possible we always communicate e-safety updates to support parents.

14. Equal Opportunities

The Public Sector Equality Duty 2011 has three aims under the general duty for Schools, Academies and Settings:

- 1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.** By removing or minimising disadvantages suffered by people due to their protected characteristics
- 2. Advance equality of opportunity between people who share a protected characteristic and those who do not.** By taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- 3. Foster good relations between people who share a protected characteristic and those who do not.** By encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low

The school has a plan in place to show how we aim to foster good relations between people who share a protected characteristic and those who do not. The school also has in place a Race Equality Policy.

At Seva, we try to ensure that everyone is treated fairly at all times. All children are given equal access to the school and its curriculum in addition to this all staff are considered equal in the learning partnership. When children have special needs we make arrangements to work collaboratively with parents and design specific programmes and interventions to support children and families.

Children with disabilities must be able to take a full and active part in every lesson and every reasonable measure is taken to ensure this.

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15. Behaviour

Seva has a Positive Behaviour Policy and guidelines, which are regularly reviewed. Copies of these are available from the school website.

At Seva we expect all of our pupils to come to school with positive attitudes and high expectations. We believe that every child and every adult at our school has the right to feel happy, to feel valued and to be treated with respect. Positive and desirable behaviour is a responsibility of everyone involved in our school. Positive classroom behaviour is as important as positive playground behaviour.

At Seva School our aim is to create an environment, physically and emotionally, where everyone feels safe and secure, where we can all meet the challenges each new day brings. Our Policy sets out how we will reward good behaviour and the consequences the school will use when behaviour is inappropriate.

16. Anti-Bullying

Please refer to our Anti-Bullying Policy copies of which are available from the school website. At Seva School our aim is to develop a school ethos in which bullying is regarded as unacceptable. We work together to ensure that our school is a safe and secure environment where all our learners can succeed.

In our school we encourage children to take responsibility and to make decisions. We work to ensure that all children in our school become independent learners and are able to share their concerns with any member of the school staff.

Children are told that silence is the bully's best friend. Although bullying in school is rare the school always acts swiftly with a process of investigation, communication and action. Bullying will not be tolerated.

17. Photographing and Videoing Children

At Seva School we have an agreed approach and Parents are asked to write to the school if they do not give their consent to photographs and videos of their child being used around school, in school literature and on the school website. Images used on our website will only have forenames used. Parental permission is sought before using any photographs outside the school.

18. Confidentiality

The school, and all members of staff at the school, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

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19. Conduct of Staff

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and Coventry Safeguarding Children Board procedures, we will view this as misconduct, and take appropriate action

20. Whistleblowing

Please refer to the Whistleblowing Policy available from the school office.

If members of staff ever have any concerns about any people in the workplace, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally, but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality.

21. Before and After School Activities

Where the Governing Body transfers control of use of school premises to bodies (such as sports clubs) to provide out of school hours activities, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

22. Contracted Services

Where the Governing Body contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

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23. Travel Plan

Where the Governing Body contracts its travel services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider. In addition, a member of school staff will be designated as Travel Coordinator and will be a central point of daily communication for the provider, escorts, drivers and parents who use the service. The Travel Coordinator Ms Jaspal Atwal will be available out of school office hours through the use of a mobile telephone.

24. Additional Information

Coventry Local Safeguarding Children Board (LSCB)

Email: coventryLSCB@coventry.gov.uk

Tel: 02476294704/76832568

Visit: <https://twitter.com/coventrylscb>

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