

Reviewed: April 2017

Safeguarding: Good Practice

Safeguarding Portfolio

All staff have a responsibility to ensure that safeguarding learners remains the highest priority.

All staff must have an understanding of the range of policies which make up the Northumberland PRU Safeguarding Portfolio.

These policies will inform our practice when actions are necessary.

The Safeguarding Portfolio is available to staff on the PRU website. Hard copies are sited and available in the Headteacher's office and the main office.

It is not expected that staff will know each policy in depth but all staff should know where to gain advice and be able to refer to the appropriate policy for support. Certain staff are named in policies.

This is summarised below:

Karen Ayre	Northumberland PRU	Overall responsibility for Safeguarding; Senior Designated Person
Tom Dexter Rachel Gomersall		Deputy Safeguarding Leads
Sue Ingledew	Northumberland PRU	E-Safety Coordinator
Peter Hammill	Northumberland PRU	Drugs Coordinator
Adam Hall	County Hall Morpeth	Child Protection Advisor and Independent Reviewing Officer
Currently vacant	Northumberland PRU	School Health Advisor

If you have a cause for concern about a learner at Northumberland PRU, report it to **Karen Ayre (Support Services Manager)**, Northumberland PRU's DSL and allow her to move the issue forward.

What is **SAFEGUARDING**? It is all about prevention. It is the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables them to have optimum life chances and enter adulthood successfully.

Working together to Safeguard children HM Gov. 2006

What is **CHILD PROTECTION**? Process of protecting individual children identified as either suffering or at risk of suffering significant harm as a result of abuse or neglect

Working together to Safeguard children HM Gov. 2006

These are the policies in the safeguarding Portfolio:

1	Safeguarding <ul style="list-style-type: none"> global statement which covers all policies in portfolio
2	Child Protection <ul style="list-style-type: none"> all staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm report any concerns to the Designated Person & HT report concerns about HT to Management Committee member: Richard Bishopp make sure you are familiar with the procedures
3	Health and Safety <ul style="list-style-type: none"> Risks Assessed – see Central File and follow procedures
4	Internet Access and E-safety E-safety Coordinator: Sue Ingledew <ul style="list-style-type: none"> know the risks - chat rooms, cyber- bullying, downloading inappropriate materials, illegal sites report misuse immediately do not share your password with anyone always log off/lock computers when not in use sign the AUP
5	Anti-bullying <ul style="list-style-type: none"> bullying is not acceptable and will not be tolerated all incidents should be treated seriously and dealt with immediately teacher or preferred adult involved in initial discussions, and support and help given to the victim and the perpetrator to seek resolution, parents informed Head teacher involved in more serious and continuous bullying, sanctions and referrals where necessary
6	Managing medicines and First Aid <ul style="list-style-type: none"> no contractual duty for staff to administer medicines but there is a common duty to act as any reasonable, prudent parent would to make sure pupils are healthy and safe all permanent members of non teaching staff are designated to administer prescribed medication to pupils HT accepts responsibility for designated staff to administer medicines no medication to be given without parental consent no pupil to receive medication prescribed for another no transference of medicines from original containers no ASPIRIN OR IBUPROFIN to be given to Under 16's our safeguarding statement reflects the principles of Personal Care where pupils are treated with sensitivity in a safe and secure environment know your first aiders
7	Physical Intervention / Care and Control <ul style="list-style-type: none"> should be rarely and exceptionally take every possible step to de-escalate the situation only use as a last resort where all other courses of action have failed use the minimum degree of intrusion required to resolve the situation incidents must be reported to HT incidents where physical intervention has been deemed significant must be recorded on the forms provided within 24 hrs of the event the person initiating the physical intervention is responsible for ensuring that reporting & recording protocols are followed
8	Data Protection/Freedom of Information/Confidentiality Information is: <ul style="list-style-type: none"> held securely and confidentially obtained fairly and lawfully recorded accurately and reliably used effectively and ethically shared appropriately and legally
9	Staff Induction <ul style="list-style-type: none"> a period of planned systematic induction for new members of staff welcome, introduce and integrate new appointees to the school and the staff team ensure staff are supported and guided in their work
10	Behaviour

	<ul style="list-style-type: none"> comprehensive behaviour policy, including aims, objectives, approaches, routines, approaches, codes of conduct, rewards, sanctions, reinforcers, day-to-day procedures all Staff must read, fully understand and adhere to Behaviour Policy
11	Smoke free school Policy <ul style="list-style-type: none"> all staff - teaching, peripatetic, support and non-teaching and pupils may not smoke while on school premises parents may not smoke while on school premises. The policy is available in the Headteacher's office, the general office and a copy is available on request the smoking policy applies to all visitors to the school - for example, parents, suppliers, supply or temporary staff, contractors and other agencies the smoking policy applies to electronic cigarettes
12	Educational Visits <ul style="list-style-type: none"> all trips to be authorised by HT all trips to be risk assessed and Evolve planning to be processed then submitted to EVC (Sue Ingledew) familiarise yourself with EV forms and know responsibilities and procedures Risk Assessments are a priority for all visits no trip to take place without full authority, 'paperwork' & financial authorisation protocols for using school minibus must be adhered to – log to be completed in full at the start & end of each trip
13	Photographing Learners <ul style="list-style-type: none"> make sure those with parental responsibility have given permission (LAC – social worker) is there a reason or purpose for taking photograph be aware of the risks
14	Access and Security – BE VIGILANT – THINK SAFE <ul style="list-style-type: none"> always ask VISITORS to sign in at reception. politely enquire the business of any unknown adults who are outside the building, but on Northumberland County Council property report concerns to HT report any site repair through agreed procedures keys – do not give to learners do not put temptation in the way of learners
15	Looked after children <ul style="list-style-type: none"> LAC Designated Teacher: Rachel Gomersall
16	Visitors to the PRU <ul style="list-style-type: none"> must sign in at main office must be given and wear visitors badge must be escorted to PRU contact by the person signing them in must be signed out and escorted off the premises after visit
17	Training and CPD <ul style="list-style-type: none"> regular staff update part of CPD procedures gaps identified reported to Head teacher CPD will be identified in Safeguarding Action Plan
18	Attendance <ul style="list-style-type: none"> County guidance It is everyone's responsibility to encourage good attendance Only the HT is allowed to authorise absences (holidays)
19	Drugs Incident Policy App 1 Handling drug related incidents flow chart App 2 Developing a range of responses
20	Touch Policy <ul style="list-style-type: none"> runs alongside Use of Force Policy, Behaviour Policy & Child Protection Policy
21	Mobile Phone Policy <ul style="list-style-type: none"> runs alongside E Safety and Data Protection Policies
22	CCTV Policy <ul style="list-style-type: none"> runs alongside Data Protection Policy

Chair

Date