



# Safeguarding Policy

## WHY?

All staff at George Betts have a responsibility to ensure the safety of the children in our care.

## HOW? WHAT?

### All Staff:

- All staff are familiar with the school's **Safeguarding Policy**
- All staff are trained to recognise the signs of abuse and complete **Level 1 Safeguarding Training**
- All concerns or disclosures in regards to a child or adult, no matter how small are recorded on a yellow **'Record of Concerns'** form and **'Safeguarding Flow Chart'** is followed accordingly.

Once an issue has been identified it is treated sensitively and confidentially by the Designated Safeguarding Person or Safeguarding Team members. Appropriate action/support plan will be devised and implemented by the Safeguarding Team members, including work with Parents, Children and other outside agencies.

### Disclosures

**When a child makes a disclosure the member of staff with the child should only record what the child has said and not ask leading questions. Prompts should be: Tell me, explain to me, describe to me, outline for me.**

### Safeguarding Team

The Safeguarding Team consists of:

- ❖ Sarah Edwards (Designated Senior Lead)
- ❖ Ghulan Abdulla
- ❖ Saqia Malik
- ❖ Gurdev Kaur
- All concerns are logged on 'My Concern'. The Safeguarding system is secure and can only be viewed by the Safeguarding Team and SLT. If a concern is raised by a member of the Safeguarding Team then it is their responsibility to log the information. The Designated Senior Lead is verbally informed about any disclosures or concerns.
- If a file is open on a child all monitoring notes and additional actions which relate to the initial concern or disclosures are added to the same file.
- The Safeguarding Team will make all referrals to the Local Authorities Children's Trust, however, children who have been referred or are causing concern will be regularly monitored.
- Everything recorded on 'My Concern' is factual and not speculation.
- If there is a concern about any child, from any member of staff, that needs immediate action for the safety of the child a 'crisis' Safeguarding Team Meeting is called to discuss actions.
- Local Authority Children's Trust/SPOC Team/Early Help COG is contacted for advice whenever necessary.
- Weekly safeguarding meetings take place, to discuss all monitored children, new concerns raised and family support follow ups.

## WHO?

- Designated Senior Lead for Safeguarding is responsible for coordinating all Safeguarding activity, alongside Senior Leadership Team.
- Designated Senior Person for Safeguarding is responsible for ensuring that all members of staff have up-to-date Safeguarding training.
- The Safeguarding Team are responsible for monitoring and supporting any children who are at risk, or for whom concerns have been raised and monitoring is taking place.
- All staff in the school are responsible for being alert to the signs and indicators of possible abuse and following the 'Safeguarding Procedures' if they are concerned.

## Useful Resources:

Government documents/guidance; Keeping Children Safe in Education - Sept 2018, Working Together to Safeguard Children 2018, What to do if you're worried a child is being abused March 2015  
Information Sharing July 2018, Prevent Duty Guidance July 2015