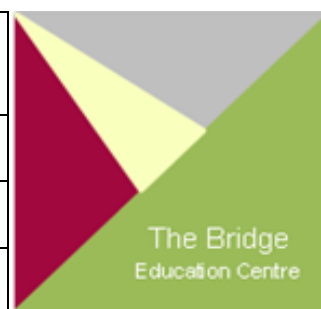


SAFEGUARDING POLICY	
Date Reviewed	November 2019
Approved by Governing Body	
Policy Review Date	November 2021



The purpose of safeguarding is –

- **To ensure all children are protected and safe (see Child Protection Policy and Preventing Extremism and Radicalisation Safeguarding Policy).**
- **To ensure we practise safe recruitment in checking the suitability of staff and volunteers to work with pupils, in accordance with ‘Safeguarding Children and Safer Recruitment in Education’ guidance**
- **To establish a safe environment in which pupils can learn and develop**

CHILD PROTECTION

All measures will be taken in accordance with Safer Recruitment guidelines to minimise the risk of inappropriate individuals gaining access to the centre as employees or volunteers.

Any allegations about a member of staff/volunteer will be fully and properly investigated, in a fair and balanced way, to establish whether there are legitimate concerns of a child protection nature that need to be addressed. Staff need to be aware that such investigations may well require the involvement of the Police and Social Care as required by the County Council child protection procedures.

All staff/volunteers are expected to act in such a way that they do not bring suspicion upon themselves of a child protection nature. Staff/volunteers will be given advice on avoiding placing themselves in vulnerable positions with pupils and will be expected to follow that advice.

All concerns of a child protection nature, which relate to a member of staff/volunteer, will be fully recorded on personal files, with copies provided to the individual, and may well be included in any future references which the centre is requested to write for that individual.

All staff/volunteers have duty to understand basic signs and symptoms which may give indication of a safeguarding concern, and should know what to do if they see or become aware of such concerns.

All staff/volunteers must ensure that they share any child protection concerns about other staff/volunteers in the centre with the centre DSL or the Head Teacher. Failure to disclose relevant child protection information may be deemed to be a disciplinary offence.

All staff/ volunteers will undertake Prevent Training in order to understand what radicalisation is and why we need to be vigilant in our Centre and will follow the anti-radicalisation policy when issues arise. See our separate Radicalisation & Prevent Policy for more information.

RECRUITMENT

Safe practice in recruitment requires the centre to consider a range of issues to do with child protection, safeguarding and promoting the welfare of the student at every stage of the process. This process starts at the point of advert and continues through and beyond induction of new staff.

To ensure safe and appropriate appointments are made, the centre will take all reasonable steps to establish a consistent and thorough process of obtaining information, collating, analysing and evaluating from all applicants.

GOVERNORS, VOLUNTEERS AND TRAINEES

The Bridge Education Centre will adopt the same recruitment measures for volunteers as it would for paid staff, conducting an interview to gauge the person's aptitude and suitability, and undertaking a DBS disclosure

The main elements of this process include;

- Advertising
- Job descriptions/role profiles
- Person specifications
- Application form to obtain and scrutinise comprehensive information about applicants
- References that help assess applicants' suitability for the post
- Face to face interviews that asks appropriately robust questions
- Verification of applicants' identity
- Verification of qualifications, skills and experience
- Completion of mandatory employment checks, such as a DBS check via the Criminal Records Bureau
- Induction programmes that ensure a 'safeguarding children' culture is adopted and embedded into continuing practice
- Performance Management

RISK ASSESSMENTS AND HEALTH & SAFETY

Risk assessments will be carried out for all off-site activities.

Risk assessments will also be carried out, where appropriate, for curriculum activities occurring in areas such as science, technology, as well as classrooms and office spaces.

Health and Safety guidelines will be followed in order to ensure a safe working environment. Please see our Health & Safety policy for further information.

CONTRIBUTIONS FROM THE CURRICULUM

The curriculum will contribute to the promotion of the welfare of pupils in many ways. Some examples of this are through the study of: -

- healthy eating in food technology
- physical exercise in the active curriculum activities
- sexual education in science
- personal well-being in citizenship

The following bullet points will be covered through the day to day running of the school via breakfast club, academic lessons, lunch time supervision, active curriculum and specialist speakers and assemblies.

- healthy lifestyle
- alcohol
- smoking
- taking risks
- drugs
- diversity and influences
- sexual education – emotional implications
- peer pressure – managing meanings

The centre will also seek to provide additional opportunities to educate pupils about aspects of keeping safe – such as liaising with the police and prison service to provide one-off events related to knife crime etc.

Date Reviewed: **November 2019**

Date Approved by Governing Body:

Review Date: **November 2021**