

Safeguarding Policy for Highfields Education – Children

This document outlines the Safeguarding policy for Highfields Education. It applies to all adults working for the organisation.

Safeguarding the welfare of children is more than purely child protection; it will permeate all activity and functions.

All staff members who work directly with children will have had an enhanced DBS check.

They will read at least part 1 of Keeping Children Safe in Education on a yearly basis.

They will receive safeguarding training which is regularly updated so they are equipped with the knowledge and skills to keep children safe.

Safeguarding and promoting the welfare of children is everyone's responsibility. There needs to be an attitude of 'it could happen here'.

Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all staff members will make sure their approach is child centred. This means that they will consider, at all times, what is in the best interests of the child.

If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action.

We recognise that

- The welfare of children is paramount in all the work that we do and decisions that we take.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- All children, regardless of age, gender, disability, race, religion or belief, sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Highfields Education will aim to keep children and young people safe by:

- Promoting a positive ethos where children and young people can learn, develop, feel secure and be safe.
- Ensuring that children and young people are valued, listened to and respected
- Promoting safe practice and ensure that we provide a safe working environment for children and young people, by applying health and safety measures in accordance with the law and regulatory guidance.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- Identifying instances in which there are grounds for concern about a child's welfare and initiate or take appropriate action to keep them safe.
- Contribute to effective partnership working between parents/ carers and all those involved with providing services for children and young people.

Safe Environment

Highfields Education recognises its responsibility to provide a safe environment in which children can learn and develop.

- To identify children and young people who may need extra help or who are suffering or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action, working with services as needed.
- Encourage an ethos where children and young people feel secure and are encouraged to talk and are listened too, taken seriously, and responded to appropriately is established and maintained.
- Ensure where possible that children and young people are involved in the decision-making which affects them.
- Children and clients know that they can approach staff speak up if they are worried or are having any difficulties.
- Effective working relationships are established with parents/ carers and relevant schools and colleges.

Acting on a Concern

Procedures that will be followed if Highfields Education staff have a concern about a child.

If the child's placement or session has been organised via their school or college, then in the first instance staff will try to make direct contact with the school or college safeguarding lead or deputy and pass on the concern to them.

If the child's placement or session has been organised by parents or carers then in the first instance staff will try to make direct contact with them and pass on the concern to them.

If this is not possible, or not deemed to be appropriate given the nature of the concern then Highfields Education will contact Derbyshire Local Authority and seek advice from social care.

The referral process as set out in Appendix 3 guidance will be also be referred to. As is always the case, if Highfields Education staff are in any doubt as to what to do, they will speak to the DLA

Appendix 3 guidance is available to view at the end of this document..

Highfields Education staff will not assume a colleague, or another professional will act and share information that might be critical in keeping children safe. Early information sharing is vital for effective identification, assessment, and allocation of appropriate service provision.

All concerns, discussions, decisions made and the reason for them will be recorded in writing. Information will be kept confidential and stored securely.

Acting on a disclosure

Procedures that will be followed if a child discloses a safeguarding issue to Highfields Education staff.

If a child or adult discloses about any risks to a child's safety or wellbeing, Highfields education staff will need to let them know that they must pass the information on, but only to those whose job it is to protect children.

During the conversation with the child or adult we will:

- Allow them to speak freely, listen to what is being said without interruption and without asking leading questions.
- Accept what is said without judgement
- Keep questions to a minimum and of an open nature
- Under no circumstances ask investigative questions
- At an appropriate time tell the child or adult that in order to help them you must pass the information on.
- Explain to the child or adult what will happen next.
- Brief notes of the actual words used will be recorded at the time and written up in detail as soon as possible

If the child If the child's placement or session has been organised via their school or college, then in the first instance staff will try to make direct contact with the school or college safeguarding lead or deputy and pass on the concern to them.

If the child's placement or session has been organised by parents or carers then in the first instance Jacob will try to make direct contact with them and pass on the concern to them.

If this is not possible, or not deemed to be appropriate given the nature of the concern then Highfields Education will contact Derbyshire Local Authority and seek advice from social care.

As is always the case, if Highfields Education staff are in any doubt as to what to do, they will speak to the DLA.

When acting on a concern or a disclosure, a parent or carer will not be informed if they are implicated in any way. In this instance the concern will be passed straight on to social care, unless the child is thought to be at immediate risk of serious harm in which case the emergency services will be contacted.

This policy will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an earlier date of review.

Context

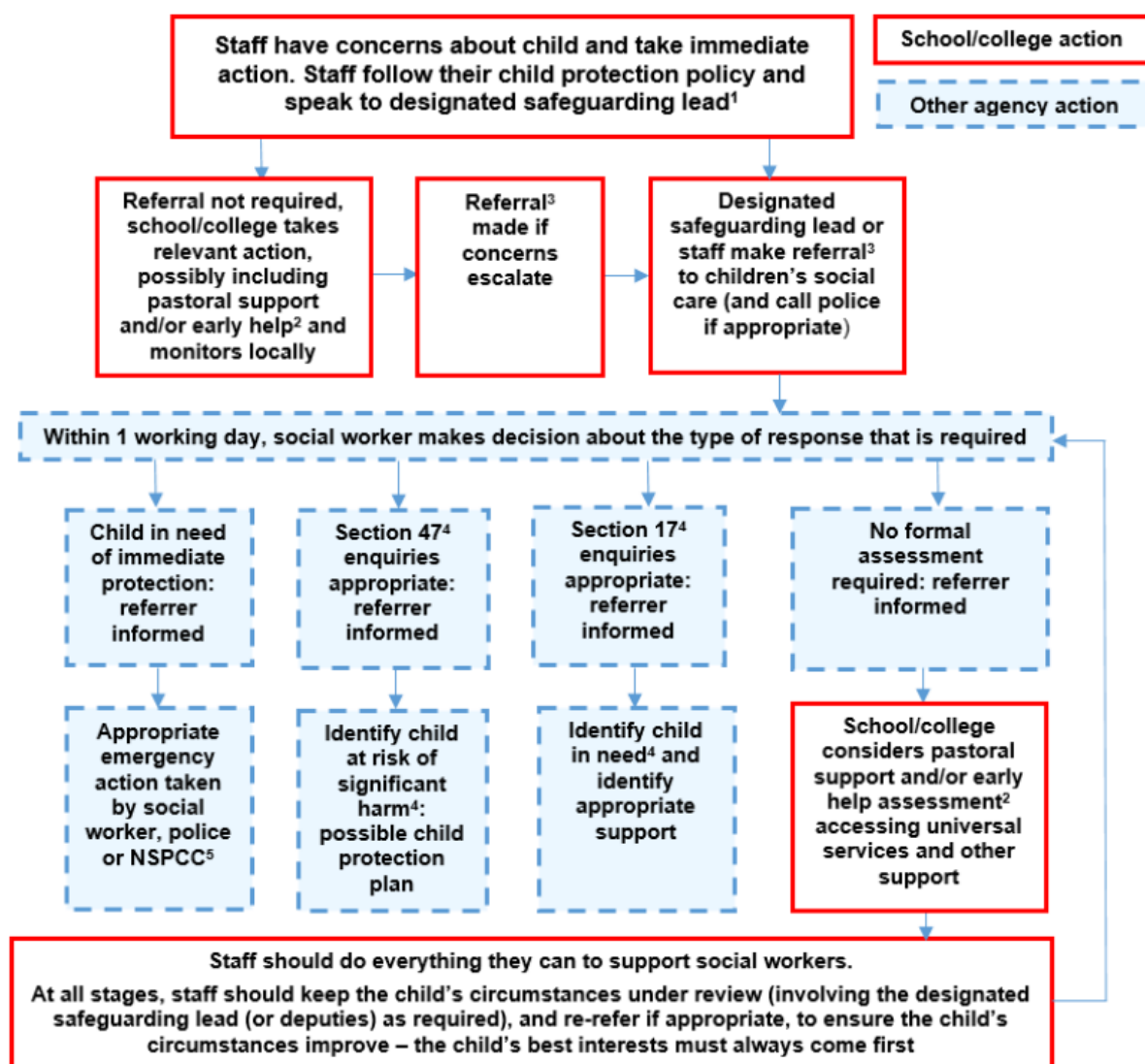
This policy enables Highfields Education to carry out our functions with a view to safeguarding and promoting the welfare of children under sections 175 and 157 of the Education Act (2002). The policy is in line with the following legislation and guidance:

- Working Together to Safeguard Children (2018)
- Children Act 1989 and 2004
- Keeping Children Safe in Education (2022)
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers (2015)
- Protection of Freedoms Act (2012)

The policy is consistent with Derby and Derbyshire Safeguarding Children web-based procedures which can be located on www.derbyscb.org.uk. Highfields Education will adhere to the Derby and Derbyshire Safeguarding Children procedures.

Appendix 3 - KCSIE

Actions where there are concerns about a child



¹ In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of the full version of KCSIE.

² Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

³ Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

⁴ Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

⁵ This could include applying for an Emergency Protection Order (EPO).